



**ASHE National Board Meeting Minutes**  
**January 10 & 11, 2020**

**CALL TO ORDER:** Michael D. Hurtt, PE

President Hurtt called the meeting of the National Board of the American Society of Highway Engineers to order at 2:35 PM at the Safety Harbor Resort and Spa, 105 North Bayshore Drive, Safety Harbor, FL.

**PLEDGE OF ALLEGIANCE:** Michael D. Hurtt, PE

Mr. Hurtt led the Pledge of Allegiance.

**ROLL CALL:** Thomas S. Morisi

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Michael D. Hurtt, PE	President
	Timothy W. Matthews, PE	First Vice-President
	Leigh B. Lilla, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Richard N. Cochrane, PE	Immediate Past President
	Nancy A. Morisi	Administrative Assistant
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	David A. Greenwood, PE	Mid-Atlantic Region 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
	Jason Hewatt	Southeast and Rocky Mountain Regions Director
	Nikki Parris, PE	Conference Committee Chair
	Mindy Sanders, PE	Technology Committee Chair
	Amanda Schumacher	PR Committee Chair
	Sam Mody, PE	New Sections Committee Chair
	Holly Painter, PE	SE Region Secretary
	Sunserea Dalton (Friday only)	SE Region Vice President
<u>Absent:</u>	Frank J. Bronzo, PE	Great Lakes and North Central Regions Director

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



**WELCOME:** Michael D. Hurtt, PE

- President Hurtt provided opening remarks noting items that will be discussed in the meeting as well as the meeting schedule.

**APPROVAL OF MINUTES:**

- **September 21, 2019 National Board Meeting:** Motion by Morisi to approve the minutes from the September 21, 2019 National Board Meeting; seconded by O'Hare; all in favor.

**AD HOC COMMITTEE (ON REGIONS) REPORT:** Timothy W. Matthews, PE, Leigh B. Lilla, PE

- Ms. Lilla provided a brief overview of the Committee Report which is attached to and made part of these meeting minutes.
- Motion by Matthews to revise the Region boundary map to that presented in the Committee Report subject to the naming of the Regions; seconded by Lilla; all in favor except for Greenwood who was not present for the vote.
- The restructuring will provide for representation on the National Board by the newly formed Southwest Region which will include the Phoenix Sonoran, Dallas-Fort Worth, and Houston Sections. The Committee will make a recommendation as to the number of National Directors that will represent the Region on the National Board.
- The Committee will reach out to the impacted Sections to plan the next steps in the organization of the new Region. They will also assist in setting up a Region government.
- All National committees are to review the Region change to determine impact to their documents and processes and report back to the Ad Hoc Committee within four weeks.
- The Great Lakes and Southeast Regions are to review their documents and processes as well and report back to the Ad Hoc Committee of any required changes.
- Secretary Morisi is to review past meeting minutes to determine if there were any motions during the previous Region reorganization relative to the total number of National Directors.

**REGION REPORTS:**

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

President Hurtt called for a recess of the meeting at 5:00 PM on January 10, 2020. The meeting was reconvened at 8:20 AM on January 11, 2020.

**WELCOME:** Michael D. Hurtt, PE

- President Hurtt reviewed the goals for the organization that he established at the beginning of his presidency. He directed all Directors to review the Section health spreadsheet to determine Sections that are having difficulty with membership decline and report back to Ms. Morisi anything that is found.



**PRESIDENT'S REPORT:** Michael D. Hurtt, PE

- President Hurtt reviewed highlights of the written President'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.
- President Hurtt directed the Secretary to have the Northeast Region push for the past due assessment from the Long Island Section.
- Mr. Mody noted that the Dallas-Fort Worth Section believes they have 127 members. This may be the result of membership applications not yet submitted.

**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 Greenwood; all in favor.
- Motion by O'Hare to thank the 2019 National Conference leadership and staff for the check of \$10,995.00; seconded by DiZuzio; all in favor.
- Motion by O'Hare to change the allowable ASHE mileage rate to \$0.57 per mile as of January 1, 2020; seconded by Matthews; all in favor.
- Motion by O'Hare to approve expenses for Amanda Schumacher, Public Relations Chair, in the amount of \$1,234.07; seconded by Morisi; all in favor.
- Motion by O'Hare to set the Board member stipend for the 2020 National Conference to be held in Raleigh, NC at \$990.14 per Board member including outgoing Past President Cochrane and incoming Board members, but excluding President Hurtt and 1<sup>st</sup> Vice President Matthews and any outgoing Board members; seconded by DiZuzio; all in favor. 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.

**ADMINISTRATIVE ASSISTANT TO THE NATIONAL BOARD REPORT:** Nancy A. Morisi

- Ms. Morisi reviewed highlights of the written Administrative Assistant's report which is attached to and made part of these meeting minutes.
- There was a discussion held regarding website membership enquiries and follow-up on those inquiries. Ms. Lilla noted that the Regions should be following up to ensure that contact is made with the potential new members and track if that member joins. Ms. Morisi is to review the latest list of inquiries and determine which people on that list have become members.

**OLD BUSINESS:**

- **At-Large Members moved into Sections:** Ms. Lilla reported this item is complete and is working.
- **Blanket Insurance Policy:** Mr. Cochrane reported that the policy is in place and policy documents will be posted to the Cloud. In the future, the leadership list will need to be regularly updated with the insurance company and the PA form will need signed by the

incoming President. Two weeks prior to the Conference we are to provide the carrier with the anticipated attendee count. Future effort and questions regarding the insurance policy are to be directed to the Treasurer.

- **E-Voting Guidelines:** Mr. Greenwood noted that information related to this topic can be found in the Constitution & Bylaws Committee Report.
- **Officer Training:** Mr. Harris reported that the training material has been updated and two training sessions were recently held. The material will constantly be updated and future training sessions planned.
- **Membership Application Review:** This item was discussed during the Administrative Assistant's Report

#### **NEW BUSINESS:**

- **ALDOT Transportation Conference:** Mr. Hewatt noted he will be attending this conference as part of his full-time employment and wanted to bring the Conference to the Board's attention. No action was taken.
- **NACE Conference:** Discussion was held as to the potential for someone to attend the NACE Conference. No action was taken.

#### **COMMITTEE REPORTS:**

- **Ad Hoc (Exposure Funds):** Roger B. Carriker, PE presenting  
The Ad Hoc Committee (Exposure Funds) Report is attached to and made part of these minutes. Mr. Carriker noted his effort did not get executed but he hopes to provide information to the Regions by the end of January. Guidelines and funds will be sent to the Region Secretaries.

**Budget/Audit:** Michael D. Hurtt, PE/Timothy W. Matthews presenting

The Budget/Audit Committee Report is attached to and made part of these minutes.

- Motion by the Committee that the Financial Audit for the fiscal year ending May 31, 2019 as prepared by CPA Associates, Certified Public Accountants and completed on October 31, 2019 (documents attached to these minutes) be accepted by the ASHE National Board; seconded by Cochrane; all in favor.
- **Draft 2020/2021 Budget Discussion:** Mr. Matthews noted that Committee Chairs have been contacted to provide input on their respective budgets. After receiving all budget requests, there is a significant shortfall of income versus expenses. That shortfall is estimated at \$80K based on information provided. Mr. Matthews is currently reviewing budget line items to determine where cutbacks can be made to meet budget.
- **Constitution & Bylaws:** David A. Greenwood, PE presenting  
The Constitution & Bylaws Committee Report is attached to and made part of these minutes.
  - **E-Voting:** The Committee is currently conducting research on how e-voting impacts the bylaws. Preliminarily, they have determined that if an e-vote is conducted it should be formalized at the next Board meeting. President Hurtt requested a recommendation on procedure from the Committee.
  - **Houston:** Discussion was held on what impact a change to the National bylaws has on Section and Region bylaws and if it should be mandatory that the Section and



Region bylaws make the same change. Following discussion, it was determined that the need to mandate a change will be made on a case by case basis. Mr. Greenwood will provide an email to Ms. Morisi when bylaws are changed so that change can be communicated with the Sections and Regions.

- **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.
  - **Membership Inquiries:** This topic was previously discussed under the Administrative Assistant's Report.
  - **Membership Schedule of Fees:** A one-page Schedule of Fees that outline such items as dues and other fees has been developed and is being reviewed and amended by the Committee. All Committees are to review the governing documents under their charge to remove any reference to a cost and, instead, refer to the Schedule of Fees.
  - **Lifetime Pin Instead of Steel Card:** The Committee proposed to replace the previously available steel card for lifetime members be replaced by a specially designed lifetime member pin. Motion by the Committee to replace lifetime member cards with lifetime member pins; seconded by Matthews; all in favor. Ms. Schumacher noted that, in the design of the pin, the red color is to be 185 not the color listed in the design.
  - **Fillable PDF Membership Application:** The Committee developed a new membership application that limited data to only that needed for the National database and reduced the form to a single page. The new application is a now a fillable PDF. The application will be posted to the website and an email sent out in accordance with the Communication Plan.
- **National Conference:** Nikki Parris, PE & Roger B. Carriker, PE presenting  
The National Conference Committee Report is attached to and made part of these minutes. Motion by the Committee to approve the Georgia Section to host the 2023 ASHE National Conference; seconded by Cochrane; all in favor.
- **New Sections:** Sam Mody, PE & Mark A. Kinnee, PE presenting  
The New Sections Committee Report is attached to and made part of these minutes. Mr. Mody reviewed the report and provided an update on the status of emerging Sections.
  - **Tennessee Valley:** The Tennessee Valley Section is ready to charter and is planning for an April Chartering. This effort is being handled at the local level. Ms. Morisi is to proceed with ordering the Section banner. Ms. Schumacher is to provide the Section with a logo.
  - **Dallas-Fort Worth:** Mr. Mody will work with Ms. Morisi to rectify the difference in the Dallas-Fort Worth roster.
  - **SASHTO:** Mr. Mody does not have adequate information at this time to make a recommendation on attendance at this conference.
- **Nominating:** Richard N. Cochrane, PE presenting  
The Nominating Committee Report is attached to and made part of these minutes. Motion by the Committee to approve the following Officers and Directors for 2020-2021:
  - President: Timothy W. Matthews, PE (Southeast Region, Georgia Section)
  - First Vice-President: Leigh B. Lilla, PE (Southeast Region, Tampa Section)

- Second Vice-President: Stan A. Harris, PE (Great Lakes Region, TRIKO Valley Section)
- Immediate Past President: Michael D. Hurtt, PE (Northeast Region, Albany Section)
- Three-Year Director: Robert G. Prophet, PE (Northeast Region, Delaware Valley Section)
- Three-Year Director: Scott H. Jordan, PE (Southeast Region, Georgia Section)
- Three-Year Director: Michael D. Bywaletz, PE (Mid-Atlantic Region, Carolina Piedmont Section)

Seconded by Morisi; all in favor. Mr. Cochrane will notify the Great Lakes Region that they will need to replace Mr. Harris for the remainder of his term (one year) and request a nomination for that replacement. It was also noted that the remaining Officers and Directors as noted in the Committee report will remain in place as those positions were not up for election.

- **Operations Oversight:** Stan A. Harris, PE presenting  
The Operations Oversight Committee Report is attached to and made part of these minutes. Mr. Harris clarified that officer training took place during the reporting period. Training for the Tennessee Valley Section occurred the week prior to this meeting. It was also noted that National Directors have been traveling to more Section and/or Region meetings this year than last.
- **Outreach:** Mark A. Kinnee, PE presenting  
The Outreach Committee Report is attached to and made part of these minutes. It was noted that Dawn Fortuna has stepped down as Chair of the Partnership Subcommittee.
- **Professional Development:** Roger B. Carriker, PE presenting  
The Professional Development Committee Report is attached to and made part of these minutes.
- **Public Relations:** Amanda Schumacher & Donato DiZuzio presenting  
The Public Relations Committee Report is attached to and made part of these minutes.
  - Motion by the Committee to use sendinblue as the mass email service for ASHE national at a cost of \$39.95 per month; seconded by Matthews; Motion by O'Hare to amend the motion to state that payment is to be made via the ASHE credit card; seconded by DiZuzio; all in favor of the amendment; all in favor of the motion as amended.
  - **Branding Guidelines:** Ms. Schumacher reminded everyone they should abide by the Branding Guidelines that are available on the website.
  - **Advertising (Multiview):** The Secretary is to copy Ms. Shumacher with the email list sent quarterly to Tammy Farrell.
  - **Social Media:** Ms. Schumacher reviewed the social media handout that is attached to the report.
  - **Region/Section Outreach:** A Committee member has been assigned to each Section and is now providing direct outreach to the Sections to let them know what materials are available and to provide assistance where needed.
- **Scanner:** Donato DiZuzio presenting  
The Scanner Committee Report is attached to and made part of these minutes. Mr. Matthews presented information to show a cost savings that could be realized if we were



**ASHE National Board Meeting Minutes**  
**January 10 & 11, 2020**

to automatically sign members up for the electronic version of the scanner and have them opt into the printed version. He will further review this idea and present at a future Board meeting.

- **Strategic Plan:** Kathryn E. Power, 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.
- **Technology:** Mindy Sanders, PE & Scott A. Jordan, PE presenting  
The Technology Committee Report is attached to and made part of these minutes.

**MEETING SCHEDULE:** Michael D. Hurtt, PE

- April 3/4, 2020, Columbus, OH
- June 7, 2020, Raleigh, NC

**ADJOURNMENT:**

Motion by O'Hare to adjourn the meeting; seconded by Matthews; all in favor. The meeting adjourned at 12:20.

**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



**ASHE National Board Meeting Minutes  
January 10 & 11, 2020**

**Attachment 1: Officer and Committee Reports**



## PRESIDENT'S REPORT

January 11, 2020

### Activities (Cumulative):

#### Travel:

1. May 2: Harrisburg Section officer induction
2. May 23: Cuyahoga Valley Section golf and officer induction
3. June 7: Central NY Section golf outing
4. June 11: Albany Section golf outing
5. June 14: Pittsburgh Section scholarship fundraising event
6. June 24: Albany Section Board Meeting
7. August 13: MAASTO Conference in Indianapolis
8. August 23: Albany Section social breakfast
9. September 12: Phoenix Sonoran Section joint mini-conference with ASCE
10. September 16: In-person meeting with Lawrence Lopez, NMDOT
11. **October 3: Albany Section Officer Inductions and Annual Meeting**
12. **October 29: Central Ohio – OTEC Luncheon**
13. **November 19: Albany Section Lunch PDH Meeting**
14. **December 4: Albany Section Annual Holiday Event**
15. **December 5: Georgia Section Annual Holiday Event**
16. **December 11: Potomac Section Annual Holiday Event**

#### Committee Activities:

1. **Monthly: National Conference Committee meeting (conference call)**
2. June 20: Operations and Oversight Committee meeting (conference call)
3. July 30: Outreach Committee meeting (conference call)
4. **October 14: New Sections Committee meeting (conference call)**
5. **November 1: Student Chapter Committee Meeting (conference call) STEM opportunity**
6. **December 2: Ad Hoc Committee Meeting (conference call) Regional Structure**
7. **December 10: National Conference Committee (2023 Conference selection)**
8. **December 20: Ad Hoc Committee Meeting (conference call) Regional Structure**

#### Meetings:

1. **Monthly: Reoccurring President's with Tim, Leigh, and Dick**
2. July/Aug: Attended several MAASTO Planning meetings (conference call)
3. May 9: NE Region Board Meeting
4. May 12: National Board Meeting, Nashville, TN (at conference)
5. May 28: SE Region Board Meeting (conference call)
6. September 19: SE Region Board Meeting (conference call)
7. September 20/21: National Board Meeting and Workshop, Syracuse, NY
8. **September 26: NE Region Board Meeting**

- 9. **January 9:**               **SE Region Board Meeting**
- 10. **January 10 & 11:**   **National Board Meeting, Tampa, FL**

**Board Activities:**

- 1. August 20:               Called for E-Vote to approve the JMSS Hosting and Support Proposal

**Other Activities:**

- 1. Reviewed and approved N. Morisi timecards.
- 2. Prepared *scanner* President's Messages (summer and fall)
- 3. Worked with Tammy Farrell (*scanner*) to develop an Ad Campaign for "Bring a Colleague, Make a Friend", and for "Social Media".
- 4. **Participated in Section/Region Officer Webex training on September 24 & 25.**
- 5. **Prepared *scanner* President's Message (winter)**

-END-



## SECRETARY'S REPORT

Following is the current ASHE Membership List by Region/Section as of December 23, 2019:

<b>Northeast Region</b>	
Albany	95
Altoona	193
Central New York	49
Clearfield	189
Delaware Valley	377
East Penn	120
First State	168
Franklin	131
Harrisburg	316
Long Island	56
Mid-Allegheny	145
New York Metro	173
N. Central New Jersey	142
North East Penn	125
Pittsburgh	541
Southern New Jersey	75
Southwest Penn	277
Wialliamsport	81
<b>Subtotal</b>	<b>3253</b>
<b>Mid-Atlantic Region</b>	
Blue Ridge	74
Carolina Piedmot	79
Carolina Triangle	245
Chesapeake	302
Greater Hampton Roads	89
N. Central West Virginia	52
Old Dominion	89
Potomac	175
<b>Subtotal</b>	<b>1105</b>

<b>Southeast Region</b>	
Central Florida	90
Georgia	468
South Florida	10
Middle Tennessee	310
Northeast Florida	172
Tampa Bay	53
<b>Subtotal</b>	<b>1103</b>
<b>Great Lakes Region</b>	
Bluegrass	59
Central Ohio	185
Cuyahoga Valley	114
Derby City	84
Lake Erie	186
Northwest Ohio	51
Triko Valley	181
<b>Subtotal</b>	<b>860</b>
<b>North Central Region</b>	
Central Dacotah	81
<b>Subtotal</b>	<b>81</b>
<b>Rocky Mountain Region</b>	
Phoenix Sonoran	190
<b>Subtotal</b>	<b>190</b>
<b>South Central Region</b>	
Dallas-Fort Worth	38
Houston	75
<b>Subtotal</b>	<b>113</b>
<b>National Total</b>	<b>6705</b>



## **MEMBERSHIP**

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

Total membership as of the date listed is 6,705 which represents a net decrease of 195 members since the September report. Some specific notes related to membership totals:

- Data for all Sections except for the following are complete based on adjustments made during the annual assessment except for the following:
  - Harrisburg: We are waiting for their 13 drops and 95 new members as part of the Assessment.
  - Long Island: We have not received their assessment.
  - Pittsburgh: We are working through a discrepancy of approximately 15 members with their roster.
  - Tampa Bay: We are working through a discrepancy of approximately 3 members with their roster.
- A great number of Sections took the time and effort to reconcile with the National database through this past assessment cycle. I feel very comfortable with the information currently in the National Database.
- During the assessment process there were a total of 729 drops and 580 new members (including Harrisburg). This can be compared to last year when there was a total of 760 drops and 385 new members.

## **ASSESSMENTS**

All assessments have been paid with the exception of Long Island. My most recent correspondence with them has gone unanswered.

## **DATABASE**

There are no current issues with the database that have not been resolved.

## **MEMBERSHIP APPLICATION**

A new membership application has been developed as a fillable PDF and provided to the Membership Committee for review. The new application is limited to one page and eliminates all data not contained in the National Database. It also reconciles all titles and membership categories with the National Database. I defer to the Membership Committee for further action.

## **LIFETIME MEMBERS**

Previously, Sections could request permanent (metal) Lifetime Member cards for their Lifetime Members. The cost of each card was approximately \$75 and each had to be engraved separately. Since we no longer use membership cards and the process of producing Lifetime Member cards is costly and time consuming the suggestion was made to the Membership Committee to eliminate the cards and, instead, produce a Lifetime Member pin. Artwork for the proposed pin was provided to the Membership Committee for review and comment. The cost of said pins would be approximately \$5 each to the Sections. A Lifetime Member certificate would accompany each pin issued. I will defer to the Membership Committee for approval/disapproval and further action.

## **NATIONAL BOARD MEETING ARRANGEMENTS**

Costs associated with National Board meetings are rising, especially for meals. It is very important that I have an accurate meal count to submit to the facility when it is requested.



---

## **National Treasurer's Report**

**Frank O'Hare, PE, PS, National Treasurer**

**ASHE National Board Meeting**

**January 11, 2020**

**Tampa Bay, FL**

1. Income and Expenses - Income and Expenses are shown as of 12/31/2019. See Attachment.
  - o "Other income" consists of refund from Shirley Stuttler for Nashville Conference, Franklin banner replacement, investment transfer and lodging refunds from Tom Morisi.
  - o The National Treasurer received check from the ASHE 2019 Nashville Conference of \$10,995.00 on November 11, 2019.
  - o Fifteen thousand was transferred from the investment to the checking account to guard cash flow.
2. Investment as of 12/31/2019. 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, and November. 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 \$8,000. Unlike previous years, CPA Associates did not comment about long delays for deposits. Nancy Morisi has been highly instrumental in this improvement.
6. CPA Associates completed IRS Form 990 for ASHE National as well as the IRS Form for ASHE Sections/Regions and Conferences. Several Sections were required to review their submitted 990 forms and correct or provide an explanation. The tax returns were signed by the National Treasurer and submitted on November 6, 2019. 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 8/1/2019.
7. The National Treasure assisted by the Administrative Assistant; Nancy Morisi filed IRS Form CP 119 indicating ASHE's Subordinates or Subunits. The form received from the IRS was corrected to

include the Albany Section, Dallas – Fort Worth Section, Long Island Section and the 2022 National Conference – Columbus. Address and c/o corrections were made to Middle Tennessee, Central Ohio, Franklin, Mid Allegheny, Carolina Triangle, New York Metro, Chesapeake, Blue Ridge, North Central NJ, Potomac, Southern NJ, Tampa Bay, Georgia and Greater Hampton Roads. The 2018 Conference was deleted from the list.

8. The National Treasurer provided CPA Associates the financial information for non-employees; Shirley Stuttler, Nancy Morisi, Lynnell Flowe, Charlie Flowe, TNT Graphics, JM Server Solutions in order to prepare the required IRS 1099 forms for each individual.
9. The National Treasurer was contacted by Sandra Knight of McDonald, TN asking for me to review an EIN form for a new section in Chattanooga, TN. She was instructed to stop everything and not waste her time. She was using a third-party form to obtain an EIN. She now has been sent the correct forms and instructions in order to obtain the EIN from the IRS. **IRS forms have the IRS logo clearly displayed.**
10. Last stipend payment to President's Assistant; Shirley Stuttler made on October 1, 2019.
11. Incorrect and un-signed expense reports are being sent back for correction delaying the issuing of expense checks.
12. 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 Treasure's report.

**Motion 2:** Motion to thank the 2019 Nashville Conference leadership and staff for the check of \$ 10, 995.00.

**Motion 3:** Motion to change the allowable ASHE mileage rate to \$0.57/ mile as of January 1, 2020.

The IRS has published a mileage rate of \$ 0.575 for 2020. It has been customary for ASHE to round down to the nearest whole cent.

**Motion 4:** To approve Expenses for Amanda Shumaker, Public Relations Chair in the amount of **\$ 1,234.07.**

Ms. Shumaker submitted an expense report on 12/23/2019 for \$ 1,234.07. Many of the expenses recorded were over 60 days old (2/10/2019 to 10/23/2019) warranting approval by Executive Committee or National Board. The National Treasurer has reviewed all expenses and corresponding receipts and corrected the report for a double billing of \$56.17. Ms. Shumaker was notified that expenses would need board approval due to delay. Expense reports attached.

Motion 5: To set board member stipend for 2020 National Conference to be held in Raleigh, NC @ \$\_\_\_\_\_ per board member including outgoing Past President Cochrane and incoming board members, but excluding President Hurtt and 1<sup>st</sup> VP Mathews 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 2020 National Conference:

Registration Costs

ASHE Member - \$

Luncheon - \$

Banquet - \$

**Total Registration Costs = \$**

Hotel Per Night Cost

\$ Rate per night

\$ Taxes per night

\$ Resort Fee (includes 9.25% tax) per night

**Hotel Cost (per Night) = \$**

**Total for 3 Nights = \$**

**Total \$ X,XXX.XX**

**ASHE Treasurer's Report**  
for  
**For FY June 1, 2019 to December 31, 2019**

**PNC Checking Account**

1	<b>PNC Business Basic Checking 8649 - Ledger Balance 6/1/2019</b>	\$	<b>38,704.71</b>
2	<b><u>Inflows</u></b>		
3	Income	\$	206,314.60
4	Total Inflows (Income)	\$	<b>206,314.60</b>
5	<b><u>Outflows</u></b>		
6	Expenses	\$	<b>103,783.98</b>
7	Total Outflows (Expenses)	\$	<b>103,783.98</b>
8	<b>Balance 8649 - 12/31/2019</b>	\$	<b>141,235.33</b>

**PNC Investment Account**

9	<b>PNC Investment - Beginning Balance (6/1/2019)</b>	\$	<b>324,878.47</b>
10	Increase (Decrease) in Fund as of 12/31/2019	\$	<b>13,206.01</b>
11	-		
12	<b>Balance on 12/31/2019</b>	\$	<b>338,084.48</b>
13			
14	<b>Total Assets as of 12/31/2019 ....</b>	\$	<b>479,319.81</b>
15	<b>Total Assets as of 6/01/2019 ....</b>	\$	<b>363,583.18</b>
16	<b>Increase or (Decrease) in Total Assets - 6/1/2019 to 12/31/2019</b>	\$	<b>115,736.63</b>

Respectfully submitted:



Digitally  
signed by:  
ASHE  
Treasurer  
Date: 2020.  
01.06 16:31:  
33 -05'00'

ASHE National Treasurer

1/6/2020

Item	Operating Income	Budget FYE 2020	Actual as of 12/31/2019	% of Budget
A.	Clothing royalties	\$ 1	\$ -	
B.	Conference seed money returned	\$ 8,000	\$ 8,000.00	100%
C.	Conference Income	\$ 1	\$ 10,995.00	>100%
D.	Credit Card Cash Back Rewards	\$ 200	\$ 331.95	166%
E.	Lifetime Member Plate	\$ -	\$ -	
F.	New members - at large	\$ 100	\$ -	0%
G.	Member assessment	\$ 132,000	\$ 144,644.02	110%
H.	National Project of the Year	\$ 800		0%
I.	New members initiation fees	\$ 45,000	\$ 6,305.00	14%
J.	Other Income	\$ 1	\$ 16,093.16	>100%
K.	Past Presidents' pins	\$ 1,500	\$ 555.00	>100%
L.	SPONSORSHIPS			
L100.0	Sponsorships - Multiview	\$ 7,000	\$ 4,740.47	68%
L101.0	Sponsorships - SCANNER	\$ 29,000	\$ 14,650.00	51%
	<b>Total</b>	<b>\$ 223,603</b>	<b>\$ 206,314.60</b>	<b>92%</b>
	<b>Reduction Of Demand Assets</b>	<b>\$19,847</b>		
	<b>Total Inflow to Operating Budget</b>	<b>\$ 243,450</b>	<b>\$ 206,314.60</b>	<b>85%</b>

FYE 2020 - June 1, 2019 to May 31, 2020

FYE 2020 Budget approved by ASHE National Board at  
Nashville, TN on May 12, 2019



Item	No.	EXPENSES	Budget FYE 2020	Actual as of 08/30/2019	% of Budget
<b>A. BUDGET/AUDIT COMMITTEE</b>					
	A101.0	Budget/Audit Committee	\$ -	\$ -	0%
	A102.0	Treasurer's Meeting With Auditors	\$ 400	\$ -	0%
		<b>TOTAL:</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>0%</b>
<b>B. CONSTITUTION &amp; BYLAWS COMMITTEE</b>					
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -	
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>C. EXECUTIVE COMMITTEE</b>					
	C101.0	Allowance for new Admin Asst	\$ -		0%
	C102.0	Audit & CPA fees	\$ 7,500	\$ 7,018.50	94%
	C103.0	Awards, pins, & ribbons	\$ 1,000	\$ 371.00	37%
	C104.0	Committee chair travel by President's invitation	\$ 6,000	\$ 1,219.02	20%
	C105.0	Computers, purchase, repair	\$ 1,000	\$ -	0%
	C106.0	Contingencies, legal, bank fees	\$ 500	\$ 86.00	17%
	C107.0	Donations, memorials, gifts	\$ 200	\$ 62.76	31%
	C108.0	Employee - taxes, fica	\$ 7,000	\$ 5,659.02	81%
	C109.0	Employee - wages	\$ 30,400	\$ 11,663.54	38%
	C110.0	Employee - expenses	\$ -	\$ 258.96	> 100%
	C111.0	Insurance - business	\$ 5,000	\$ 4,068.00	81%
	C112.0	Misc. Expenses	\$ 500	\$ 84.84	17%
	C113.0	Office- conf. call	\$ 500	\$ 422.28	84%
	C114.0	Business Office - Rent	\$ 3,500	\$ 2,125.00	61%
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 500	\$ 385.74	77%
	C116.0	President's Assistant expenses	\$ 3,250	\$ 4,154.25	128%
	C117.0	Presidents travel & expenses (No board mtgs.)	\$ 6,500	\$ 5,519.70	85%
	C118.0	Society travel - President's request	\$ 3,600	\$ 639.41	18%
	C119.0	Supplies, business, software	\$ 100	\$ 957.21	957%
		<b>TOTAL:</b>	<b>\$ 77,050</b>	<b>\$ 44,695.23</b>	<b>58%</b>
<b>D. MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>					
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>E. NATIONAL BOARD</b>					
	E101.1	Board Directors Lodging	\$ 8,000	\$ 1,779.40	22%
	E101.2	Board Directors Travel	\$ 20,000	\$ 6,579.39	33%
	E102.0	Board Meeting Expenses	\$ 8,000	\$ 1,130.66	14%
		<b>TOTAL:</b>	<b>\$ 36,000</b>	<b>\$ 9,489.45</b>	<b>26%</b>
<b>F. NATIONAL CONFERENCE COMMITTEE</b>					
	F101.0	2019 conference stipend & expenses	\$ 18,000	\$ -	0%
	F102.0	Future National Conf. Advance	\$ 8,000	\$ 8,000.00	100%

Item	No.	EXPENSES	Budget FYE 2020	Actual as of 08/30/2019	% of Budget
	F103.0	Sponsorships for conference	\$ 4,000	\$ -	0%
	F104.0	National Conf. Comm. Travel	\$ 800	\$ -	0%
		<b>TOTAL:</b>	<b>\$ 30,800</b>	<b>\$ 8,000.00</b>	<b>26%</b>
<b>G. NEW SECTIONS COMMITTEE</b>					
	G101.0	Startup grant - Two(2) Sections per Year	\$ 1,200	\$ -	0%
	G102.0	New Section Banners - Two(2) Sections	\$ 800	\$ -	0%
	G103.0	Exhibiting	\$ 4,500	\$ 3,299.75	73%
	G104.0	Travel - New Sections & Chartering	\$ 2,400	\$ 1,659.12	69%
		<b>TOTAL:</b>	<b>\$ 8,900</b>	<b>\$ 4,958.87</b>	<b>56%</b>
<b>H. NOMINATING COMMITTEE</b>					
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 1,000	\$ -	0%
		<b>TOTAL:</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0%</b>
<b>I. OPERATIONS OVERSIGHT COMMITTEE</b>					
	I102.0	Regional Directors Travel	\$ 4,000	\$ 660.79	17%
	I103.0	Project of the Year	\$ 2,500	\$ 1,676.92	67%
	I104.0	Society History Comm. <sup>1</sup>	\$ -	\$ -	0%
		<b>TOTAL:</b>	<b>\$ 6,500</b>	<b>\$ 2,337.71</b>	<b>36%</b>
<b>J. OUTREACH COMMITTEE</b>					
	J102.0	Exposure Funds	\$ 6,000	\$ -	
		<b>TOTAL:</b>	<b>\$ 6,000</b>	<b>\$ -</b>	
<b>K. PARTNERSHIP COMMITTEE</b>					
	K101.0	Booth exchange	\$ 2,000	\$ 400.00	20%
	K102.0	Travel to partner events	\$ 2,000	\$ -	0%
		<b>TOTAL:</b>	<b>\$ 4,000</b>	<b>\$ 400.00</b>	<b>0%</b>
<b>L. PROFESSIONAL DEVELOPMENT COMMITTEE</b>					
	L101.0	Professional development committee	\$ -	\$ -	
	L102.0	Certification-related fees & education costs	\$ -	\$ -	
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>M. PUBLIC RELATIONS COMMITTEE</b>					
	M101.0	Committee Travel	\$ 1,000		0%
	M102.0	Contest	\$ 100		0%
	M103.0	Conference Exposure	\$ 800		0%
	M104.0	Promotional Materials	\$ 3,000	\$ 773.60	26%
	M106.0	Software	\$ -		0%
	M105.0	Shipping - ASHE Display	\$ 500		0%
		<b>TOTAL:</b>	<b>\$ 5,400</b>	<b>\$ 773.60</b>	<b>14%</b>

Item	No.	EXPENSES	Budget FYE 2020	Actual as of 08/30/2019	% of Budget
N.	<b>SCANNER COMMITTEE</b>				
	N100.00	Scanner/Technical Committee Travel	\$ 600		
	N102.0	TNT Invoices	\$ 60,000	\$ 28,852.34	48%
	N103.0	Scanner Exhibit Booth	\$ 400		0%
	N104.0	National Conf. Expenses & Promotional Materials	\$ 700	\$ -	
		<b>TOTAL:</b>	<b>\$ 61,700</b>	<b>\$ 28,852.34</b>	<b>47%</b>
O.	<b>STRATEGIC PLAN COMMITTEE</b>				
	O101.0	Strategic Planning Committee	\$ -	\$ -	
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	
P.	<b>STUDENT CHAPTER COMMITTEE</b>				
	P101.0	Student Chapter Committee	\$ 1,000	\$ 208.28	0%
	P102.0	Student event promo materials	\$ -		
		<b>TOTAL:</b>	<b>\$ 1,000</b>	<b>\$ 208.28</b>	<b>21%</b>
Q.	<b>TECHNOLOGY COMMITTEE</b>				
	Q101.0	Cloud Committee	\$ 1,200	\$ 524.98	44%
	Q102.0	Database administration	\$ 1,500	\$ 2,360.17	157%
	Q103.0	Database upgrade			
	Q104.0	National Conf. Exhibit Booth - J.M. Solutions	\$ -		
	Q105.0	Technology Committee - Survey Gizmo	\$ 300		0%
	Q106.0	Website hosting	\$ 1,700	\$ 1,183.35	70%
	Q107.0	Website redesign	\$ -		
		<b>TOTAL:</b>	<b>\$ 4,700</b>	<b>\$ 4,068.50</b>	<b>87%</b>
	<b>TREASURER</b>				
		Funds To Reserve Fund	\$ -	\$ -	
		<b>Total Expenses</b>	<b>\$ 243,450</b>	<b>\$ 103,783.98</b>	<b>43%</b>

# Cash Flow Comparison

6/1/2018 through 12/1/2019

1/6/2020

Page 1

Category	6/1/2018- 12/1/2018	6/1/2019- 12/1/2019	Amount Difference
<b>INFLOWS</b>			
B. Conference Advance Money Return	8,000.00	8,000.00	0.00
C. Conference Income-- National Confer...	0.00	10,995.00	10,995.00
D. Credit Card Cash Back Rewards	194.13	331.95	137.82
G. Membership Assessments	132,539.00	144,644.02	12,105.02
I. New Member-Initiation Fee	15,850.00	6,305.00	-9,545.00
J. Other Income	2,873.86	1,093.16	-1,780.70
Transfer from PNC Investment Account	0.00	15,000.00	15,000.00
TOTAL J. Other Income	2,873.86	16,093.16	13,219.30
K. Past President Pins	1,365.00	555.00	-810.00
<b>L. Sponsorships</b>			
L100.0 MULTIVIEW Sponsorships	5,847.70	4,740.47	-1,107.23
L101.0 SCANNER Sponsorships	22,700.00	14,650.00	-8,050.00
TOTAL L. Sponsorships	28,547.70	19,390.47	-9,157.23
<b>TOTAL INFLOWS</b>	<b>189,369.69</b>	<b>206,314.60</b>	<b>16,944.91</b>
<b>OUTFLOWS</b>			
<b>A. Budget Committee</b>			
<b>A102.0 Treasurer's Mtg w Auditors</b>			
Lodging	144.28	0.00	144.28
Meals, Misc	38.11	0.00	38.11
Travel	95.03	0.00	95.03
TOTAL A102.0 Treasurer's Mtg w A...	277.42	0.00	277.42
TOTAL A. Budget Committee	277.42	0.00	277.42
<b>C. Executive Committee</b>			
C102.0 Audit, Taxes & CPA Fees	6,910.50	7,018.50	-108.00
C103.0 Awards, Banners, Ribbons, Mi...	0.00	371.00	-371.00
<b>C104.0 Com Chair Travel-Pres.'s Re...</b>			
Lodging	519.93	315.27	204.66
Mileage	302.40	296.20	6.20
Misc. Travel Expenses, Meals, Park...	232.59	30.48	202.11
Travel - Air,Train,Transit,Cab,Rental	0.00	577.07	-577.07
TOTAL C104.0 Com Chair Travel-P...	1,054.92	1,219.02	-164.10
<b>C106.0 Contingencies, Legal, Bank ...</b>			
Bank Charge-Bank Charge	52.00	86.00	-34.00
TOTAL C106.0 Contingencies, Leg...	52.00	86.00	-34.00
C107.0 Donations. Memorials, Gifts-C...	113.35	62.76	50.59
C108.0 Employees - Taxes, FICA, ET...	1,238.92	5,659.02	-4,420.10
<b>C109.0 Employee Wages</b>			
C109.1 Administrative Asst. - L. Flo...	5,443.17	880.08	4,563.09

# Cash Flow Comparison

6/1/2018 through 12/1/2019

1/6/2020

Page 2

Category	6/1/2018- 12/1/2018	6/1/2019- 12/1/2019	Amount Difference
C109.2 Administrative Asst. - N. Mo...	0.00	10,783.46	-10,783.46
TOTAL C109.0 Employee Wages	5,443.17	11,663.54	-6,220.37
<b>C110.0 Admin. Asst. Exp - N. Morisi</b>			
Travel -- Air,Train,Transit,Cab,Rental	0.00	258.96	-258.96
TOTAL C110.0 Admin. Asst. Exp - ...	0.00	258.96	-258.96
C111.0 Insurance - Business	1,182.00	4,068.00	-2,886.00
C112.0 Miscellaneous Expenses	32.72	84.84	-52.12
C113.0 Office-Conf. Call, Office Exps-...	417.11	422.28	-5.17
<b>C114.0 Business Office - Expenses</b>			
C114.1 Henderson, NC-- Rent	1,925.00	0.00	1,925.00
C114.2 Howard, OH-- Internet	375.00	375.00	0.00
C114.3 Johnstown, PA-- Rent	0.00	1,750.00	-1,750.00
TOTAL C114.0 Business Office - E...	2,300.00	2,125.00	175.00
C115.0 Postage and Delivery-Postage...	260.19	385.74	-125.55
<b>C116.0 President's Asst. - S. Stuttler</b>			
C116.1 Monthly Stipend	4,550.00	3,250.00	1,300.00
C116.2 Office Supplies	61.85	0.00	61.85
<b>C116.3 President's Assistant's Tr...</b>			
Lodging	173.31	223.18	-49.87
Mileage	312.12	118.52	193.60
Misc. Travel Expenses, Meals, P...	8.42	148.55	-140.13
Travel - Air,Train,Transit,Cab,Re...	0.00	414.00	-414.00
TOTAL C116.3 President's Assist...	493.85	904.25	-410.40
TOTAL C116.0 President's Asst. - S...	5,105.70	4,154.25	951.45
<b>C117.0 President's Exp(Not BD Mtgs)</b>			
Lodging-Overnight Lodging	1,275.68	1,429.38	-153.70
Mileage-Mileage at IRS Rate	551.88	1,085.76	-533.88
Misc. Travel Expenses, Meals, Park...	459.32	352.66	106.66
Travel - Air,Train,Transit,Cab,Rental	2,421.92	2,651.90	-229.98
TOTAL C117.0 President's Exp(Not...	4,708.80	5,519.70	-810.90
<b>C118.0 Society Travel-Pres. Request</b>			
Lodging	514.35	158.46	355.89
Mileage	140.00	0.00	140.00
Misc. Travel Expenses, Meals, Park...	77.40	25.00	52.40
Travel - Air,Train,Transit,Cab,Rental	427.44	455.95	-28.51
TOTAL C118.0 Society Travel-Pres...	1,159.19	639.41	519.78
C119.1 Supplies-Software, Ink,Paper,...	567.51	957.21	-389.70
TOTAL C. Executive Committee	30,546.08	44,695.23	-14,149.15
<b>E. National Board-Expense for Nation...</b>			
<b>E101.0 Board Member-Board Meetin...</b>			
E101.1 Lodging - Board Meeting	3,269.55	1,779.40	1,490.15

# Cash Flow Comparison

6/1/2018 through 12/1/2019

1/6/2020

Page 3

Category	6/1/2018- 12/1/2018	6/1/2019- 12/1/2019	Amount Difference
<b>E101.2 Board Travel Expenses</b>			
Mileage - Board Meeting	2,624.14	2,881.90	-257.76
Misc. Travel Expenses, Meals, P...	788.58	584.60	203.98
Travel-Air,Train,Transit,Cab,Rental	2,480.08	3,112.89	-632.81
TOTAL E101.2 Board Travel Exp...	5,892.80	6,579.39	-686.59
TOTAL E101.0 Board Member-Boa...	9,162.35	8,358.79	803.56
E102.0 Board Meeting Expenses	3,004.03	1,130.66	1,873.37
TOTAL E. National Board-Expense for...	12,166.38	9,489.45	2,676.93
<b>F. National Conference Committee</b>			
F102.0 Future National Conf Advance	0.00	0.00	0.00
2021 Conference Advance	8,000.00	0.00	8,000.00
2022 Conference Advance	0.00	8,000.00	-8,000.00
TOTAL F102.0 Future National Con...	8,000.00	8,000.00	0.00
F103.0 Sponsorship	4,000.00	0.00	4,000.00
<b>F104.0 Committee Travel</b>			
Mileage	351.00	0.00	351.00
Misc. Travel Expenses, Meals, Park...	27.85	0.00	27.85
TOTAL F104.0 Committee Travel	378.85	0.00	378.85
TOTAL F. National Conference Comm...	12,378.85	8,000.00	4,378.85
<b>G. New Sections Committee</b>			
G103.0 Exhibiting @ National Confere...	4,156.00	3,299.75	856.25
<b>G104.0 Travel-New Section &amp; Chart...</b>			
Lodging	0.00	521.24	-521.24
Mileage	0.00	49.88	-49.88
Misc. Travel Expenses, Meals, Park...	0.00	78.95	-78.95
Travel-Air,Train,Transit,Cab,Rental	0.00	1,009.05	-1,009.05
TOTAL G104.0 Travel-New Section...	0.00	1,659.12	-1,659.12
TOTAL G. New Sections Committee	4,156.00	4,958.87	-802.87
<b>I. Operations Committee</b>			
<b>I102.0 Regional Director Travel</b>			
Lodging-Lodging for Regional Direc...	0.00	78.97	-78.97
Mileage	264.60	480.82	-216.22
Misc. Travel Expenses, Meals, Park...	36.38	101.00	-64.62
TOTAL I102.0 Regional Director Tr...	300.98	660.79	-359.81
I103.0 ASHE National Project of the Y...	0.00	1,676.92	-1,676.92
TOTAL I. Operations Committee	300.98	2,337.71	-2,036.73
<b>K. Partnership Committee</b>			
K101.0 Booth Exchange (Cost ASHE ...	0.00	400.00	-400.00
TOTAL K. Partnership Committee	0.00	400.00	-400.00
<b>M. Public Relations Committee</b>			
M104.0 Promotional Material,Social M...	325.69	773.60	-447.91

# Cash Flow Comparison

6/1/2018 through 12/1/2019

1/6/2020

Page 4

Category	6/1/2018- 12/1/2018	6/1/2019- 12/1/2019	Amount Difference
TOTAL M. Public Relations Committee	325.69	773.60	-447.91
<b>N. SCANNER Committee</b>			
N102.0 TNT Invoices - Scanner Only	41,650.63	28,852.34	12,798.29
TOTAL N. SCANNER Committee	41,650.63	28,852.34	12,798.29
<b>P. Student Chapter Committee</b>			
<b>P101.0 Committee Travel</b>			
Mileage	0.00	183.28	-183.28
Misc. Travel Expenses, Meals, Park...	0.00	25.00	-25.00
TOTAL P101.0 Committee Travel	0.00	208.28	-208.28
P102.0 Student Event Promo Materials	2,010.82	0.00	2,010.82
TOTAL P. Student Chapter Committee	2,010.82	208.28	1,802.54
<b>Q. Technology Committee</b>			
Q101.0 Support ASHE Cloud	416.65	524.98	-108.33
Q102.0 Data Base Project Admin.-Up...	1,145.85	2,360.17	-1,214.32
Q106.0 Website Hosting	977.45	1,183.35	-205.90
TOTAL Q. Technology Committee	2,539.95	4,068.50	-1,528.55
<b>TOTAL OUTFLOWS</b>	<b>106,352.80</b>	<b>103,783.98</b>	<b>2,568.82</b>
<b>OVERALL TOTAL</b>	<b>83,016.89</b>	<b>102,530.62</b>	<b>19,513.73</b>



**REVIEWED**  
By Frank O'Hare at 3:19 am, 12/3/15

**Frank O'Hare, P.E., P.S.**  
National Treasurer



**American Society of Highway Engineers**  
ashenationaltreasurer@ashe.pro  
Cell: 614.506.1068  
www.ashe.pro

## MEMBER INFORMATION:

Amanda Schumacher

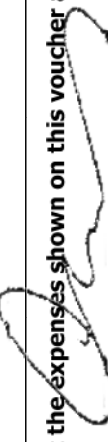
PR Committee Chair

Date	Reason	Lodging	Air Fare	Rental Car	Mileage @ \$0.54	Parking	Meals	Misc.	Total
2/10/2019	Shipment to Albany Section							\$ 24.70	\$ 24.70
<del>5/5/2019</del>	<del>Adobe Creative Suite for PR chair</del>	<del></del>	<del></del>	<del></del>	<del></del>	<del></del>	<del></del>	<del>\$ 56.17</del>	<del>\$ 56.17</del>
	<i>Paid on previous expense report attached below.</i>								
6/5/2019	Adobe Creative Suite for PR chair							\$ 56.17	\$ 56.17
7/5/2019	Adobe Creative Suite for PR chair							\$ 56.17	\$ 56.17
8/5/2019	Adobe Creative Suite for PR chair							\$ 56.17	\$ 56.17
8/7/2019	ship booth to Kirsten Bowen - MAASTO conf							\$ 33.96	\$ 33.96
8/7/2019	ship booth from MAASTO to SASHTO							\$ 33.96	\$ 33.96
8/7/19	from scott jordan (SASHTO) to Amanda shipment							\$ 43.03	\$ 43.03
8/8/2019	shipment of promos to scott for SASHTO							\$ 15.26	\$ 15.26
8/16/2019	shipment of tablecloth to scott jordan for SASHTO							\$ 83.20	\$ 83.20



By Frank O'Hare at 10:45 am, 5/21/19

[illegible]

4/1/2019	Adobe Creative Suite for PR chair								\$ 56.17	\$	56.17
5/1/2019	Adobe Creative Suite for PR chair								\$ 56.17	\$	56.17
5/2/2019	Frontier flight to ASCET board meeting - Atlanta, GA					\$ 317.60				\$	317.60
5/2/2019	Uber to ASCET meeting								\$ 16.36	\$	16.36
5/2/2019	uber to airport								\$ 19.61	\$	19.61
		\$ 138.13	\$ 478.00	\$ -	\$ -	\$ 28.00	\$ 23.65	\$ 192.62			
		<div> <div>Math error</div> <div>Total = \$12701.14. Confirmed with Amanda. 5/21/2019</div> </div>									
		<div> <div>Subtotal</div> <div>\$ 860.40</div> </div>									
		<div> <div>Advances</div> <div></div> </div>									
		<div> <div>Total</div> <div>\$ 860.40</div> </div>									
COMMENTS:											
<div> <div>I certify that the expenses shown on this voucher are legitimate.</div> <div> <div>SIGNATURE:</div> <div>  </div> </div> <div>5/8/19</div> </div>											



## Administrative Assistant Report

**New Member Request Forms (Website):** The following is a region summary of the new member request forms (75 total from September 2019 thru December 2019) received and forwarded to the appropriate sections:

**September-21 total request breakdown:**

- 9-Southeast
- 0-Great Lakes
- 3-Mid Atlantic
- 9-Northeast

**October-30 total request breakdown:**

- 10-Southeast
- 3-Great Lakes
- 6-Mid Atlantic
- 11-Northeast

**November-13 total request breakdown:**

- 7-Southeast
- 2-Great Lakes
- 2-Mid Atlantic
- 2-Northeast

**December-11 total request breakdown:**

- 4-Southeast
- 2-Great Lakes
- 2-Mid Atlantic
- 3-Northeast

**Website requests (non-membership):** The website has received approximately 23 requests that are not membership inquiries. These range from a variety of member questions, requests to update information in the database to spam. There is a copy of the website request log attached to this report that will provide more detailed information.

**Board Meeting Dates and Committee Report Due Dates:** The board meeting dates and the committee report due dates were sent as meeting invites via email on 5/21/19. This was done as an effort to streamline when things are due and cut down the amount of "reminder" emails. Reminders were still sent on 11/1/19 and 12/19/2019 for the 12/26/2019 due date.

**Nominations Requests:** National Board Officer and Directors- The nominations request for the 2020-2021 ASHE National Board were sent via email 8/6/19 as per Richard Cochrane. Reminder was sent 10/15/19, 11/14/19. Due date was 12/1/19 nominations were sent to Richard Cochrane and a copy to Nancy Morisi. Award Nominations-Nomination request for: Robert E. Pearson/Person of the Year, Young Member of the Year, Member of the Year and Lifetime Achievement-Request was sent 11/4/19, reminder sent 12/9/19, 1/2/20 due date 2/15/2020.

**Section Visits:** 19 Sections were visited by members of the National Board. Section visit spreadsheet is attached as well as the President's report for a detailed list of visits.

**Assessments/Database reconciliation:** The assessments were emailed to all Sections by August 1, 2019. All assessment payments with one exception were received, processed and database updated. Long Island has not paid the assessment. The following Sections have taken extra time and initiative to reconcile their database with National:

Dallas Fort Worth  
North Central West Virginia  
Blue Ridge  
Central Florida  
Chesapeake  
Pittsburgh

**New Members:** 376 New member applications were processed and certificates and pins sent to corresponding Sections. (September thru December). There were 64 certificates and pins sent as a result of reconciling the database of 6 Sections and finding those members were not entered and certificate and pins were not received.

**Past President Pins and Replacement Pins:** 2 Past President Pins were requested and mailed to corresponding sections. (September thru December) 25 replacement pins were ordered by Houston and mailed.

**Assistance to restart Circle City Section-**Caroline Duffy contacted Mike Hurtt on 10/31/19 for support work to assist her team in restarting Circle City. Nancy Morisi has started this effort.

## MEMBERSHIP INQUIRY FROM NATIONAL WEBSITE LINK

QUARTER REPORT	INQUIRY DATE	REGION REFERRED TO	Info for New Sections	Person Inquiring		
	9/5/2019	Northeast	Northeast Penn	Gary Jordan	colleagues and website	NM
	9/5/2019	Southeast	Houston	Troy McAlister	colleagues and website	NM
	9/5/2019	Northeast	Pittsburgh	Daniel Bucan	Former member	NM
	9/9/2019	Southeast	Georgia	Yulian Kebede		NM
	9/9/2019	Southeast	Middle Tennessee (At Large)	Shisihi Chen	Professor	NM
	9/10/2019	Mid-Atlantic	Carolina Piedmont	Christopher Anderson		NM
	9/12/2019	Southeast	Northeast Florida	Tais Pessatti	Treasurer-Student Chapter	NM
	9/13/2019	Mid-Atlantic	Chesapeake	William McLennan Jr.		NM
	9/18/2019	Mid-Atlantic	Greater Hampton Roads	John Robertson		NM
	9/25/2019	Southeast	Georgia	Olivia Lobban	colleagues	NM
	9/25/2019	Southeast	Middle Tennessee	Jonathan Saucedo	coworker	NM
	9/26/2019	Southeast	Georgia (at large)	Prateek Tak	AECOM employee	NM
	9/26/2019	Northeast	Delaware Valley	John Citrone		NM
	9/26/2019	Southeast	Georgia	Tonia Brown		NM
	9/26/2019	Northeast	Northeast Penn	Peter Bugaiski	coworkers	NM
	9/26/2019	Northeast	Georgia	Felecia Basolo		NM
	9/26/2019	Northeast	Pittsburgh	Douglas Smith	Previous Member	NM
	9/26/2019	Southeast	South Florida	James Kanter	Colleague	NM
	9/26/2019	Northeast	New York Metro	Robert Hoffman	Ashe activities	NM
	9/26/2019	Northeast	Altoona	Douglas Smith	Previous Member	NM
	9/26/2019	Northeast	Franklin	Douglas Smith	Previous Member	NM
Total 21 (Sept)						
	10/3/2019	Mid-Atlantic	Potomac	Brenda Duong		NM
	10/3/2019	Mid-Atlantic	Potomac	Arzhang Zamani	Employer	NM
	10/3/2019	Northeast	North Central New Jersey	James Beattie	Former Member	NM
	10/3/2019	Northeast	Pittsburgh	Anthony Falbo	Colleagues	NM
	10/3/2019	Northeast	Harrisburg	Randall Staudt	Employer	NM
	10/3/2019	Great Lakes	Cuyahoga Valley	Bret Baker		NM
	10/11/2019	Southeast	Dallas Fort Worth	Corey Rogers		NM
	10/14/2019	Northeast	New York Metro	Andrew Folkes	Co-workers	NM
	10/16/2019	Southeast	Georgia	Davis Wing		NM
	10/16/2019	Northeast	New York Metro	Shahab Raza	Colleagues	NM
	10/16/2019	Mid-Atlantic	Carolina Triangle	Thomas Clunan	Work	NM
	10/22/2019	Southeast	Houston	JB Ferguson	Co-workers	NM
	10/22/2019	Mid-Atlantic	Carolina Triangle	Patrick Gallagher	Colleagues	NM
	10/25/2019	Northeast	North East Penn	Joseph Rick		NM
	10/25/2019	Northeast	New York Metro	Peter DiMarco	event advertisement	NM
	10/30/2019	Northeast	North Central New Jersey	David Habashy	Work	NM
	10/30/2019	Southeast	Middle Tennessee	Eric Conway	Attended 2019 Conference	NM
	10/30/2019	Great Lakes	Bluegrass	Philip McIntosh	Co-worker /member	NM
	10/30/2019	Northeast	Pittsburgh	Ray Henney		NM
	10/30/2019	Mid-Atlantic	Potomac	Jeffrey Zaharewicz	Colleagues	NM
	10/30/2019	Northeast	Harrisburg	Philip Bobitz		NM
	10/30/2019	Southeast	Houston	Yamayra Rodriguez		NM
	10/30/2019	Southeast	Central Florida	Bren Nwabugwu Sr.	Federal Highway Admins.	NM
	10/30/2019	Southeast	Middle Tennessee	Melissa Furlong		NM
	10/30/2019	Southeast	Phoenix Sonoran (at large)	Todd Brockmann	FHWA	NM
	10/30/2019	Southeast	Phoenix Sonoran (at large)	Sean Kilmartin	well known resource	NM
	10/31/2019	Mid-Atlantic	Potomac	Christopher Barcellona		NM
	10/31/2019	Southeast	Middle Tennessee	Thor Steffen		NM
	10/31/2019	Great Lakes	Bluegrass	Eileen Vaughan	coworker	NM
	10/31/2019	Northeast	Albany	Carlos Machado	Federal Highway Admins.	NM
Total 30 (Oct)						
	11/6/2019	Southeast	Middle Tennessee	Sabrina David	ASHE Section	NM
	11/6/2019	Southeast	South Florida	Calvin Mason	Colleague	NM
	11/6/2019	Great Lakes	Central Dacotah	Ryan Frolek		NM
	11/6/2019	Southeast	Phoenix Sonoran (at large)	Thomas Sohn	professional organization	NM
	11/7/2019	Southeast	Middle Tennessee	David Martin Jr.	FHWA	NM
	11/14/2019	Mid-Atlantic	Carolina Triangle	Aaron Collins	Ashe member	NM
	11/14/2019	Southeast	Middle Tennessee	Pamela Kordenbrock	Ashe members	NM
	11/14/2019	Southeast	Georgia	Milad Fatehnia	Colleagues	NM
	11/15/2019	Great Lakes	Triko Valley	Justin Meyer		NM
	11/18/2019	Southeast	Phoenix Sonoran (at large)	Omar Albatayneh	Facebook	NM
	11/18/2019	Mid-Atlantic	Greater Hampton Roads	Kevin Puninske	Co-workers	NM
	11/22/2019	Northeast	Delaware Valley	Yohani Moya	Temple University	NM
	11/22/2019	Northeast	Delaware Valley	Karl Rauchfuss	coworkers/conference	NM
Total 13 (Nov)						
	12/3/2019	Great Lakes	Triko Valley	John Crane	attended meeting	NM
	12/5/2019	Northeast	Harrisburg	Ryan Potuck	work	NM
	12/6/2019	Southeast	Central Florida	Hasibur Rahman	Colleagues	NM
	12/6/2019	Mid-Atlantic	Potomac	Ebert Obando		NM
	12/17/2019	Southeast	Phoenix Sonoran	Ala Benotman		NM
	12/19/2019	Southeast	Northeast Florida	EJ Murdock	member	NM
	12/29/2019	Northeast	Southern New Jersey	Jacob Riesser	work	
	12/29/2019	Great lakes	Northwest Ohio	Zachary Jakubowski	work	
	12/29/2019	Mid-Atlantic	Potomac	Ebert Obando		
	12/29/2019	Southeast	Tampa Bay	Brad Crowson		
	12/29/2019	Northeast	North Central New Jersey	Andrew Adeniyi	Employer	
Total 11 (Dec)						

Website Requests 2019-2020			
Date	Nature of Request	Person/Business requesting	Action
10/2/2019	Potential member requesting follow up	Troy McAlister	Forwarded to Houston Section
10/3/2019	Transfer membership	Kerry Kennedy	Transferred to Carolina Triangle Section
10/3/2019	Recruiter w/CDM looking to post jobs	Sami Enein	Responded
10/10/2019	Corporate membership question	Terri O'Keefe	Forwarded to National Secretary/National Secretary sent response
10/15/2019	Salesperson/Spam	Vanita Lingle	No action taken
10/15/2019	Salesperson/Spam	Brent Thompson	No action taken
10/16/2019	Salesperson/Spam	Horace Gurule	No action taken
10/17/2019	Salesperson/Spam	Lydon Blais	No action taken
10/21/2019	Salesperson/Spam	Alesisha Johsua	No action taken
10/22/2019	Salesperson/Spam	Kornelia Valera	No action taken
10/26/2019	Salesperson/Spam	Konig	No action taken
10/26/2019	Salesperson/Spam	Laura Wiess	No action taken
10/27/2019	Salesperson/Spam	Franklyn Gloucester	No action taken
10/31/2019	Salesperson/Spam	Vito Markham	No action taken
11/1/2019	Salesperson/Spam	Yolanda Manor	No action taken
11/2/2019	Salesperson/Spam	Henry Spalatin	No action taken
11/3/2019	Salesperson/Spam	Erdmann	No action taken
11/5/2019	Salesperson/Spam	Maximo Viner	No action taken
11/6/2019	Salesperson/Spam	Mavis Faulk	No action taken
11/9/2019	Salesperson/Spam	Laura Sacks	No action taken
12/5/2019	Potential member requesting follow up	Ryan Potuck	Forwarded to Harrisburg
12/5/2019	Potential member requesting follow up	Kevin Puninske	Forwarded to Greater Hampton Roads
12/6/2019	Active member requesting proof of membership	Kim Holland	Sent her the member id #



### ASHE National - Section Health & Board Visits 2019 / 2020

Regions	Sections (43)	Membership (Fall Scanner Edition)						Membership Trend	National Board Visit				
		2015	2016	2017	2018	2019*	2019		2018-2019	May - Sept 2019	Sept - Jan 2020	Jan - April 2020	April - June 2020
NE Region	Albany	100	117	103	92	107		even	Hurtt/Cochrane	Hurtt (6/11/19)	Hurtt		
	Altoona	214	205	194	199	207		even	Cochrane	Morisi (5/29/19)	Morisi		
	Central NY	49	49	49	49	49		even	Hurtt/Cochrane	Hurtt (6/7/19)			
	Clearfield	147	155	176	188	184		up		Morisi (6/26/19)			
	Delaware Valley	400	398	375	401	367		down	Cochrane		Kinnee		
	East Penn	87	78	109	115	94		down	Cochrane		Cochrane/Kinnee		
	First State	137	141	140	129	159		up					
	Franklin	145	145	134	124	122		down	Cochrane				
	Harrisburg	363	256	348	318	317		down		Hurtt (5/2/19)			
	Long Island	44	45	45	63	66		up	Cochrane				
	Mid-Allegheny	119	132	129	124	138		up	Cochrane		Power		
	New York Metro	86	86	162	168	170		even	Hurtt/Cochrane		Dizuzio/Cochrane		
	N Central New Jersey	178	166	180	139	139		down	Cochrane	Cochrane	Dizuzio		
	NE Penn	135	124	134	111	114		down	Nat Board		Cochrane		
	Pittsburgh	590	582	571	564	561		even	Cochrane	Hurtt (6/14/19)	Power		
	Southern New Jersey	200	180	97	91	79		down	Cochrane		Dizuzio		
Mid-Atlantic	SW Penn	297	302	282	268	297		even	Cochrane		Power		
	Williamsport	127	129	133	75	76		down					
	Blue Ridge	79	88	77	78	78		even					
	Carolina Piedmont	59	58	65	71	86		up					
	Carolina Triangle	233	241	252	262	256		even	Cochrane				
	Chesapeake	237	207	244	280	304		up	Cochrane	Carriker (6/6/19)	Carriker		
	Greater Hampton Roads	136	141	124	88	95		down		Carriker (5/21/19)			
	N Central West Virginia	36	37	37	37	37		even					
SE Region	Old Dominion	103	103	95	88	95		even					
	Potomac	283	215	239	206	205		down			Carriker/Hurtt		
	Central Florida	47	48	48	48	90		up					
	Georgia	403	391	397	454	525		up	Hurtt/Cochrane		Hurtt		
	South Florida	10	11	11	11	10		even					
	Middle Tennessee	185	282	273	289	358		up		Nat Conference			
Great Lakes	NE Florida	198	212	196	158	173		up					
	Tampa Bay	92	97	90	89	67		down			Hewatt/Lilla		
	Bluegrass	0	0	48	65	58		even	Nat Board		Harris		
	Central Ohio	201	190	181	181	180		even	Cochrane		Harris/Hurtt		
	Cuyahoga Valley	128	123	119	111	121		even		Hurtt (5/23/19)			
	Derby City	82	87	85	87	90		even	Cochrane				
	Lake Erie	142	146	152	156	178		up	Nat Conference				
	NW Ohio	40	42	38	44	46		even					
North Central	Triko Valley	175	173	182	178	174		even	Cochrane		Harris		
	Central Dacotah	123	123	123	56	94		down	Cochrane				
Rocky Mountain	Phoenix Sonoran	141	146	153	177	185		up	Nat Board		Hurtt		
South Central	Dallas-Fort Worth	52	80	81	80	80		even	Cochrane		Hewatt		
	Houston	0	0	0	58	69		up	Cochrane		Hewatt		
TOTAL		6603	6531	6671	6570	6900	0	up					

\* 5/12/19 Secretary's Report

Hurtt-SE,NE Board Meeting  
Carriker-Mid Atlantic Board Meeting(call)  
Cochrane-NE Region Board Meeting



## COMMITTEE STATUS REPORT

### AD HOC COMMITTEE – Exposure Grant Program Revitalization

*Objective: Short term committee created to review reinstituting exposure funds and other grant programs.*

**Date: 1/05/2020**

**Report Period: Oct – Dec 2019**

#### Committee Members

**Roger Carriker**, Chair (Chesapeake)

**Leigh Lilla** (Tampa Bay)

**Frank O'Hare** (Central Ohio)

**Frank Bronzo** (Cuyahoga Valley)

**Mike Hurtt** (Albany)

#### E-Mail

Roger.Carriker@wsp.com

llilla@nelson-construction.com

ashenationaltreasurer@ashe.pro

fbronzo@envdesigngroup.com

mhurtt@chacompanies.com

410-370-6635

727-612-9142

614-506-1068

330-329-9702

518-423-4646

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

1. None during the period.

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

1. None. Discussion on the topic was held at the Sept 21, 2019 BoD meeting in Syracuse, NY. A motion was made on the allocation of funds to the Regions/Sections and the Board agreed on the recommendation. For reference, it is/was as follows:

National will distribute the \$6,000 of exposure funds in the Outreach Committee 2019-2020 budget as follows:

- \$2,000 to the Southeast, South Central, and Rocky Mountain group of Regions;
- \$1,500 to the Northeast Region;
- \$1,000 to the Mid-Atlantic Region; and
- \$1,500 to the Great Lakes and North Central group of Regions.

Grant funds will be administered by the Regions (as established in the 2016-2017 guideline). Award will be based on Section/Region need and association with the 2018-2021 National Strategic Plan's vision, strategies, and/or values. Funds are to be distributed based on perceived need from the direction of Board efforts with a tie to the Strategic Plan.

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

Topics that the committee is working on:

1. No action items need to be discussed/presented to the Board.
2. Committee will coordinate with the National Treasurer on distribution of the funds to the Regions for use and allocation by the Regions based on applications submitted to the Regions.

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

Objective of Ad-Hoc committee: Investigate the exposure funds and other grant programs for re-implementation.

1. Issuance of funds and updated guideline and applications to be used by the Regions is almost complete. This will be completed in January 2020.
2. Other:
  - a. Nothing else is anticipated to be needed from this committee at this time until the feedback from the Regions/Sections is received in the later part of FY 2019-2020 for consideration by the Board for FY 2020-2021 funding for the exposure grant program.

**Budget update:**

1. **2019 - 2020 Budget:**     **\$6,000**
2. **Spent – List items and \$ spent this quarter**
  - a. **\$0.00**
3. **Current Budget Balance:**         **\$6,000**
4. **List any Non-Budget Items that should be considered.**
  - a. **None at this time**



## COMMITTEE STATUS REPORT

### Ad Hoc COMMITTEE

*Committee formed to evaluate the purpose of the Regions and National's role in defining or dictating the role of the Regions. Evaluate the current status of activities and roles of the Regions. Discuss how the regions can be strengthened and if any National duties should be deferred to the Regions. Discussion of if financial support should be given to the Regions. Discuss the delineation of the Regions and possible addition of Directors.*

#### **Committee Members**

Leigh Lilla, Co-Chair

Tim Matthews, Co-Chair

Mike Hurtt

Kathryn Power

Stan Harris

Jason Hewatt

David Greenwood

#### **E-Mail**

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

[TMatthews@dot.ga.gov](mailto:TMatthews@dot.ga.gov)

[MHurtt@chacompanies.com](mailto:MHurtt@chacompanies.com)

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

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

[jason.hewatt@redi-rock.com](mailto:jason.hewatt@redi-rock.com)

[dgreenwood@wilbursmith.com](mailto:dgreenwood@wilbursmith.com)

**Date: 12/26/19**

**Report Period: Winter - Dec**

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

Teleconference 12/6/19

Teleconference 12/20/19

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

Resolved:

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

1. Revised Delineation of the Regions to create a southwest region. Present discussion of adding 1 or 2 Directors from the newly formed southwest Region. Initial estimates suggest that each director would add approximately \$5k in cost for the National Board meetings per year. See attached map for the proposed Region delineation.
- 2.

#### **Activities**

Committee is presently reviewing the "Region Operation" & "Region Organization" document from the Operations and Resource Center to serve as the foundation for the continued role of the Region Discussion. Committee members are to share their review findings the first of the year in order to facilitate the in person discussion that will occur at the National Board meeting.

#### **Ongoing Business**

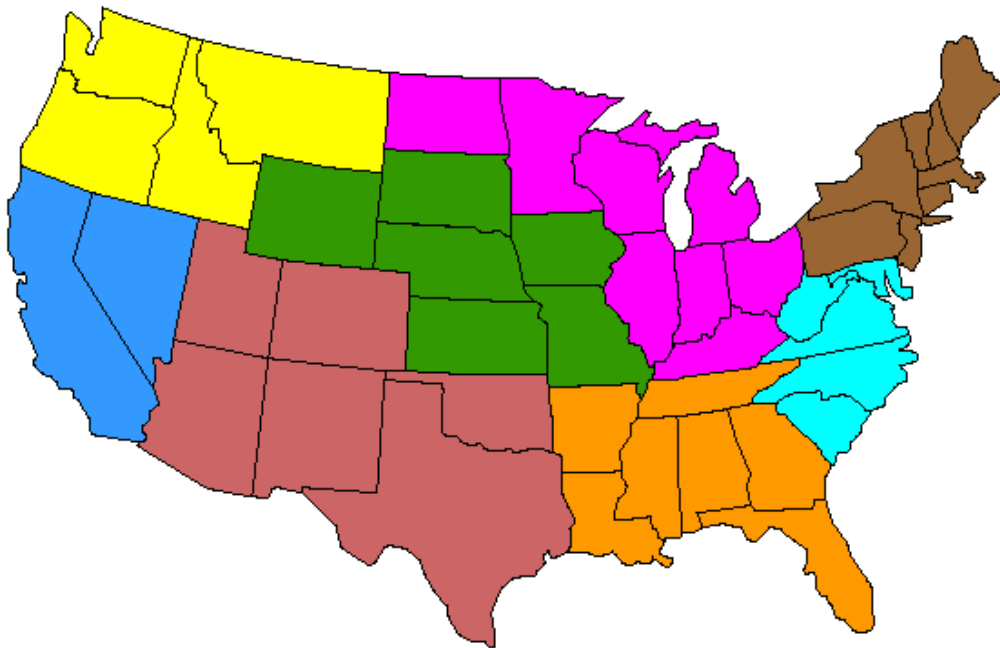
**N/A**

**New Business**

**Budget update**

1. 2019-2020 Budget: \$0.00
2. Spent – List items and \$ spent this quarter
  - a. 0.00
3. Current Budget Balance: \$0.00
4. List any Non-Budget Items that should be considered.
  - a. N/A

- Northeast remains the same
- Mid-Atlantic Remains the same
- Southeast adds Arkansas and Louisiana
- Great Lakes adds Minnesota and North Dakota
- Combine North and South Central to make one Central Region (remove MS, LA, ND, MN, TX, and OK)
- Rocky Mt Region adds Texas and Oklahoma (removes WY)
- Northwest Region remains the same
- Southwest Region remains the same





## 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:** 12-16-19

**Report Period:** September 2019 – December 2019

#### **Committee Members**

Tim Matthews

Leigh Lilla

Frank O'Hare

Roger Carriker

Donna McQuade

Michael Bywaletz

Richard Meehan

#### **Email**

[tmatthews@dot.ga.gov](mailto:tmatthews@dot.ga.gov)

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

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

[roger.carriker@wsp.com](mailto:roger.carriker@wsp.com)

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

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

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

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

1. No meeting of the Committee has been held since last National Board meeting.

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

1. None.

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

1. None.

#### **Activities:**

Tim Matthews has started next years budget and will bring to the board in draft form at the January National Board Meeting. 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. 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.

#### **Comments on Treasurer's reports, if any:**

1. None.

#### **Status of investment instruments & comments:**

1. No comments; see Treasurer's Report.

-END-



## COMMITTEE STATUS REPORT

### CONSTITUTION / BYLAWS COMMITTEE

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

#### Committee Members

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

#### E-Mail

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

Date: 12/30/19

Report Period: Winter 2019

#### Meetings held since the previous Quarterly Report

1. Minimal correspondence by e-mail

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

1. None

#### Discussions to be brought before the board

1. Discussions pertaining to the revised Bylaws dealing with e-voting
2. Approval of Houston Section Bylaws

#### Activities:

Review of Houston Section Bylaws

Research on Board e-voting for similar professional societies.

#### 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

John Derr

Kevin Duris

Kirsten Bowen

James Barr

#### **E-Mail**

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

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

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

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

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

[james.barr@tylin.com](mailto:james.barr@tylin.com)

**Date: 12/26/19**

**Report Period: Winter - Dec**

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

Teleconference 9/9/19

Teleconference 11/18/19

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

Resolved:

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

1. Present the reduced membership application to the Board
2. Present Lifetime Membership pins and certificates to the Board (versus previously issued metal cards) – cost is \$2.40 each, charge the sections \$5.00.

#### **Activities**

#### **Ongoing Business**

#### **New Business**

#### **Budget update**

1. 2019-2020 Budget: \$0.00
2. Spent – List items and \$ spent this quarter
  - a. 0.00

3. Current Budget Balance: \$0.00
4. List any Non-Budget Items that should be considered.
  - a. N/A



.75 IN ACTUAL SIZE

ENLARGED FOR PROOFING



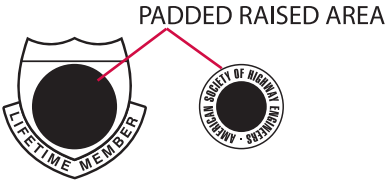
ENLARGED FOR PROOFING



Customer's Signature of Approval

date

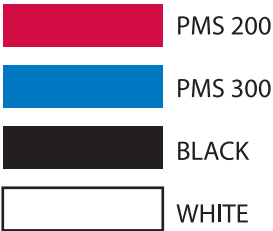
A customer's signature is required and guarantees they assume any and all responsibility and liability resulting from the inaccurate or incorrect artwork, trademark, registration mark, or copy right infringement actions or demands brought against MA.



ENLARGED FOR PROOFING



ENLARGED FOR PROOFING



SIDE VIEW





**AMERICAN SOCIETY OF HIGHWAY ENGINEERS**  
INCORPORATED 1958, HARRISBURG, PA  
**MEMBERSHIP APPLICATION**

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

**RESIDENCE ADDRESS**

**EMPLOYER ADDRESS**

Street: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_

Job Title: \_\_\_\_\_

State: \_\_\_\_\_

Street: \_\_\_\_\_

Zip Code: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please send my ASHE correspondence to:

Phone: \_\_\_\_\_

☐ Residence

☐ Work Place

Fax: \_\_\_\_\_

Current ASHE member? Please list Section where you are a member. \_\_\_\_\_

**PROFESSIONAL LICENSURE:**

**EMPLOYMENT TYPE:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR SECTION USE:**

APPLICATION FOR: ☐ ADMISSION ☐ TRANSFER

Received by Section: \_\_\_\_\_

Action of Membership Committee: \_\_\_\_\_

Action of Board: \_\_\_\_\_

Sponsoring Member: \_\_\_\_\_

Above signatures of Membership Committee, at least two Directors and the Sponsoring Member, indicate that the Applicant has been evaluated and information on this application has been verified and all agree with admission to membership.

**FOR USE BY NATIONAL SOCIETY:**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Initiation Fee Received and Recorded: \_\_\_\_\_

No Fee for Transfer: \_\_\_\_\_

Make checks payable to ASHE XXXXX Section in the amount of \$XX.XX and mail to ASHE.



## 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: 1/11/20

Report Period: Winter 2020

Nikki Parris, Chair

[nicole.parris@atkinsglobal.com](mailto:nicole.parris@atkinsglobal.com)

Mike Hurtt

[mhurtt@chacompanies.com](mailto:mhurtt@chacompanies.com)

Jerry Pitzer

[jerry1368@yahoo.com](mailto:jerry1368@yahoo.com)

Shirley Stuttler

[sstuttler@hughes.net](mailto:ssuttler@hughes.net)

Brad Winkler

[Brad.Winkler@wsp.com](mailto:Brad.Winkler@wsp.com)

Roger Carriker, Board Liaison

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

Jim Shea

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

#### Meetings held since the previous Quarterly Report

1. Date – 10/8/19 Members in attendance – 9 (includes conference chairs)
2. Date – 11/5/19 Members in attendance – 9 (includes conference chairs)
3. Date – 12/10/16 Members in attendance – 7 (NCC committee meeting only)
4. Date – 12/17/19 Members in attendance – 8 (includes conference chairs)

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

Recommendation for the Georgia Chapter of the Southeast Region to host the 2023 National Conference

#### Discussions to be brought before the board

- Requested \$800 budget for 2020-2021 budget (exact same amount as current year)

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

2019 – Final documents have been sent to the NCC and available to anyone on the board (upon request). Seed money and profit sharing for National have all been set to National Treasurer. 2019 has 1-2 vendors to collect from so that they can close out bank account and EIN.

2020 – Their website is live and they are continuing to populate it with information as it becomes available. To date they have \$75K in committee sponsorship and are starting to solicit for exhibitors (package is now available on website. They have a contract with hotel, golf course (Lonnie Poole), clay shoot (Drake Landing) and Friday night event (at Junction West). They are still looking at options for the

Saturday night event. They are considering a magician/juggler for Thursday night event but will keep an eye on budget prior to signing a contract. Guest tours have been nailed down and will include:

#### Wednesday

- walking tour of Governors mansion and state capital
- R-Line tour including Natural Science and History Museum.

#### Friday

- NC Hunt Library (automated library and 3D printers) and Reynolds Colosseum
- Sarah Duke Gardens and Duke University Chapel

#### Saturday

- Bus trip to Asheboro to NC Zoo, Taste Raleigh (via R-Line)
- Brewery bus/walking tour

They have selected Expopass as their registration company and will include an all inclusive package price (registration, Friday and Saturday night events) as well as al-la-carte options. The all inclusive will offer a discount to just the al-la-carte option and will likely be around \$225. The call for papers was very successful bringing in 54 abstracts of which 24 were chosen with 3 tracks in mind – Innovation in highways and bridges, transportation and environmental and multimodal and connectivity. They are continuing to work with local chamber of commerce to find transportation companies but will offer Uber/Lyft discounts to conference attendees.

2021 – They have finalized their contract with the hotel. In addition, they have spoken with hotel about honoring contract rate beyond cut-off date if the facility is below 85% occupied. This is to get ahead of some of the recent issues conferences have had securing additional hotel rooms after their room blocks have been filled. In addition, the hotel has opened up the ability to make reservations in case someone wants to make sure they get hotel reservations 😊. 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 are also reviewing whether they want to establish an MOU with the sections involved in the conference for distribution of profits. They have also started a preliminary website populated with limited information. They have developed a theme – “The Poconos: A Gateway to Transportation” as well as a logo to allow for them to be able to have these available for giveaways at 2020 conference.

2022 – The conference will be held in Columbus, OH. The conference chairs have narrowed it down to 3 hotels which they plan to visit in January. The April Board meeting will likely be held on their current front runner – Renaissance Columbus Downtown. In addition, they have bank account and have received the seed money from National. They are starting to develop a preliminary conference agenda and working with previous conference hosts to look at potential sponsorship and exhibitor lists. In addition, they will be focusing a logo and theme over the next few months.

#### **Status of committee activities**

Guidelines up-to-date – These will be reviewed and updated likely January/February 2020. The Action Plan is also being updated.

Conference insurance guidelines – This will be removed from our initiatives since National has a policy that will cover upcoming conferences

Cloud access – Jim Shea from our committee is going to work on getting this information up this year.

**Budget update**

1. **2019 - 2020 Budget:** \$800 for travel for NCC
2. **Spent – List items and \$ spent this quarter**
  - a. None (but expect expenses from January and April board meetings for Nikki (Jan) and Jerry (April))
3. **Current Budget Balance:** \$800
4. **List any Non-Budget Items that should be considered – N/A**





## National Conference Report – December 19, 2018 (4th Quarter) 2020 ASHE NATIONAL CONFERENCE

**Venue:** Raleigh Convention Center  
**Host Hotel:** Marriott Downtown  
**Dates:** June 3-7, 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:

- Refined Agenda (see attached)
- Website is up and running with Call for Sponsors and Exhibitors (<http://2020conference.ashe.pro/>)
- Sponsorships:
  - Sponsorships to date, we have received \$28,500 in sponsorship money and deposited \$25,500. We have another \$46,000 pledged and we should start seeing those checks after the new year. Grand total \$74,500 to date.
- Exhibits:

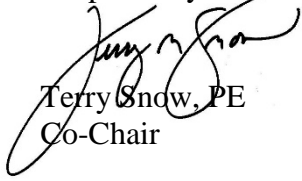
- Exhibitors are being solicited through direct emails to past exhibitors and potential vendors. We have 50 total exhibit spaces available.
- Guest Tours Finalized:
  - Thursday, June 4
    - 9:45am Governor's Mansion and Capitol Tour – 2.5 hours
      - Cost – Free
      - Transportation Provided
    - All Day Natural Sciences & History Museum – Time Varies
      - Cost – Free
      - R-Line for transportation
  - Friday, June 5
    - 9:45am Hunt Library & Reynolds Tour – 2.5 hours
      - Cost – Free
      - Transportation Provided
    - 11:00am Duke Gardens & Chapel – 2.5 hours
      - Cost - \$10/person
      - Transportation Provided
  - Saturday, June 6
    - 6am Fun Run/Walk Charity Fundraiser – 30 min
      - Cost - \$20/person
    - 9am Zoo Trip & Safari Tour
      - Cost - \$30/person
      - Transportation provided
    - 1pm Taste Raleigh – 3 hours
      - Cost - \$65-75/person (need advance money to reserve, note number of attendees at least 2 weeks in advance)
      - R-Line for Transportation
    - 3pm Raleigh Brewery Tour
      - Cost – Free
      - Transportation provided
- Technical Sessions:
  - 54 abstracts received
  - 24 selected
  - 3 Tracks: 8 sessions at 50 minutes each, a total of 8 PDH's possible
    - Innovation in Highways and Bridges
    - Transportation and Environmental
    - Multimodal and Connectivity
- Technical Tours
  - Friday, June 5 – I-440
  - Saturday, June 6 – Raleigh Union Station/Amtrak to Durham
- Golf and Sporting Clays
  - Finalized golf outing (Lonnie Poole Golf Course at NCSU) and sports clay shooting (Drake Landing)
- Program
  - Book is under development
- Registration:
  - Registration software selected – Expopass
  - Gift – Backpack with USB charger built in
  - Other NC-centric gifts/giveaways are being evaluated and selected

- Publicity
  - ASHE 2020 promoted at the ACEC/SCDOT Annual Conference December 3, 2019 and ACEC/NCDOT Joint Conference October 28, 2019.
  - article to Scanner for publication in Winter Edition
- Entertainment confirmed:
  - Thursday Night Reception – Magician/Juggler
  - Friday Night Event – Junction West with Band & Pub Crawl
  - Saturday Night Banquet – Improv Comedian
- Transportation:
  - Arranged for Uber and Lyft discounts
  - Discussing bus transport availability with **GoRaleigh**
  - Requested transportation quotes from **visitRaleigh**
- Facilities:
  - Marriott and Raleigh Convention Center all set
  - Fireproofing banners is not required
- Hospitality
  - Ken Burleson will lead hospitality suite planning and implementation
  - Have already secured a hospitality sponsor
- Financial
  - Registration Fee Comparison developed (see attached)
  - Registration Proposal developed and submitted to NCC for review (see attached)
  - Budget Refined (see Big Picture Budget attached)
  - Detailed Budget submitted to NCC for review
  - Checking account has funds due to sponsorships received (see attached)
- Uploaded information and implemented use of the ASHE National Conference Planning iCloud Site
- Held monthly Planning Committee/Subcommittee Conference Calls/WebEx
- Held a Conference Walkthrough Detailed Planning Workshop on November 19, 2019

### Major Actions for 1st Quarter

- Finalize Registration Package, post on conference website, and submit to Scanner for including in 2020 Spring Edition
- Finalize Conference Agenda
- Refine conference action plan/schedule
- Refine program book
- Solicit exhibitors and sponsors
- Decide on transportation providers
- Finalize speaker gifts
- Finalize guest gifts for inclusion in backpacks
- Conduct Marriott and Raleigh Convention Center walkthrough to finalize AV, hospitality, rooms, exhibit area, etc. on December 23, 2019.
- Hold next Conference Walkthrough Detailed Planning Workshop in January, 2020.
- Promote ASHE 2020 via LinkedIn, Facebook, other conferences, ASHE local and regional meetings, direct emails, etc.
- Hold monthly planning meetings.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terry Snow", is written over the printed name and title.

Terry Snow, PE  
Co-Chair

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

# ATTACHMENTS

## **Agenda**

**Registration Comparison**

**Registration Cost Proposal**

**Conference Budget – Big Picture**

**Checking Account – Financial Report**

# ASHE 2020 National Conference Agenda

Wednesday, June 3, 2020	
2:00 PM – 7:00 PM	Registration – <b>RCC Registration</b>
7:00 PM – 12:00 Midnight	Hospitality Suite – <b>Presidential Suite</b>
Thursday, June 4, 2020	
6:00 AM – 7:00 AM	Morning Walk/Run
6:00 AM – 7:00 PM	Registration – <b>RCC Registration</b>
7:00 AM – 5:00 PM	Conference Office
7:00 AM – 5:00 PM	Golf – <b>Lonnie Poole Golf Course, 1509 Main Campus Drive, Raleigh, NC</b>
9:00 AM – 1:00 PM	Sporting Clays – <b>Drake Landing, 3146 Chalybeate Springs Road, Fuquay-Varina, NC</b>
9:45 AM – 2:00 PM	Guest Tour – Governor's Mansion & Capitol (Walking Tour)
9:45 AM – 2:00 PM	Guest Tour – Natural Sciences & History Museums (R-Line & Walking Tour)
1:00 PM – 5:00 PM	Hospitality Suite – <b>Presidential Suite</b>
12:00 PM – 5:00 PM	Exhibition Hall Set Up – <b>Ballroom B&amp;C</b>
6:00 PM – 9:00 PM	Welcome Reception/Breaker (Exhibition Hall) – <b>Ballroom B&amp;C</b>
9:00 PM – 12 Midnight	Hospitality Suite – <b>Presidential Suite</b>
Friday, June 5, 2020	
6:00 AM – 7:00 AM	Morning Walk/Run
7:00 AM – 6:00 PM	Registration – <b>RCC Registration</b>
7:00 AM – 5:00 PM	Conference Office
7:00 AM – 3:15 PM	Exhibits Open – <b>Ballroom B &amp; C</b>
7:00 AM – 8:00 AM	Breakfast – <b>Ballroom B &amp; C</b>
8:00 AM – 9:30 AM	Opening Session – <b>Ballroom A</b>
9:30 AM – 9:50 AM	Break (Exhibition Hall) – <b>Ballroom B &amp; C</b>
9:45 AM – 1:00 PM	Guest Tour – North Carolina State University Hunt Library & Reynolds Coliseum (Bus & Walking Tour)
9:50 AM – 10:40 AM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
9:50 AM – 11:40 AM	Section/Region Officers Meeting – <b>Room 301B</b>
10:40 AM – 10:50 AM	Break (Move Session to Session)
10:40 AM – 11:40 AM	Technical Tour – <b>I-440</b>
10:50 AM – 11:40 AM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
11:40 AM – 12:00 NOON	Break (Exhibition Hall) – <b>Ballroom B &amp; C</b>
11:00 AM – 2:00 PM	Guest Tour – Sarah Duke Gardens & Duck Chapel (Bus & Walking Tour)
12:00 NOON – 1:30 PM	Luncheon Honoring Past National Presidents & Awards – <b>Ballroom A</b>
1:30 PM – 2:00 PM	Break (Exhibition Hall) – <b>Ballroom B &amp; C</b>
2:00 PM – 2:50 PM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
2:00 PM – 4:00 PM	Past Presidents Meeting - <b>Room 301B</b>
2:50 PM – 3:10 PM	Break (Exhibition Hall) – <b>Ballroom B &amp; C</b>
3:10 PM – 4:00 PM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
3:15 PM – 4:00 PM	Exhibit Hall Breakdown
4:00 PM – 4:10 PM	Break (Move Session to Session)
4:10 PM – 5:00 PM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
5:00 PM – 6:00 PM	Hospitality Suite – <b>Presidential Suite</b>
6:30 PM – 10:30 PM	Event – <b>Junction West – 310 S. West Street, Suite 110, Raleigh, NC</b>
9:30 PM – 1:00 AM	Local Bar/Venue – <b>Pub Crawl</b>
9:00 PM – 12:00 Midnight	Hospitality Suite – <b>Presidential Suite</b>

Saturday, June 6, 2020	
6:00 AM – 7:00 AM	FunWalk Charity Fundraiser
7:00 AM – 12 NOON	Registration – <b>RCC Registration</b>
7:00 AM – 5:00 PM	Conference Office
7:00 AM – 8:30 AM	Breakfast – <b>Ballroom A</b>
8:30 AM – 9:20 AM	Technical Sessions (3 Rooms) Rooms 302 A, B, C
9:00 AM – 3:00 PM	Guest Tour – NC Zoo and Safari (Bus)
9:20 AM – 9:50 AM	Break- Outside Rooms 302A, B, C
9:30 AM – 2:30 PM	Technical Tour – <b>Raleigh Union Station/Amtrak to Downtown Durham</b>
9:50 AM – 10:40 AM	Technical Session(s) Rooms 302 A, B, C
10:40 AM – 11:10 AM	Break- Outside Rooms 302A, B, C
11:10 AM – 12:00 NOON	Technical Session(s) Rooms 302 A, B, C
12:00 NOON – 1:00 PM	Lunch – On your own
1:00 PM – 3:00 PM	Northeast Region Meeting – <b>Room 302A</b>
1:00 PM – 4:00 PM	Guest Tour – Taste Raleigh (R-Line & Walking Tour)
3:00 PM – 5:00 PM	Guest Tour – Raleigh Brewery (Bus & Walking Tour)
1:00 PM – 5:00 PM	Hospitality Suite – <b>Presidential Suite</b>
6:00 PM – 7:00 PM	President's Reception – <b>Outside of Ballroom A, B, and C</b>
7:00 PM – 10:30 PM	Banquet – <b>Ballroom A</b>
10:00 PM – 12:00 Midnight	Hospitality Suite – <b>Presidential Suite</b>
Sunday, June 7, 2020	
7:00 AM – 9:00 AM	Breakfast – <b>Room 302A</b>
8:00 AM – 12:00 Noon	National Board Meeting – <b>Room 301A</b>
9:00 AM – 10:30 AM	Conference Debrief – <b>Room 301B</b>
12 Noon to 1:00PM	National Board Lunch – <b>Room 302A</b>



**ASHE 20/20: A VIEW OF TRANSPORTATION'S FUTURE**

### Technical Sessions Tracks:

- Innovation in Highways and Bridges
- Transportation and Environmental
- Multimodal and Connectivity

without Past President's lunch

# ASHE 2020 REGISTRATION PROPOSAL

## (FINAL as of 12-17-19)

### **ASHE Members:**

#### **All-Inclusive Registration –**

(includes Thursday night ice-breaker, breakfasts, breaks, hospitality room, Presidents lunch, Friday night Outing & Saturday night Banquet)

In advance (Before May 1, 2020)	\$ 400.00
After May 1, 2020	\$ 450.00

#### **Al A Carte Registration –**

(includes Thursday night ice-breaker, breakfasts, hospitality room & breaks)

In advance (Before May 1, 2020)	\$ 230.00
After May 1, 2020	\$ 280.00
Past President's Lunch	\$ 50.00
Friday Night Outing	\$ 85.00
Saturday Night Banquet	\$ 85.00

#### **One-Day (Friday) Registration –**

(includes breaks & Presidents lunch)

Government Employee	\$ 75.00
Other ASHE Members	\$ 125.00

### **NON-ASHE Members:**

#### **All-Inclusive Registration –**

(includes Thursday night ice-breaker, breakfasts, breaks, hospitality room, Presidents lunch, Friday night Outing & Saturday night Banquet)

In advance (Before May 1, 2020)	\$ 450.00
After May 1, 2020	\$ 500.00

#### **Al A Carte Registration –**

(includes Thursday night ice-breaker, breakfasts, hospitality room & breaks)

In advance (Before May 1, 2020)	\$ 300.00
After May 1, 2020	\$ 350.00
Past President's Lunch	\$ 50.00
Friday Night Outing	\$ 75.00
Saturday Night Banquet	\$ 75.00

#### **One-Day (Friday) Registration –**

(includes breaks & Presidents lunch)

Government Employee	\$ 100.00
Other Non-ASHE Member	\$ 175.00

Children under 10 no charge.

### **Spouse/Guests:**

#### **All-Inclusive Registration –**

(includes Thursday night ice-breaker, breakfasts, breaks, hospitality room, Friday night Outing & Saturday night Banquet)

In advance (Before May 1, 2020)	\$ 150.00
After May 1, 2020	\$ 200.00

#### **Al A Carte Registration –**

(includes Thursday night ice-breaker, breakfasts, hospitality room & breaks)

In advance (Before May 1, 2020)	\$ 50.00
---------------------------------	----------





After May 1, 2020		\$ 100.00
Past President's Lunch	\$ 50.00	
Friday Night Outing	\$ 75.00	
Saturday Night Banquet	\$ 75.00	

**Workers:**

(need to determine a minimum of 6 volunteer hours one has to work to get "worker" designation, shirts, etc.)

**Al A Carte Registration –**

(includes Thursday night ice-breaker, breakfasts, hospitality room & breaks)

In advance	\$ 50.00
Past President's Lunch	\$ 25.00
Friday Night Outing	\$ 50.00
Saturday Night Banquet	\$ 50.00

No Refunds After May 15, 2020

# ASHE 2020 NATIONAL CONFERENCE BUDGET (revised 12/17/2019)

## **INCOME**

National	\$ 8,000
Mid-Atlantic	\$ 8,000
2019 Conference	\$ 5,000
Registration	\$ 120,000
Trade Show (50 @ \$ 1200)	\$ 60,000
Sponsorships	\$ 160,000
Program Book	\$ 24,500
<b>TOTAL</b>	<b>\$ 385,500</b>

## **EXPENSES**

Advertising	\$ 10,000
Insurance	\$ 1,500
Registration/Program Book	\$ 30,000
Exhibit Hall Setup	\$ 18,400
Hospitality Room	\$ 10,000
Golf/Shooting Outing	\$ 5,000
Ice Breaker	\$ 30,000
Breakfasts & Breaks	\$ 40,000
Workers Break Room	\$ 2,000
A/V Contract	\$ 10,000
Transportation	\$ 10,000
Spouses Tours	\$ 5,000
Speakers	\$ 10,000
Technical Tours	\$ 5,000
Past President's Lunch	\$ 12,000
Friday Night Social	\$ 50,000
Friday Night Entertainment	\$ 5,000
 Saturday Night Reception	 \$ 10,000
Saturday Night Banquet	\$ 20,000
Saturday Night Entertainment	\$ 15,000
National Reimbursement	\$ 8,000
Mid-Atlantic Reimbursement	\$ 8,000
Advance to 2021 Conference	\$ 5,000
Thank You Event	\$ 2,000
<b>SUBTOTAL</b>	<b>\$ 321,900</b>
<b>8% Contingency</b>	<b>\$ 25,750</b>

**TOTAL** **\$ 347,650**

**PROJECTED PROFIT** **\$33,350**

# ASHE 2020 National Conference Financial Report (as of 12-14-19)

DATE	DEPOSITS	DEBITS	CHECK NUMBER	BALANCE	NOTES
<b>2017</b>					
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
<b>2018</b>					
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	Account balanced BS 11/30/18
12/31/2018				\$ 8,837.37	Account balanced BS 12/31/18
<b>2019</b>					
DATE	DEPOSITS	DEBITS	CHECK NUMBER	BALANCE	NOTES
1/31/2019				\$ 8,837.37	Account balanced BS 1/31/19
2/20/2019		\$ 1,200.00	1004	\$ 7,637.37	2019 Conference Program Ad
2/28/2019				\$ 7,637.37	Account balanced BS 2/28/2019
3/18/2019	\$1,200.00			\$ 8,837.37	Check from Carolina Triangle for 2019 Conference Ad
3/29/2019				\$ 8,837.37	Account balanced BS 3/29/2019
4/30/2019				\$ 8,837.37	Account balanced BS 4/30/2019
4/30/2019		\$1,157.29	1005	\$ 7,680.08	Check to BB&T Visa for 2019 Conference Booth Items
5/15/2019	\$5,000.00			\$12,680.08	Advance from Middle Tennessee Section
6/4/2019		\$583.52	1006	\$12,096.56	Terry Snow for 2019 Conference Booth & Gifts
7/1/2019		\$2,700.00	1007	\$9,396.56	Lonnie Poole Golf Course Deposit
7/1/2019		\$500.00	1008	\$8,896.56	Drake's Landing Sporting Clays Deposit
8/27/2019		\$3,780.00	1009	\$5,116.56	Junction West Friday Night Event Deposit
9/3/2019		\$2,707.00	1010	\$2,409.56	AC Events Friday Night Event Catering Deposit
9/29/2019	\$9,500.00			\$11,909.56	Sponsors: ICE (\$6500) & Mead & Hunt (\$3000)
9/30/2019				\$11,909.56	Account balanced BS 9/30/2019
12/2/2019	\$6,000.00			\$17,909.56	Sponsor: Gresham Smith
12/5/2019	\$6,000.00			\$23,909.56	Golf Sponsor: Moffit & Nichol



## NATIONAL CONFERENCE REPORTS – January 11, 2020\*

### 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
- Committee chairs to tour facility March 7, 2019
- Secured an amendment to our agreement with Kalahari Resort to honor contract rate beyond cut-off date if the facility is below 85% occupancy.
- Have started bimonthly committee chair meetings
- **Registration subcommittee continues to investigate registration vendors**
- **Secured an amendment to our agreement with Kalahari Resort to honor contract rate three days before and after the conference, including the waiver of the resort fee.**
- **Kalahari has already set up room reservations for ASHE. There will be no publicity until after the 2020 conference.**

\*New items in **bold**



## **National Conference Report - 2022 ASHE CONFERENCE**

12/20/2019 (4<sup>th</sup> Quarter)

Central Ohio Section

Date TBD, 2022

Emily Preston & Aaron Call Co-Chairs

### **Activities to Note Since last Report:**

- 12/12/2019 Emily Preston and Aaron Call hosted the 2022 National Conference Kickoff meeting with all Committee Chairs.
- Set up Bank Account.
- Received \$8,000 advance from National to begin conference planning activities.
- Venue list has been narrowed down to three hotels in downtown Columbus. The Renaissance, Hyatt and new Hilton (to be built 2021). Site visits with the executive committee are being set up in the first week of January.
- Developed a Preliminary Conference Agenda

### **Next Items to Note on the Horizon:**

- Volunteer meeting set up for 2/27/2019 to engage committee members.
- Coordinate with Experience Columbus that Columbus has been selected to host the 2022 Conference. They may be able to provide recommendations on accommodations or assistance on soliciting vendors and a host hotel.
- Work with National Board on dates and host hotel options.
- Develop preliminary conference budget
- Develop conference theme and logo.
- Generate list of potential sponsors.
- Generate list of potential exhibitors.
- Generate list of potential guest activities.
- Generate list of potential entertainment and venue options for evening activities.

### **Attachment**

None



## COMMITTEE QUARTERLY REPORT

### NEW SECTIONS COMMITTEE

#### Committee Members

Sam Mody, Chair

Brian O'Connor, Co-Chair

Mark Kinnee, Board Liaison

Ahmed Valdez, Committee Member

Jason Hewatt, Committee Member

#### E-Mail

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

[brian.oconnor@jacobs.com](mailto:brian.oconnor@jacobs.com)

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

[avaldez@akvce.com](mailto:avaldez@akvce.com)

[jason.hewatt@redi-rock.com](mailto:jason.hewatt@redi-rock.com)

Date 12/29/2019

#### Motions or Discussions to be brought before the National Board (January 10-11, 2020)

1. None

#### Meetings / activities held since the previous Quarterly Report (VIA Phone)

1. 9/5 SASHTO Debrief Meeting
2. 10/14 NS Committee Conference Call
3. 10/24, 10/31, 11/26 South Carolina Section Calls
4. 10/5, 11/5, 12/12 Chattanooga Section organizational meetings
5. 12/3 ACEC-SC Conference
6. 12/3 Conference call with Robert Scullion, new Champion from Austin Section

#### Established Meeting Dates already set before the next Quarterly Report

1. Date: Week of 1/13 – South Carolina and New Mexico section calls
2. Date: Week of 1/20 – Alabama section call
3. Date: 1/23/20 – Chattanooga Section Board Meeting

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

##### **Chattanooga, TN** – Champions, Joe Deering and Rachel Gentry (TDOT)

- Organizational meeting was held on 10/5 to begin discussions for the formation of a new Section.
- Coordination conference call was held on 11/26 to establish schedule, core group, etc.
- Core Group Meeting was held on 12/12 to establish the Section name, Core Group, schedule, Charter Meeting, etc. for 2020. (see attached meeting notes)
- The next Board meeting is scheduled on 1/23/20.

### **South Carolina – Champion, Nanette Fogleman**

- The following Core Group members are interested in assisting the New Sections Committee with startup efforts:
  - Nanette Fogleman (1)
  - Scott Carney (2)
  - Chris Jordan (3)
  - Nathan Chapman (4) – our champion on the West Coast has returned back to SC.
  - Roy Tolson (5)
  - Randy Williamson (6)
  - Chris Sweat (7)
  - Scott Carney (8) from GEL Solutions said he would be involved but did not give us his card.
- The ASHE New Sections Committee was represented by Nanette who attended the ACECSC / SCDOT conference on 12/3/19. Here is synopsis of the conference presented by Nanette:
  - The conference went well. The ASHE booth was set up at one of the entrances and right across from the dining area, so we received a lot of foot traffic. There was quite a bit of interest from individuals and support from several local companies.
  - Nanette was able to walk around to the booths when sessions were in to talk to firms about ASHE starting a section in SC. Many firms/individuals were excited with the prospects about ASHE coming to SC. Nanette was also successful in speaking to a few SCDOT employees; a couple of employees were not as motivated since they did not feel that there would be any support from SCDOT itself.
  - Nanette has prepared a spreadsheet which contains a listing of individuals who stopped by the ASHE booth at the 2019 SASHTO and 2019 ACEC-SC/SCDOT conferences along with personal contacts from the Carolina Piedmont and Carolina Triangle Sections who expressed an interest of supporting the SC endeavor.
  - Tiffany Ferrell won the \$50 VISA gift card door prize given away at the conference; she will be able to help provide contacts for individuals from the contracting community.
- Next steps:
  - After the holidays, Nanette will reach out to the individuals who stopped by the booth at the ACEC-SC conference by e-mail.
  - She will establish a schedule for monthly conference calls (will go to bi-weekly if necessary) which will begin the 1st of January, 2020.
  - Chris Jordan and Nanette will schedule meetings with SCDOT individuals during January to discuss ASHE in SC.

### **New Mexico – Champion, Lawrence Lopez (NMDOT)**

- There was a recent slowdown in the startup activities of the ASHE New Mexico Section due to the following:
  - There were personnel changes at the New Mexico Department of Transportation (NMDOT). To date, efforts to start a chapter have been led by current NMDOT employees, all of whom are part of the NMDOT Programs and Infrastructure Division.

- The Chief Engineer position (that leads the Programs and Infrastructure Division) had been vacant for several months. The NMDOT employees working to start the ASHE Section were waiting for this position to fill so an executive manager would assist with efforts to move forward. This Chief Engineer position was filled at the end of November 2019.
- The new chief engineer is eager to work with our group to get the ASHE Section started. It is important that we involve the new chief engineer. Coordinating a meeting/call between SDM, the group of NMDOT employees, and the new chief engineer has been difficult, mostly due to the holidays. We will work to get the meeting/call schedule in early 2020.

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

- The NS committee reached out 11/6 to Rex Bush and several others that stopped by the 2019 SASHTO booth to set up a conference call and received no response.
- Jason Hewatt followed up with contacts in Alabama to add members to the core group and confirmed that there is still interest there.
- Committee will set up a meeting during the 3<sup>rd</sup> week of January to start planning for new section/SASHTO.
- SASHTO 2020 Annual Meeting will be held in Mobile, AL.

**Mississippi** – prospective Champion, Brian Smith

- The NS Committee has not received any follow-up responses from Mississippi since early 2019. Recommend pushing this one down the list for now.

**Austin, TX** – New Champion, Robert Scullion (Terracon)

- The Austin Section has begun to gain traction again.
- Robert Scullion (Terracon) has taken over as champion from Chris Wickham.
- E-mails have been sent out to prospective members for gauging interest from the original confirmed interested parties with limited success. However, additional individuals have come forward expressing interest in the group and willingness to help in the charter process. Meetings are being set up with the local TXDOT offices to gauge their interest in the organization.
- Next Steps:
  - Complete the Austin ASHE Spark Letter (draft returned from SDM with review comments) to be able to distribute.
  - A call is scheduled on 1-9 with Robert and all confirmed individuals. During this call, the benefits of ASHE will be discussed as well as identifying prospective members who are interested in filling Officer/Director positions, upon chartering.
  - Set up Happy Hour/event with confirmed individuals and future prospects

**San Diego, CA** – Champion, Nathan Chapman for West Coast Region (originally a transplant from the Carolina Triangle Section has moved to SC)



- No new activity to report since we are looking for a new champion.
- TranSystems has an office in San Diego, Santa Ana and Oakland, CA. Brian Krul has connected with his colleagues based on the West Coast but no real traction to date.

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

- No new activity to report.
- Brian Krul and Mark K. had previously volunteered to look for additional people and provide support to the NS committee.

**Other activities.**

**Dallas Fort-Worth Section** – here is a list of strategies/activities planned by the Section in 2020 to continue re-invigorating their membership base which has drawn considerable success:

- The DFW Section currently has 127 members which will be verified with ASHE Secretary Morisi.
- Current list of DFW officers and Directors:
  - President – Markus Neubauer, PE
  - 1st Vice President – Laura Weber, CC CL
  - 2nd Vice President – Siva Pathivada, PE
  - Treasurer – Hossein Hosseiny, PE
  - Kim Macy – Secretary
  - Membership – Michael Knowles, CPSM
  - Sponsorship – Mel Herrera
  - Brian Lopas – Board Member (Membership)
  - Mert Kurtulus – Board Member (Membership)
  - Noah Hunt – Board Member (Sponsorship)
  - Samantha McDonald – Board Member (Sponsorship)
- A calendar has been posted on our website, as well as handing out at their meetings, that list the upcoming monthly luncheons and networking events.
- The Section will be running a Membership Special during the month of January for half-off (\$50) dues for the remainder of the year.
- They are planning a March Madness event.
- There will be Sponsorship opportunities for each luncheon/event starting in January.
- The Section has been approached by multiple people ask about joining since the November Luncheon.
- They have been reaching out to contacts in their network and letting them know of future luncheons and events (this has generated interest with new members).
- The Section has been conducting special acknowledgements before luncheons recognizing new members and presenting them with their ASHE Pin and Certifications. Photos has been posted on their website, Facebook and LinkedIn which generates additional social media through those recognized reposting as well as their companies reposting.

- Interviews with the guest speakers at luncheons continue to be held and posted on their website, LinkedIn and Facebook sites as well; the Section has received very positive feedback from members about this.
- Please refer to the Section report for more details about their activities.

**Houston Section – Ahmed Valdez**

- Please refer to their Section report for more details about their activities.

**Lexington Section – Ahmed Valdez**

- Please refer to their 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. **2019 – 2020 Budget:** \$8,900.00.
2. **Spent – List items and \$ spent this quarter**
  - a. \$50.00 – Giveaway of VISA gift card at ACEC-SC / SCDOT Conference (ASHE Booth).
  - b. \$53.62 – cost to ship the ASHE booth back to Amanda from the conference.
  - c. Total expenses: \$103.62
3. **Current Budget Balance:**
  - a. \$4,641.13: (\$8,900.00 - \$4,258.87); balance prior to payout of item 2)
4. **List any Non-Budget Items that should be considered in the 2019 – 2020 budget:**

**Note:** Email this form in a Word format to Nancy Morisi at [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).



## ASHE Core Group Meeting Minutes

12/12/2019

### List of Officers

- President – Rachel Gentry
- 1<sup>st</sup> Vice President – Erin Woodsen
- 2<sup>nd</sup> Vice President – Jeremy Sims
- Secretary – Haley Slifko
- Co-Secretary – Shap Stiles
- Treasurer – Sandra Knight
- Co-Treasurer – Seth Bradley

Name – Tennessee Valley Section

Banner – order from National and give them tentative chartering date (takes 3 months)

Training for officers will be done by WebEx on January 8

### Social

- Seed money – National loans \$300
- Need sponsors
- February 6 at 3:00, TDOT R2 auditorium

Applications for memberships ASAP, need 35 to start section, 50 or more is preferred

Can have meetings before chartering meeting

Georgia section ASHE and ITE are hosting their winter workshop in Chattanooga March 8-9, can set up a meet & greet

Dues - \$35 matches MidTN ASHE, \$20 goes to National, \$45 to National for new members

Century Club - \$200

Get with MidTN ASHE to see if dues will be raised this year and how TDOT dues will be split up (Tim Colvett)

## Chairs

- Program; Technical – Fritz Brogden
- Public Relations – Sharon Law
- Auditing – does not have to be chosen now
- Constitution & Bylaws; Ethics & Practices – Erin Woodsen & Curt Duncan
- Budget – Sandra, Seth, Rachel, and Erin
- Membership – Shap

Next board meeting – January 23, 2020



## COMMITTEE STATUS REPORT

### NOMINATING COMMITTEE

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

#### Committee Members

Richard Cochrane, Chair

Charlie Flowe

Larry Ridlen

Dave Greenwood

Tom Morisi

#### E-Mail

RCochrane@McTish.com

CFlowe@ashe.pro

leridlen@comcast.net / Larry.Ridlen@wsp.com

greenwoodda@cdmsmith.com

ASHENationalSecretary@ashe.pro

Date: January 11, 2010

Reporting Period: Fall, 2019

#### Meetings held since the previous Quarterly Report

1. Date - Dec 11, 2019 Members in attendance - Messrs. Cochrane, Ridlin, and Morisi

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

Resolved: The following members are nominated as follows:

##### Officers

President: Tim Matthews (Georgia, Southeast)

First Vice-President: Leigh Lilla (Tampa, Southeast)

Second Vice-president: Stan Harris (TRIKO Valley, Great Lakes)

Immediate Past President: Mike Hurtt (Albany, Northeast)

##### Directors:

Northeast Region - Rob Prophet (Delaware Valley)

Southeast Region - Scott Jordan (Georgia)

Midatlantic Region - Michael Bywaletz (Carolina Piedmont)

\*\* \*\* \*

For information, directors and officers continuing terms:

National Treasurer: Frank O'Hare; third year of second term (Central Ohio, Great Lakes)

National Secretary: Tom Morisi; third year of first term (Altoona, Northeast)

Operations & Oversight chair - Stan Harris (TRIKO Valley, Great Lakes)

Two year directors

Northeast Region - Don DiZuzio (North Central NJ)  
Southeast Region - Jason Hewatt (Georgia)  
Great Lakes Region - Frank Bronzo (Cuyahoga Valley)

One year directors:

Northeast Region - Kathryn Power (Pittsburgh)  
Great Lakes Region - Stan Harris (TRIKO Valley)  
Midatlantic Region - Roger Carriker (Chesapeake)

Messrs. O'Hare and Morisi have expressed willingness and desire to serve an additional term, and the committee concurs with their respective continuing service. Therefore, no "elect" positions are being nominated.

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

### **Activities**

Status - Nomination of honorary award winners - Letter sent on November 4, 2019, with a reminder sent on December 16, 2019. Nominations due February 15, 2020

### **Budget update**

1. **2018 - 2019 Budget:**     **\$2,500**
2. **Spent – List items and \$ spent this quarter**
  - a. **None**
3. **Current Budget Balance:**         **\$2,500**
4. **List any Non-Budget Items that should be considered.**
  - a. **None**



## 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  
Michael Hurtt (Pres.)

#### E-Mail

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

#### Date: 12/19/19

Report Period: 9/6/19-12/19/19

#### Meetings held since the previous Quarterly Report

1. None

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

None

#### Discussions to be brought before the board

None

#### Activities

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

Since last meeting:

- Scheduled a training session for new Section in Chattanooga in January 2020.

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

No activity since last meeting

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

#### **Budget update**

- 1. 2019 - 2020 Budget: \$5,000**
- 2. Spent – List items and \$ spent this quarter**
  - a. Project of Year and Director Travel, \$2,337.71**
- 3. Current Budget Balance: \$2,662.29**
- 4. List any Non-Budget Items that should be considered.**
  - a.**





## COMMITTEE STATUS REPORT

### RESOURCE CENTER SUB-COMMITTEE

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

**Committee Members**

Shirley Stuttler, Chair

Sandy Ivory

Tom Morisi

Scott Jordan

**E-Mail**

sstuttler@hughes.net

**Date:** 12-15-19

**Report Period:** Winterl

**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**

1. 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:** 12/20-2019

**Report Period:** Winter

**Meetings held since the previous Quarterly Report**

1. No official meeting was held. Only discussions between Sandy Ivory and Tammy Farrell.

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

1. None at this time.

**Discussions to be brought before the board**

1. Tammy and Sandy continue to review submitted materials and send to the proof reader. Will be able to give better estimate of timetable for having data on website at a later date. At present, Tammy and Sandy are finishing Winter issue of scanner
2. Only two Sections (East Penn and North East Penn) failed to submit their history updates since 2017.

**Status of action items**

1. Next conference call will be held prior to the next National Board.

**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 STATUS REPORT

### OUTREACH COMMITTEE

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

#### **Committee Members**

#### **E-Mail**

**Date: December 26,<sup>th</sup> 2019**

#### **Report Period:**

3rd QTR 2019-2020

Bronzo, Chair

Harris

Moody

Schumacher

Cochrane

Fortuna

Pitzer

O'Connor

Kinnee

NACE Representative – Ted Hubbard

NAWIC Representative – Leigh Lilla

IECA Representative – Vacant

ASCET Representative – Mollie Gosnell

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

1. Web EX meeting September
2. Web ex meeting October- ASHE Booth at ASCET Expo In November 2019,
3. Web Ex meeting - Outreach Committee Postponed new date January 15, 2020

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

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

**Ideas for** Engagement of Partnerships other than booth swap at events

Attendance at the NACE conference Perido Beach Alabama on April 19-23 2020

#### **Activities involving coordination**

NACE, Outreach, New sections

**Budget update: (Note combination of partnership and outreach committee budgets.)**

1. **2019 - 2020 Budget:**    \$4,000.00 Partnership  
    **2019-2020 Budget**      **\$6,000.00 exposure**
2. **Spent –**
3. **Current Budget Balance: \$10,000.00**
4. **List any Non-Budget Items that should be considered.**



## 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 26, 2019

**Report Period:** September – December 2019

Matheu Carter, Chair	<a href="mailto:matheu@udel.edu">matheu@udel.edu</a>
Roger Carriker, National Board Liaison	<a href="mailto:Roger.Carriker@wsp.com">Roger.Carriker@wsp.com</a>
Frank Bronzo	<a href="mailto:fbronzo@envdesigngroup.com">fbronzo@envdesigngroup.com</a>
Kathryn Power	<a href="mailto:kpower@pa.gov">kpower@pa.gov</a>
Erin Collins	<a href="mailto:ecollins@wallacemontgomery.com">ecollins@wallacemontgomery.com</a>
Eugene Cipriani	<a href="mailto:eugene.cipriani@aecom.com">eugene.cipriani@aecom.com</a>
Rob Snowden	<a href="mailto:rsnowden@urbanengineers.com">rsnowden@urbanengineers.com</a>

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

1. Date: 11/07/2019 Cancelled – Chair had conflict
2. Date: 12/05/2019 Cancelled – Chair had conflict

#### **Planned Meetings:**

1. Date: 02/06/2020 Noon WebEx
2. Date: 03/05/2020 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, currently.

#### **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. Data collection for calendar year 2019 began December 4, 2019 with a notice from Nancy Morisi to all Regions and Sections with a request that all Sections report no later than January 31, 2020.
    - i. The National Board is asked to go back to their Regions/Sections and emphasize this documentation be compiled and submitted so the information can be included in the "Year in Review" documentation etc. for promoting ASHE and its value to membership.

- b. The table below summarizes the results of the first three years of the program (CY 2016 being a partial reporting year). A conservative value of \$50/PDH is used to estimate the value produced to membership.

ASHE PDH Reporting Summary			
	CY 2016	CY 2017	CY 2018
Total Sections	41	43	43
Reporting		38	34
Reporting PDHs	16	29	27
Reporting No PDHs	2	9	7
Conference Reporting PDHs			2
Sections Not Reporting	23	5	9
Total PDHs Reported	4,700	10,765	11,265
Value (estimated at \$50/PDH)	\$ 235,000	\$ 538,250	\$ 563,250
			\$1,336,500

2. Develop and maintain policy documents to provide guidance to Sections with respect to professional development:
- With two full years and a partial 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.
  - 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.
    - Reminder: The Board/Regions/Sections are our eyes and ears in this matter so please monitor in the various states/geographies and advise this committee if changes occur.
  - This committee also made updates to the following documents and provided to the National website subcommittee for their update of the ASHE national website: 1) Profession Development Certification Program guidelines (D33), and 2) Requested the previous CEU Credit (F6) file be removed from the web site. If Regions/Sections need examples of PDH certificates and or Request Forms, they can contact the committee for these documents.

**Budget update:**

1. 2019 - 2020 Budget: \$0 (Note: Florida fees due next in April 2021)
2. Spent – List items and \$ spent this quarter
  - a. \$0
3. Current Budget Balance: \$0
4. List any Non-Budget Items that should be considered.
  - a. None at this time.



## COMMITTEE STATUS REPORT PUBLIC RELATIONS COMMITTEE

### **Committee Members**

### **E-Mail**

**Date: 12/29/19**

**Report Period: January 2019**

Amanda Schumacher, Chair

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

Jennifer Hendricks – CCJM

[jhendricks@ccjm.com](mailto:jhendricks@ccjm.com)

Kathy Johnson – TRC Companies

[KGJohnson@trccompanies.com](mailto:KGJohnson@trccompanies.com)

Tammi Nagucki – Environmental Design Group

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

Jason Hewatt – Redi-Rock International

[Jason.Hewatt@redi-rock.com](mailto:Jason.Hewatt@redi-rock.com)

Jen Newman – Zweig Group

[Jen@elevatemarketingadvisors.com](mailto:Jen@elevatemarketingadvisors.com)

Donato Di Zuzio (Board Liaison)

[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)

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. 12.19.19

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

Resolved: Pursue sendinblue.com as mass e-mail service at \$39/month fee – promote ease of communication of PR committee campaigns and scanner service

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

- Holiday Card & PR Campaign issues – we ran into an issue with sending our holiday card – we need a service to streamline the process – sendinblue was vetted by Zweig White and at the low rate of \$39/month can get us more than enough contacts and tracking of our campaigns
- Request dedicated national conference time to the PR committee

### **Activities (cumulative report):**

#### **a. ASHE Booth**

1. OTEC – 10/28-10/30
2. Pittsburgh Events – 11/19-12/18
3. SCDOT/ACEC – Dec 3

#### **b. Logo & Message**

- i. Branding Guidelines – needs to be sent to Sections again – very important
- ii. Discuss portrait style logo for apparel with Tammy (Amanda)
- iii. All current documents have been uploaded to the cloud



iv. Holiday Card – sent 12/20/19 with Tom’s email list

**1. Stats – good open rate and click through rates! In line with Zweig White publications!**

Time Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate
Fri, Dec 20, 2019 1:31 PM	2019 Holiday Card final	5800	21.4% 1025	13.5% 138

**Most engaged subject line**


Happy Holidays from ASHE!


Sent Fri, Dec 20, 2019

1003 Unique Opens

[Subject line tips](#)

**Opens by device**

 Mobile 37%

 Desktop 63%

c. Section/Region Coordination

i. Email sent to Regions to notify Sections of Direct communication with PR Committee - each member has 7-8 Sections to coordinate with on:

1. Social Media needs/sharing
2. PR questions & booth needs
3. General PR guidance/raising profile of section nationally
4. Membership Spotlight campaign
  - a. Highlight New Members
  - b. Highlight Long-Term Members

ii. Convert photo link to google docs and launch section/region coordination effort

1. Organized folders by Section – links sent to PR committee
2. Training for Sections on how to upload
3. Brainstorming best repository – inquiring with scanner methods and potentially using Quarterly requests for information from Nancy to eliminate too many emails

d. Social Media Campaign

i. Gaining momentum with more local Section/activities sharing

1. Developing spotlight campaign to highlight new and existing members and Sections

- a. Would work under PR leader to procure information and develop – build a backlog of information to share easily
  - 2. Develop ‘how-to’ guide on social media (Jen N)
    - a. For training of directors
    - b. For Sections and Regions
- ii. GOAL: Create more shareable content
  - 1. Year in Review piece – 1<sup>st</sup> quarter
  - 2. Use Scanner Articles – discussing with Tammy
  - 3. Sections information (from correspondence)
    - a. Community involvement
    - b. Monthly events
    - c. Membership spotlight
  - 4. National news
- iii. National Exposure
  - 1. ENR – working with Michael Hatherill for pricing in newsletter (conference & general)
    - a. Pricing is \$1,150 for bottom banner of national newsletter
    - b. 25.66% open rate ; 62,700 distribution
  - 2. Zweig White – working with Sara Parkman for a quarterly story in their publication – can be centered around: ownership transition, diversity/inclusion, marketing/BD, culture, benefits, technology, work-life balance/burnout, strategic planning, etc.
    - a. Newsletter goes out every Monday – sent to 9,000 people with an open rate of 15%-20%
    - b. Website receives 12,000-16,000 page views per month
- iv. Social media report (+ = increase from May 2019) – GOALS reached! Over 100 followers on the three main platforms – LinkedIn, Twitter and Facebook
  - 1. LinkedIn: 448 followers
    - a. + 224 followers
  - 2. Twitter: 155 followers
    - a. +30 followers
  - 3. Facebook: 102 likes | 115 follows
    - a. +36 likes
    - b. +42 follows
  - 4. Instagram: 10 followers
    - a. +10 followers
- e. Committee Collaborations

- i. Operations and Oversight
    - 1. Social Media Training added into Section Training Program (Jen Newman leading)
  - ii. Partnerships
    - 1. ASCET conference in November – Amanda joining calls
  - iii. New Sections
    - 1. Graphic update to ‘toolbox’ document to make it easier to read – still in progress
    - 2. Update powerpoints – Jen N
- f. ASHE Store
  - i. ACTION: Creating an e-blast to notify sections/membership – still to be done
- g. National Conferences
  - i. Raleigh 2020
    - 1. Logo approved
    - 2. No additional needs at this time
  - ii. Poconos 2021
    - 1. Theme and logo approved
  - iii. Columbus 2022
    - 1. No action yet
  - iv. Atlantic City 2023
    - 1. Highlighting logo contest winner on social media post in January
- h. Multi-Briefs – ASHE Inside lane, contract renews in April
  - i. Article review happening consistently (weekly)
  - ii. End of year articles (10 most clicked) – running dec 26

#### **Budget update**

- 1. **2019 - 2020 Budget:     \$4,400**
- 2. **Spent – List items and \$ spent this quarter**
  - a. \$56.17 – Sept Adobe Suite
  - b. \$56.17 - Oct Adobe Suite
  - c. \$56.17 – Nov Adobe Suite
  - d. \$56.17 – Dec Adobe Suite
  - e. \$133.22 – OTEC booth
  - f. \$15.81 – brochure/promo shipment to Pittsburgh
  - g. \$33.84 – booth shipment to Pittsburgh
  - h. \$33.96 – booth shipment to SCDOT/ACEC conf.
  - i. \$282.00 – flights for January board meeting
  - j. \$213.44 – TNT Invoice
- 3. **Current Budget Balance:         \$2,876.32**
- 4. **List any Non-Budget Items that should be considered.**



## 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:** Fall 2019

**Committee Members:**

Anis Shaikh, Chair

Tammy Farrel, Editor

Don Dizuzio

Sandra Ivory

Kathryn Power

Levi Littler

**E-Mail:**

[ashaikh@hntb.com](mailto:ashaikh@hntb.com)

[tntsince87@comcast.net](mailto:tntsince87@comcast.net)

[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)

[sandyivory@yahoo.com](mailto:sandyivory@yahoo.com)

[kathrynpower@live.com](mailto:kathrynpower@live.com)

[levi.littler@woodplc.com](mailto:levi.littler@woodplc.com)

**Date:**

**12/26/2019**

**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 2020
  - A. Altoona Section (Pennsylvania Turnpike Commission Utilizes Innovative Mobile Mapping Technique to Survey Corridor)
  - B. Eastern Penn Section (The 54.5 Hour Fix, Lehigh County, PA)
  - C. North-East Penn (Scholarship-PSU)
  - D. Pittsburgh Section (Reopening Route 30 After a Major Landslide)
  - E. Tampa Section (America's new center for transportation innovation)
  - F. Presidents Message
  - G. Mile Markers

**Budget update**

1. 2019 - 2020 Budget: **\$61,700.00**
2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2019	5008	07/10/19	\$ 5,718.05
	Fall 2019	5025	09/24/19	\$ 7,625.09
	Winter 2020	N/A		
	Spring 2020	N/A		
Printed Expenses:				\$ 13,343.14
Electronic	Summer 2019	5009	07/10/19	\$ 429.60
	Fall 2019	5029	09/24/19	\$ 429.60
	Winter 2020	N/A		
	Spring 2020	N/A		
Digital Expenses:				\$ 859.20
Committee Travel				

**Total Invoices: \$ 14,202.34**

3. Income (See attached sheet of list of advertisers for the current quarter)

	Period	Invoice #	Date	Amount
Advertisers	Summer 2019	N/A	07/10/19	\$ 8,450.00
	Fall 2019	N/A	09/24/19	\$ 6,200.00
	Winter 2020	N/A		
	Spring 2020	N/A		

**Total Income: \$ 14,650.00****Target Income Amount: \$ 26,000.00****Amount Over/Under Target Income Budget: \$ 11,350.00**

4. Current net Budget Balance:  
**\$62,147.66**
5. List any Non-Budget Items that should be considered.
  - a. N/A

Advertiser Name	Date Rec'd	Check Number	Amount	
AECOM	9/9/19	30416157	400.00	
ARORA and Associates				
ASHE Altoona Section/Builder's Club				
ASHE North East Penn				
BEG Group, LLC				
Borton Lawson Engineering				
Buchart-Horn, Inc.	7/22/19	217997	400.00	
Burns Engineering, Inc.				
CHA Consulting, Inc				
Dewberry	7/19/19	2061569	600.00	
Gannett Flemming Companies				
Gibson-Thomas Engineering Co				
HDR Inc				
Hill & Smith, Inc.				
Johnson, Mirmiran & Thompson, Inc,	8/22/19	120543	400.00	
Larson Design Group				
McMahon Associates, Inc	7/22/19	64735	650	
Michael Baker Corporation				
Naik Consulting Group, PC				
O.R. Colan Associates				
WSP				
Sci-Tek Consultants, Inc.				
Stahl Shearer Engineering, LLC.				
Sucevic, Piccolomini & Kuchar Engineering				
Traffic Planning & Design	9/8/19	58995	2400.00	
The Markosky Engineering Group, Inc.				
TYLIN International				
Urban Engineers	7/22/19	48320	400	
Whitman, Requardt & Associates, LLP				
Whitney, Bailey, Cox & Magnani LLC	7/15/19	83923	400	
Wichert Insurance	7/18/19	4550	550	
Total			6200.00	



## COMMITTEE STATUS REPORT

### STRATEGIC PLAN COMMITTEE

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

**Date:** Period: December 2, 2019

**Committee Members**

**E-Mail**

**Phone:**

Gerald J Pitzer, Chair

jerry1368@yahoo.com

Kathryn Power (Pittsburgh)

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

412-608-2662

Mark Kinnee (Delaware Valley)

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

215-284-3124

Jen Hawkins (Northeast Florida)

[HawkinsJL@pondco.com](mailto:HawkinsJL@pondco.com)

904-396-3556

Scott Kroper (Northeast Florida)

scott.kroper@rsandh.com

???

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

1. none – Anticipate next meeting in January 2020
- 2.

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

Resolved: None

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

1. None for this meeting of the Board.
- 2.

**Activities:**

“Monitor society activities with respect to current plan - ongoing”

“Develop an implementation matrix to assign activities, set measurable goals and track progress of the strategic plan implementation.”

“Report on the progress of the implementation of the strategic plan for the March meeting.”

**Budget update:**

- 1 . 2019 - 2020 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 26, 2019

**Report Period:** September - December 2019

Matheu Carter, Chair	<a href="mailto:matheu@udel.edu">matheu@udel.edu</a>
Roger Carriker, National Board Liaison	<a href="mailto:Roger.Carriker@wsp.com">Roger.Carriker@wsp.com</a>
Frank Bronzo	<a href="mailto:fbronzo@envdesigngroup.com">fbronzo@envdesigngroup.com</a>
Kathryn Power	<a href="mailto:kpowers@pa.gov">kpowers@pa.gov</a>
Erin Collins	<a href="mailto:ecollins@wallacemontgomery.com">ecollins@wallacemontgomery.com</a>
Eugene Cipriani	<a href="mailto:eugene.cipriani@aecom.com">eugene.cipriani@aecom.com</a>
John Caperilla	<a href="mailto:JCaperilla@borton-lawson.com">JCaperilla@borton-lawson.com</a>
Aaron Muck	<a href="mailto:Aaron.Muck@terracon.com">Aaron.Muck@terracon.com</a>
Carrie Strehle	<a href="mailto:cstrehle@promatechinc.com">cstrehle@promatechinc.com</a>
Richard Grubb	<a href="mailto:rgrubb@rgaincorporated.com">rgrubb@rgaincorporated.com</a>

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

1. Date: 09/12/2019 Members in attendance: Strehle, Cipriani, Caperilla, Carriker, Carter, Javuan Linton (Mercer County Community College, guest)
2. Date: 10/10/2019 Members in attendance: Strehle, Power, Cipriani, Muck, Carriker, Carter
3. Date: 11/14/2019 Cancelled – Chair had conflict
4. Date: 12/12/2019 Members in attendance: Caperilla, Carriker, Carter, Javuan Linton (Mercer County Community College, guest)

#### **Planned Meetings:**

1. Date: 01/09/2020 Noon WebEx
2. Date: 02/06/2020 Noon WebEx
3. Date: 03/12/2020 Noon WebEx
4. Date: 04/09/2020 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 Committee initiated an update in Fall 2018
  - b. The survey was closed out April 1, 2019; thirty-two (32) Sections responded and the information was both interesting and encouraging. A PDF of the compilation was distributed to the Board and Regions previously.

- c. The responding Sections revealed considerable new information on student involvement of numerous kinds, including several robust student chapters of which the Committee was not previously aware.



- d. Carrie Strehle prepared the graphic below that illustrates the breadth of student chapter activity.
2. Student Chapter Conference:
    - a. ASHE@UD, the Student Chapter at the University of Delaware, hosted the first of these on September 30, 2017 and it was considered successful, with fourteen students from six universities as well as eight professional members.
    - b. The Widener University Student Chapter hosted the second conference on October 6, 2018 and it too was viewed as 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.
    - c. The third annual conference was held October 12, 2019 at Mercer County Community College. There was again some confusion with registration and the estimated attendance was in excess of 40. However, recorded registrations included 24 students representing Mercer County Community College, New Jersey Institute of Technology, Rowan University, The College of New Jersey, University of Delaware, and University of Maryland College Park. At least nine professionals were in attendance from Chesapeake, First State, North Central New Jersey, and Southern New Jersey Sections. The student leadership at Mercer County Community College did an excellent job with support from the Committee and the conference was a mix of great technical sessions, a drone demonstration, and robust networking.
      - i. There is an outstanding invoice (\$937.20) for the facilities and catering at Mercer County Community College. It was expected that a grant from the College would cover the cost,

but there is some confusion remaining while the student leadership seeks to reconcile it. The committee will keep National advised if funding is required from this committee's budget to address this matter. See below in budget update area.

3. Track student membership, either within or outside existing database:
  - a. This information is part of the recently completed survey.
  - b. Will continue to coordinate with the membership committee on identifying various means of capturing students after graduation and attempt to "connect" them with a local Section where they get jobs. Ongoing effort.
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 2018.
  - c. This committee also made updates to the following documents and provided to the National website subcommittee for their update of the ASHE national website: 1) Introduction to student chapters (D27), and 2) Student Chapter Best Practices (D27a).
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 (2018) and was used again at the 2019 conference at Mercer County Community College.
  - d. One skirt has been distributed to the student chapter at University of Delaware. Further distribution to qualifying student chapters is expected as they apply. The committee continues to advocate the National Board members to publicize the availability of this tablecloth to their Regions and Sections.
  - e. A second skirt is in use promoting the relaunch of the student chapter at University of Maryland College Park as well as use with Morgan State University student chapter revitalization.

**Budget update:**

1. 2019 - 2020 Budget: \$1,000 (\$1,000 for student chapter conference)
2. Spent – List items and \$ spent this quarter
  - a. \$208.28 - travel expenses for three members from Chesapeake Section to conference.
3. Current Budget Balance: \$791.72
4. List any Non-Budget Items that should be considered.
  - a. An additional \$145.48 should be considered in the event that the Mercer County Community College grant does not cover the facilities and catering charge.



## COMMITTEE STATUS REPORT

### TECHNOLOGY COMMITTEE

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

#### **Committee Members**

**Mindy Sanders, Chair**  
**Scott Jordan, Board Liaison**  
**Dick Cochrane, WebMaster**  
**Jacob Morisi, WebHost**  
**Frank Bronzo, Member**  
**Rhys Keller, Regional Rep (Mid-Atlantic)**  
**Mike Sewell, Regional Rep (Great Lakes)**  
**John Caperilla, Cloud**  
**Diane Purdy, Cloud**

#### **E-Mail**

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

**Date: 12/31/19**

**Report Period:**  
**Winter 2019**

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

1. 11/6/19 – Conference Call for Section-level Membership Management Solutions with Triko Valley (Paul Durham) and Chesapeake Sections (Nimish Desai) (Follow up currently planned for January 7<sup>th</sup>)
2. 11/7/19 – Meeting to discuss membership/online payment options on a National Level
3. Email Coordination as Needed

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

New Business: None

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

1. Multiview Web Banner Ads - Email discussion in September, but no resolution. Unknown terms of current contract;
  - a. Per Tammy - \$7000 for business to have an ad contract through Multiview;
  - b. We can potentially generate revenue without this service.
2. 2020/2021 Hosting Options – The Technology Committee has been asked to compare JM Server Solutions to Alternate Hosting Options
  - a. Comparable Solutions must provide Cloud and Web Hosting plus support/backup
    - i. JMSS – anticipated to be \$3,225/yr (includes Jacob's time)
    - ii. A2 - \$2,100/yr (would require more time from a volunteer)
3. Database Enhancements at the National Level – The Technology Committee has been asked to discuss ways to enhance the National database to allow a greater use for sections to more easily

manage their membership, especially during the renewal period and provide online payments to ASHE National.

- a. Received inquiries from several sections wishing to find a better way to manage their memberships, payment events
- b. National Board also has requests for additional features
  - i. Potential to change the flow of membership payments (from Member -> Section -> National to Member -> National -> Section)
- c. Potential Options
  - i. Third Party Sites
    1. Wild Apricot – provides membership renewals, online payments, events
      - a. ~ \$20,500/year to allow each section to be compartmentalized, but no umbrella to manage all at this time. (Price dependent on membership in a section- Range \$40-\$160/section)
      - b. ~\$4,500/year for all sections to be under one administrative account
  - ii. Custom Options
    1. Cost TBD
    2. Example: [www.georgia.ashe.pro](http://www.georgia.ashe.pro); potentially scaled up for all Sections/National Level

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

##### Website/Hosting

- Ongoing maintenance performed by Dick Cochran and Mindy Sanders.
- 10 update requests have been completed since the last report, including numerous updates to the Resource Center
- Send website requests to Mindy Sanders ([mhsanders@pontengineering.com](mailto:mhsanders@pontengineering.com))

##### Cloud

- Continue to improve use and organization of ASHE Cloud – No specific issues known.
- Add users as requested – Up to date – 15 new credentials were created since the last report.

##### Membership Database

- Maintenance, as needed

##### WebEx

- No known issues

##### Survey

- Survey Gizmo - Plan downgraded to Free Version; will subscribe/upgrade on an as needed basis
- Free options available through free WordPress plugins – will use this option

##### Other

- Web Banner ASHE IBC Co-Sponsor Agreement – Will add a Banner Ad to National Website (March, April, May 2020)
- Website Guideline Procedure Updated – 12/19/19

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

- JM Services – Contract Renewal with Jacob Morisi Server Solutions – (Expires 6/30/21)
  - Renewed via Email Vote – Approved 8/26/19
  - Includes Hosting (for Most Sections), Cloud, and Database Service and Maintenance
  - Increase of ~\$100/month for hosting for 2020/2021
  - 2020/2021 contract will not be sole-sourced. Other options have been investigated

#### **Budget update**

1. 2019-2020 Budget: \$4,700
2. Spent – List items and \$ spent this quarter
  - a. JMS Server (Technology Portion) - \$1200
3. Current Budget Balance: \$2,700
4. List any Non-Budget Items that should be considered.
  - a. Current Budget does not cover all required spending commitments:
    - i. Total Required –
      1. JMS (\$4,840)
      2. Travel to 1 Board Meeting (\$1,200)
      3. Survey Gizmo - \$0
    - ii. Shortfall - \$1,340

#### **Attachments:**

1. Website Update Log
2. Resource Center Log
3. JM Server Solutions Contract
4. Minutes from Conference Call with Triko Valley/Chesapeake
5. Wild Apricot Pricing

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed	Notes
1	Remove contact information and replace with new contact form	Mike Hurtt	5/25/19	Mindy	5/26/19	
2	Updated conference page to reflect 2020 as next conference	RNC	6/4/2019	RNC	6/4/2019	Logo from Media Library. Couldn't access any other URL or folder.
3	Changed "newsletter" to "magazine" throughout	Tammy Farrell	6/11/2019	RNC	6/11/2019	
4	Changed link on scanner page to go directly to scanner guidelines rather than via the resource center. Changed text as requested.	Tammy Farrell	6/11/2019	RNC	6/13/2019	
5	Changed end date for 2020 conference to June 7 from June 6. Changed button shape to "pill".	Conference Committee	6/25/2019	RNC	6/25/2019	
6	Added 2020 Project of the Year Forms (Post)	Project of the Year Committee	6/23/19	MHS	6/25/19	
7	Updated DFW link on map	DFW Section	6/25/19	MHS	6/25/19	
8	Additional refinements to PotY pages/post	Project of the Year Committee	6/26/2019	RNC	6/27/2019	
9	Change link to current scanner issue. Added 2019 to past scanners.	Tammy Farrell	6/27/2019	RNC	7/14/2019	
10	Change e-mail address; Enlarge slightly top secondary menu; Added map and text to new member interest form.	Amanda Schumacher	8/28/2019	RNC	8/29/2019	
11	Updated Jason Hewatt's contact information	Jason Hewatt	9/5/2019	RNC	9/5/2019	
12	Added 2019-2020 officers' training to document library, updated links to that file. Replaced POY button with training button on home page.	Stan Harris	9/25/2019	RNC	9/25/2019 10/4/2019	

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed	Notes
	Updated button on training page to reflect new dates. Placed in img/buttons folder.					
13	Updated Bluegrass Section Contact	RNC	10/4/2019	RNC	10/6/2019	
14	Changed Scott Jordan's address as requested	Scott Jordan	10/19/2019	RNC	10/19/2019	
15	Changed address for Scott Cortese, NE Region Secretary	S Cortese	10/21/2019	RNC	10/21/2019	
16	Corrected e-mail address for Anis Shaikh, scanner chair	S Jordan	10/21/2019	RNC	10/21/2019	
17	Added link to Great Lakes web site	Rachael McNutt	10/24/2019	RNC	10/25/2019	
18	Created folder /documents/minutes and added minutes for two board meetings	Tom Morisi	11/5/5019	RNC	11/7/2019	
19	Updated numerous documents in Resource Center	RNC	11/18/2019	RNC	11/18/2019	
20	Repaired link to document D28 - At Large info	Leigh Lilla	12/09/2019	RNC	12/10/2019	



For the Resource Center portion of the Website:

- Organized documents, and numbered previously unnumbered documents.
- Distributed documents to committee liaisons or committee chairs as appropriate for review.
- Updated documents on ASHE website as received from reviewers.
- List of documents and forms attached.

Document	Document date	Status
D01-NATIONAL-ORGANIZATION	2/24/2016	
D02-REGION-ORGANIZATION	6/28/2015	
D03-SECTION-ORGANIZATION	6/28/2015	
D04-SECTION-LEADERSHIP	6/28/2015	
D05-SECTION-ACTIVITIES	6/28/2015	
D06-NATIONAL-CONSTITUTION	1/30/2017	Posted
D07-NATIONAL-BY-LAWS.pdf	9/21/2019	Posted
D08-CODE-OF-ETHICS.pdf	9/21/2019	Posted
D17-SECTION-GENERIC-BY-LAWS	4/14/2012	
D31-SCANNER-GUIDELINES	5/4/2018	Posted
D32-SCANNER-SPONSORSHIP-RATES-AND-CONTACT	1/31/2018	Posted
F8-EXHIBIT-DISPLAY-BOOTH	1/28/2019	
D36-EXHIBIT-DISPLAY-BOOTH-POLICY	1/28/2019	
D30-PARTNERSHIP-GUIDELINES.pdf	10/11/2014	
D20-SECTION-TREASURER-DUTIES	6/10/2019	Posted
F7-IRS-FORM-990-DATA-SHEET	2/27/2002	
D28-AT-LARGE-MEMBERSHIP-GUIDELINES	9/30/2019	Posted
D29-INTERNATIONAL-AT-LARGE-GUIDELINES	9/30/2019	Posted
F1-MEMBERSHIP-APPLICATION	1/25/2010	
F2-AT-LARGE-MEMBERSHIP-APPLICATION	1/25/2013	
F3-AT-LARGE-INTERNATIONAL-MEMBERSHIP	9/30/2019	Posted
F5-EXAMPLE-DUES-INVOICE-QUESTIONNAIRE	1/25/2010	
D13-NATIONAL-CONFERENCE-GUIDELINES	12/31/2018	Posted
D15-NATIONAL-CONFERENCE-GENERIC-ACTION-PLAN	12/20/2019	Posted
D37-WEBSITE-GUIDELINE-PROCEDURES	9/12/2019	Posted
D11-NATIONAL-OFFICER-DIRECTOR-NOMINATION-GUIDELINES	9/30/2019	Posted
D22-NATIONAL-AWARDS-NOMINATION-GUIDELINES	9/30/2019	Posted
D23-ROBERT-E.-PEARSON-AWARD-GUIDELINES	9/30/2019	Posted
D24-YOUNG-MEMBER-OF-THE-YEAR-AWARD-GUIDELINES	9/30/2019	Posted
D25-MEMBER-OF-THE-YEAR-AWARD-GUIDELINES	9/30/2019	Posted
D26-LIFETIME-ACHIEVEMENT-AWARD-GUIDELINES	9/30/2019	Posted
D27-INTRODUCTION-TO-STUDENT-CHAPTERS (new title)	8/30/2019	Posted
D27a-STUDENT-CHAPTER-GUIDELINES (new document)	8/30/2019	Posted
D33-PROFESSIONAL-DEVELOPMENT-CERTIFICATION-PROGRAM-ISSUANCE-of-PDHs	8/30/2019	Posted
<del>F6-CEU CREDIT</del>	n/a	Deleted
D09-REGION-OPERATING-MANUAL	9/6/2019	Posted
D12-INSTALLATION-OF-OFFICERS-CEREMONY-OUTLINE	9/6/2019	Posted
D16-NEW-SECTION-STARTUP-PROCEDURES	12/19/2015	Posted
D18-SECTION-COMMITTEE-RESPONSIBILITIES	9/6/2019	Posted
D38-PROJECT OF THE YEAR (new)	7/10/2019	Posted
F9-REGION-SECTION-GRANT-FUND	11/1/2016	
D19-SECTION-SECRETARY-DUTIES	6/20/2019	Posted
D39-SECTION AWARDS (new)	11/15/2019	Posted
<del>F4 REVISION TO MEMBERSHIP DIRECTORY</del>	<del>1/20/2008</del>	Deleted
D40-COMMUNICATION-PLAN (newly numbered)	1/1/2019	Posted
D41-BRANDING-GUIDELINES (newly numbered)	1/31/2019	Posted



# J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

## **PROPOSAL FOR WEB/APPLICATION HOSTING AND MAINTENANCE FOR THE AMERICAN SOCIETY OF HIGHWAY ENGINEERS**

**#201906-01P**

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

P. 814-242-8410

Email: [jmorisi@jmserversolutions.com](mailto:jmorisi@jmserversolutions.com)

[www.facebook.com/jmserversolutions](http://www.facebook.com/jmserversolutions)

## Introduction

The purpose of this proposal is to continue the agreement between the American Society of Highway Engineers (also referred to as “ASHE” or “client”), and J.M. Server Solutions, LLC (also referred to as “JMSS” or “provider”) for hosting and support services for a period of one year beginning June 1, 2019.

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

## About our Company

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

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

## Datacenter Information

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

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

## Description of Scope

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

### Hosting

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

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

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

5GB Storage

20GB Monthly Bandwidth Transfer

5 FTP Accounts

20 Email Addresses

5 Databases

5 Parked Domains

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

### Hosting/Website Support

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

## **Support - Database**

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

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

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

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

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

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

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

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

## **Support – ASHE Cloud**

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

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

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

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

## **Reporting**

JMSS will provide a report of activities to the ASHE Technology Committee or Board Members as requested, so as to maintain open lines of communication and transparency.

## **Travel**

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

## Proposed Cost

The itemized cost breakdown is as follows:

### Hosting

ONE YEAR ..... \$1,850.00

### Support - Database

ONE YEAR ..... \$1,350.00

### Support – ASHE Cloud

ONE YEAR ..... \$700.00

### Backup – ASHE Cloud/Hosting

ONE YEAR..... \$900.00

### Domain – ashe.pro

ONE YEAR..... \$40.00

**TOTAL AGREEMENT ..... \$4,840.00**

The monthly cost of this agreement is \$400.00 with the domain payable upon renewal.

Contract term is June 1, 2019 to May 31, 2020.

Upon signature of agreement a payment of \$800.00 will be due and will cover the first two months service (June and July).

Remaining bills will be generated on the last day of the month for that month. For example: August's bill will be generated on August 31<sup>st</sup> for August's services.



## Terms and Conditions

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

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

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

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

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

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

Questions should be made in writing to J.M. Server Solutions via email at [jmorisi@jmserversolutions.com](mailto:jmorisi@jmserversolutions.com).

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

## Acceptance of Proposal

To signify acceptance of this proposal both parties must sign Contract Number: 201906-01.



**J.M. SERVER SOLUTIONS**  
HOSTING AND WEB SERVICES

**Proposal #201906-01P**

**Client:**

American Society of Highway Engineers

**Description:**

Contract number **201906-01** for the hosting and maintenance as described in proposal 201906-01P for the American Society of Highway Engineers.

**Terms:**

Hosting - ONE YEAR - \$1,850.00

Database Support - ONE YEAR - \$1,350.00

ASHE Cloud Support - ONE YEAR - \$700.00

Backup of ASHE Cloud and Hosting Accounts - ONE YEAR - \$900.00

Domain Renewal - ONE YEAR - \$40.00

Payment terms are NET 30 from date of invoice. Interest of 1.5% per month or 18% per year shall be charged for payments received past the due date.

Account will be billed monthly on or near the 30th day of the month for that months services, in the amount of **\$400.00 per month** with the domain renewal invoiced separately upon renewal. A deposit of **\$800.00** will be due upon signing and will cover the months of June and July 2019.


The agreement shall be in effect from June 1, 2019 to May 31, 2020. After which time a new agreement will be presented. Should the client terminate this contract, the Early Termination clause shall become effective as stated in the proposal. All terms are referenced in Proposal 201906-01P attached herewith.

**Authorized Signatures**

By signing this document, the American Society of Highway Engineers agree to the terms of this contract and the scope defined in the corresponding proposal. The signor is guarantees that they are authorized to enter into an agreement of this nature.

  
\_\_\_\_\_  
Signature  
9/3/2019  
\_\_\_\_\_  
Date

American Society of Highway Engineers

  
\_\_\_\_\_  
Signature  
9/3/2019  
\_\_\_\_\_  
Date

J. M. Server Solutions, LLC

# ASHE Website Meeting – November 6, 2019

## Triko Valley History

1. We're currently using Wild Apricot to manage our member database and accept payments.
  - a. This costs \$110 a month, which is \$1320 annually.
  - b. This is in addition to PayPal fees.
  - c. So we need a new system...
2. I've updated our website to WordPress.
  - a. December 2017
  - b. Just purchased security certificates, and a new theme.

## Tasks that need to be replaced by the new site.

1. Membership registrations and renewals.
2. Membership profiles and directory.
3. Email communications with the members.
4. Event registration for meetings.
5. Accept Payments.

## Proposed Solutions:

1. For Membership
  - a. ARMember - \$43 (there is a free version, and a trail)
  - b. Ultimate Membership Pro - \$39
  - c. Memberpress - \$150
2. For Email
  - a. Mailchimp seems like a good way to do the email blasts. I'm not sure which plan would be the best but am planning to start with the free one and go from there.
    - i. Chesapeake Section has had some troubles in the past with Mailchimp emails being routed to junkmail.
  - b. Constant Contact.
3. For Registrations
  - a. WooCommerce.
    - i. Free.
4. For Payments
  - a. Continue to use Paypal.
    - i. Add paypal button to site.
    - ii. Or otherwise integrate with WooCommerce

## Other issues and Concerns:

1. Login Security

- a. I'm currently using the free version of Wordfence but it's keeping me from updating my PHP to the latest version.
  - b. What is everybody else using?
    - i. 2FA
    - ii. Captcha
- 2. Do we need a hard copy of the membership form?
  - a. Doesn't seem like it since the Georgia section is collecting info electronically.
  - b. How does the section board approve or deny members? (Signatures)

Wild Apricot Pricing

Average \$/mo	Chapters		Discount	Disc. Price/Year	Annual
\$ 56.15	43	30%	1690.230769	\$ 20,282.77	Each Section has control; No overall Umbrella
350	1	0%	350	\$ 4,200.00	A single account for all members

#### Current Server Limits with JMS

Subdomains	Unlimited	Total for all Sections
Storage (GB)	5	215
Bandwidth (GB)	20	860
FTP	5	215
Email Addresses	20	860
Databases	5	215
Parked Domains	5	

\$/mo	A2 - Dedicated Server	A2- Shared	JMSS	
	Dedicated Server	Shared Server		
Hosting + Support	\$ 2,100	\$ 300	\$3,225	\$94

(If each section were to get their  
 \$ 12,900.00 own hosting, for comparison)

#### Cloud Options

	NextCloud	Pydio (used by JMSS)	JMSS Support for Pydio
Cloud + Support & B	\$ 2,000.00	\$ 700.00	\$ 450.00

Database - Need more info to compare to others

## Mindy Sanders

---

**From:** Nicki (Wild Apricot Sales) <sales@wildapricot.com>  
**Sent:** Monday, November 11, 2019 2:50 PM  
**To:** Mindy Sanders  
**Subject:** [Wild Apricot] Multi-Chapter Sales Inquiry

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

## - Please type your reply above this line -##

---



**Nicki (Wild Apricot)**

Nov 11, 2:50 PM EST

Hello Mindy,

Thank you for contacting Wild Apricot.

I would be happy to discuss multi-chapter options with you. In the case of multi-chapters, there are two ways you can accomplish this on the Wild Apricot platform.

1. Have all the chapters set up on the same account. This means that all chapters would be accessing the back-end portal to manage their database. As well there is only one website and one payment processor linked the account. *i.e. You cannot have funds go into each chapters own bank account*
2. Have each chapter set up with their own independent account. This will allow them to have their own website, payment processor and database. We also have multi-chapter discounts in place for 5 or more chapters. One thing to note about this method is that at the moment there is no "centralized/umbrella" view to display all chapter members in one place.

For multi-chapter pricing you can refer to the below chart:

# of Chapters	1-year contract	2-year contract
1-4 (Standard)	10%	15%
5-9	15%	20%
10-19	20%	25%



---

20+	25%	30%
-----	-----	-----

These discounts are not applicable to "monthly" rates, so you will need to sign up for 1 year or more. For more information on our pricing please see <https://www.wildapricot.com/pricing>.

Please do feel free to respond to this email or [book a call with us here](#) and we would be happy to further discuss our software and functionalities with you and make sure that we're a good fit.

Cheers,

Nicki

Wild Apricot: [Build.Connect.Grow](#)

Personify ([www.personifycorp.com](http://www.personifycorp.com))

Check out our new improved [help site](#)

Wild Apricot on mobile for [iOS](#) and [Android](#)

Coming Soon! Free Expert Webinar

How to Design an Irresistible Website that Attracts the Right Members

Date: Tuesday November 19, 2019

Time: 2:00 PM (ET) / 11 AM (PT)

Register [Here](#)

---

This email is a service from Wild Apricot. Delivered by [Zendesk](#) | [Privacy Policy](#)



**ASHE National Board Meeting Minutes  
January 10 & 11, 2020**

**Attachment 2: Region and Section Reports**



**REGIONAL REPORT**  
**Great Lakes Region**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

<b>President:</b>	<b>Kirsten Bowen</b>	<a href="mailto:Knbowen@mbakerintl.com">Knbowen@mbakerintl.com</a>
<b>Vice President:</b>	<b>Vacant</b>	
<b>Secretary:</b>	<b>Jim Shea</b>	<a href="mailto:jshea@trcsolutions.com">jshea@trcsolutions.com</a>
<b>Treasurer:</b>	<b>Julie Burkert</b>	information needed

**Activities:**

- Great Lakes Region held a board meeting on 10/28/2019 that included the following summary:
  - Marked the first board meeting with new President Kirsten Bowen.
  - Meeting included round robin style updated from Sections that were in attendance so that cross-section communication and ideas are being shared.
  - Summary of Region communication and financials were provided.
  - National Report was provided by Stan Harris which included updates on the membership campaign, exposure/grant funding, insurance policy, social media initiative, annual ASHE National training and MAASTO attendance.
  - Majority of the meeting focused around recent survey that was sent to GLR Section Leadership. The Survey asked 9 questions – summary below and more detailed summary attached to these minutes:
    - Q1: Do you have an understanding of the purpose of the Great Lakes Region Board?
      - 70/30 split Yes/no
    - Q2: What should the purpose of the Region Board be:
      - Equal response to effectively serve ASHE's geographic interests, encourage greater Section participation and communication, advance the stature and growth of ASHE
    - Q3: How can the Region Board more effectively serve ASHE's geographic interests?
      - 8 responses with a majority of the focused-on communication.
    - Q4: How can the Region Board encourage greater Section participation and communication?
      - Increase calls and meetings, newsletters, in person events like OTEC, sharing section event information, highlight individuals.
    - Q5: How can the Region Board maintain a more cost-effective approach for serving ASHE membership?
      - Comments seemed confused that the Region even has costs.
    - Q6: How can the Region Board advance the stature and growth of ASHE?
      - Combine efforts with other organizations, publicize more event throughout the region, send newsletter to people outside of ASHE, attend conferences, increase public employee participation.
    - Q7: The Region Board has a small operating budget based on Section annual membership fees and project of the year award fees. There is not a lot of budget for initiatives like attending conferences to increase exposure, start new sections, etc. Do you have ideas for fundraising, if warranted?
      - Various answers from “no need for a budget” to specific fundraising events to allocations from National.



- Q8: Currently the Region has the following Committees: Budget/Audit, Nominating, New Sections, Region Awards, Bylaws, Legislative, Website, Public Relations, Membership, Student Membership, Scanner and Fundraising. Are you in favor of the following, choose all that apply:
  - Most responses were in favor of combining
    - New Sections and Student Membership into MEMBERSHIP
    - Scanner and Website under PUBLIC RELATIONS
    - Budget/Audit and Fundraising into FINANCE
- Q9: Do you have interest in getting involved in a committee? List all that apply:
  - People did favorably respond to getting engaged with committees including, Financial, Membership, Awards, PR, and Bylaws

Operating Budget (As of 9/16/2019)		Membership (As of 9/16/2019)	
Starting Balance	\$8,166.06	Starting Membership	973
Revenue	\$ 0.00	Losses	8
Expenses	\$0.00	Gains	8
Ending Balance	\$8,166.06	Ending Membership (paid)	977

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

\*\*2019Q1 membership reports used for Bluegrass and Central Dacotah

\*\*\*2019Q2 Budget information provided – need Treasurer’s new contact information.

#### **Events scheduled during next quarter:**

- Great Lakes Board Region Mtg: January 29, 2020

#### **Miscellaneous Items:**

- None

#### **Milestones:**

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

- None



**SECTION REPORTS**  
**Central Ohio**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

<b>President:</b>	<b>Sean Oatman</b>	<a href="mailto:Sean.Oatman@ohm-advisors.com">Sean.Oatman@ohm-advisors.com</a>	<b>2019 – 2020</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Tom Less</b>	<a href="mailto:tom.less@woolpert.com">tom.less@woolpert.com</a>	<b>2019 – 2020</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Justin Soltesz</b>	<a href="mailto:jsoltesz@structurepoint.com">jsoltesz@structurepoint.com</a>	<b>2019 – 2020</b>
<b>Secretary:</b>	<b>Mike Taricska</b>	<a href="mailto:Mike.Taricska@burgessniple.com">Mike.Taricska@burgessniple.com</a>	<b>2019 – 2020</b>
<b>Treasurer:</b>	<b>Mike Raubenolt</b>	<a href="mailto:mraubenolt@structurepoint.com">mraubenolt@structurepoint.com</a>	<b>2019 – 2020</b>

**Activities:**

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

- Held a Happy Hour for our members on September 24.
- Organized luncheon for Ohio ASHE sections at the Ohio Transportation Engineer's Conference (OTEC) in October, which featured ASHE National President Michael Hurtt and we presented awards for the Regional Project of the Year.
- Held quarterly highway cleanup on November 2.
- Organized two ADA training sessions for ASHE membership in partnership with the City of Columbus in October and November
- Held annual scholarship fundraiser dinner on November 12, which raised approx. \$5000 for the Central Ohio Section's scholarship fund.

YTD Operating Budget (As of 11/2019) (Includes Investment Accounts)		Membership (As of 12/19)	
Starting Balance	\$ 42,468.21	Starting Membership	199
YTD Revenue*	\$ 22,437.79	Losses	8
YTD Expenses*	\$ 15,800.88	Gains	0
Ending Balance	\$ 49,105.12	Ending Membership (paid)	191

*\*Note YTD represents fiscal year, not calendar year*

**Events scheduled during next quarter:**

- Assisting with the Engineer's Week Luncheon (to be held February 2020), which will feature speakers from NASA Glenn Research Center
- Will hold our annual Capital Improvement Projects luncheon in January 2020, which typically features speakers from ODOT, Delaware County Engineer's Office, Franklin County Engineer's Office, and City of Columbus. This luncheon typically is our most popular event, and draws attendance around 150+

**Miscellaneous Items:** As Columbus is the location set for the 2022 National Conference, the Central Ohio section is leading that effort. We're looking forward to hosting in 2022!

**Milestones:** Nothing Additional



**SECTION REPORTS**  
**Bluegrass Section**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

<b>President:</b>	<b>Kevin Damron</b>	<a href="mailto:KDamron@Palmernet.com">KDamron@Palmernet.com</a>	<b>2016-2019</b>
<b>Vice President:</b>	<b>Adam McLain</b>	<a href="mailto:Adam.Mclain@Stantec.com">Adam.Mclain@Stantec.com</a>	<b>2016-2019</b>
<b>Secretary:</b>	<b>Alison Gwynn</b>	<a href="mailto:Alison.Gwynn@greshamsmith.com">Alison.Gwynn@greshamsmith.com</a>	<b>2018-2019</b>
<b>Treasurer:</b>	<b>Jay Main</b>	<a href="mailto:JMain@GRWinc.com">JMain@GRWinc.com</a>	<b>2016-2019</b>

**Activities:**

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

- NO REPORT PROVIDED BY SECTION

<b><u>Operating Budget (As of 2/28/2019)</u></b>		<b><u>Membership (As of 2/28/19)</u></b>	
Starting Balance		Starting Membership	
Revenue		Losses	
Expenses		Gains	
Ending Balance	\$3,311.32	Ending Membership (paid)	62

**Events scheduled during next quarter:**

- NO REPORT PROVIDED BY SECTION

**Student Chapter Update:**

- NO REPORT PROVIDED BY SECTION

**Miscellaneous Items:**

- NO REPORT PROVIDED BY SECTION

**Milestones:**

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

- NO REPORT PROVIDED BY SECTION



**SECTION REPORTS**  
**Cuyahoga Valley Section**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

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

**Activities:**

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

- 10/11/19 Annual Fall Trap Shoot
- 10/22/19 Meeting at Gervasi Vineyards
- 12/12/19 Annual Holiday Gathering

<b><u>Operating Budget (As of 12/17/19)</u></b>		<b><u>Membership (As of 12/17/19)</u></b>	
Starting Balance	\$11,186.76	Starting Membership	128
Revenue	\$3,265.00	Losses	0
Expenses	\$1,356.25	Gains	0
Ending Balance	\$13,095.51	Ending Membership (paid)	128

**Events scheduled during next quarter:**

- 1/16/19 – ASHE/OCA Construction Forecast Night
- 1/29/19 – Canton Charge Outing
- 2/(19-20)/19 – E-Week Banquets (Canton, Akron)
- 3/?/19 – 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 Section**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

<b>President:</b>	Erica Albrecht	<a href="mailto:Erica.Albrecht@hdrinc.com">Erica.Albrecht@hdrinc.com</a>	2019-2020
<b>Vice President:</b>	Craig Klusman	<a href="mailto:Craig.Klusman@aecom.com">Craig.Klusman@aecom.com</a>	2019-2020
<b>Secretary:</b>	Brian Meade	<a href="mailto:brian.meade@urs.com">brian.meade@urs.com</a>	2019-2020
<b>Treasurer:</b>	Jonathan Berry	<a href="mailto:jon.berry@burgessniple.com">jon.berry@burgessniple.com</a>	2019-2020

**Activities:**

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

- September 4, 2019– ASHE Derby City and Bluegrass Chapter Hospitality Suite at the KYTC Partnering Conference
- November 15, 2019—ASHE Derby City Board Day at the Downs event, Churchill Downs
- December 12, 2019-- ASHE Derby City Board of Directors Meeting at Jade Palace

<b><u>Operating Budget (As of 12/12/19)</u></b>		<b><u>Membership (As of 12/12/19)</u></b>	
Starting Balance	\$6,931.06	Starting Membership	82
Revenue	\$1,108.82	Losses	0
Expenses	\$2,167.00	Gains	3
Ending Balance	\$6,976.41	Ending Membership (paid)	85
Scholarship Fund	\$1,425.30		
Available Balance	\$4,447.58		

**Events scheduled during next quarter:**

- January ?, 2020– ASHE Derby City Chapter Luncheon. Presenter to be determined
- February ?, 2020—ASHE Derby City Board of Directors Meeting- Jade Palace.

**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**  
**(October 2019 – December 2019)**

**President: Sean Milroy, P.E.; smilroy@mbakerintl.com; Term ends May 2021**  
**Vice President: Brian Sears, P.E.; bsears@smeinc.com; Term ends May 2021**  
**Secretary: Kathy Johnson, P.E.; kgjohnson@trccompanies.com; Term ends May 2021**  
**Treasurer: Steve Tyneski, P.E.; Steven.Tyneski@dot.ohio.gov; Term ends May 2021**

**Activities:**

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

- September 12th, 2019; (Attendance 93) ODOT Kickoff with newly appointed District Deputy Directors and CPAs from Districts 3, 4, and 12. Held at 100<sup>th</sup> Bomb Group on Brookpark Road.
- October 17th, 2019; (Attendance 74) ODOT Transition to OpenRoads Designer presented by John Drsek, PE, and Mark McCloud of ODOT Office of CADD and Mapping Services. Held at Holiday Inn Cleveland-South.
- October 29<sup>th</sup>, 2019; ASHE Lake Erie advertised and attended the OTEC Luncheon hosted by ASHE Central Ohio.
- November 7<sup>th</sup>, 2019; Board Meeting held at LJB office. Eleven of twelve board members present. Notable discussions included membership update, savings account, National Conference Attendance Reimbursement Policy, and ASHE Lake Erie merchandise.
- November 19th, 2019; (Attendance 63) ODOT's Highway Safety Program Update presented by ODOT's Highway Safety Program Manager, Michelle May. Held at Holiday Inn Cleveland-South.
- December 11<sup>th</sup>, 2019; (Attendance ~145) Planned and co-hosted the Joint Holiday Party at The Harp in Cleveland, Ohio with ASCE, WTS, ABCD, ACEC, and ITE.

<b><u>Operating Budget (As of 11/30/19)</u></b>		<b><u>Membership (As of 12/18/19)</u></b>	
Starting Balance	\$39,488.21	Starting Membership	183
Revenue	\$6,512.65	Losses	0
Expenses	\$10,081.88	Gains	4*
Ending Balance	\$35,918.98	Ending Membership	187

\*1 membership application pending

**Events scheduled during next quarter:**

- January 21, 2020; Opportunity Corridor 3
- February 20, 2020; Ethics

**Miscellaneous Items:**

**Milestones:**

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



**SECTION REPORTS**  
**Northwest Ohio Section**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

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

**Activities:**

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

- 09/12/19 – James Marszal, Flexible Pavements of Ohio
- 11/14/19 – Jeff Loehrke, ODOT Division of Jobs & Commerce

<b><u>Operating Budget (As of 12/11/19)</u></b>		<b><u>Membership (As of 12/11/19)</u></b>	
Starting Balance	\$4255.47	Starting Membership	46
Revenue	\$825.00	Losses	0
Expenses	\$2390.00	Gains	0
Ending Balance	\$2690.47	Ending Membership (paid)	50

**Events scheduled during next quarter:**

- Next meeting January 16, 2019. Speaker TBA

**Miscellaneous Items:**

**Milestones:**



**SECTION REPORTS**  
**Triko Valley Section**  
**Regional Directors Quarterly Report**  
**(October 2019 – December 2019)**

**President:** Tom Nicholson, [tnicholson@pretekgroup.com](mailto:tnicholson@pretekgroup.com), 2019-2020 term  
**First Vice President:** Aaron Muck, [ajmuck@terracon.com](mailto:ajmuck@terracon.com), 2019-2020 term  
**Secretary:** David Emerick, [david.emerick@duke-energy.com](mailto:david.emerick@duke-energy.com), term continuing  
**Treasurer:** Eric Kistner, [eric.kistner@stantec.com](mailto:eric.kistner@stantec.com), term continuing

**Activities:**

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

- October 15, 2019-Board of Directors meeting
- November 19, 2019 – General Membership Meeting on Ethics at Montgomery Inn
- December 4, 2019—Holiday Party at deSha's

<b><u>Operating Budget (As of 11/30/19)</u></b>		<b><u>Membership (As of 11/30/19)</u></b>	
Starting Balance 9/10	\$31,158.99	Starting Membership	170
Revenue	\$4,255.00	Losses	0
Expenses	\$6,193.15	Gains	1
Ending Balance	\$29,220.84	Ending Membership (paid)	171

**Events scheduled during next quarter:**

- January 7, 2020-Board of Directors meeting at Stantec
- January 21, 2020 – General Membership Meeting at Montgomery Inn-Project Awards
- February 11, 2020- Board of Directors meeting at Stantec
- March 17, 2020- General Membership Meeting at Montgomery Inn-CIP

**Student Chapter Update:**

- No activity

**Miscellaneous Items:**





## **MID-ATLANTIC REGION:** **Quarterly Report (4<sup>th</sup> Quarter, 2019)** **October 2019 – December 2019**

by Nimish Desai, P.E., President, John Harman, PE, 2<sup>nd</sup> Vice President, and the Sections of the Mid-Atlantic Region

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

### **REGIONAL REPORT**

All eight Sections in the Mid-Atlantic Region have been busy with their section meetings. The sections continue to administer PDH's and issue them to attendees of the technical sessions. Good guest speakers and PDH issuance is one of the primary draws that has been attracting meeting attendees along with the fellowship ASHE provides.

All sections within the region have submitted their membership rosters as well as their annual assessments. Overall, the membership within the region appears to be steady with minimal increase. All sections have been made aware of National's goal of increasing membership by 10% this year and are working to attract new members.

During the 4th quarter, we had 3 BOD conference calls. Calls focused on: closing out the 2019 Regional Conference held in Charlottesville, VA, nominating a National Director and candidate for the National 2nd Vice-President positions, developing/refining/monitoring the budget for 2019-2020, setting up an investment account for the Region, and logistics for attending the ACEC/SCDOT conference in Columbia, SC (12/03/19). The region nominated Mr. Michael Bywaletz (Carolina Piedmont Section) for the National Director position and the Potomac Section nominated Mr. Anis Shaikh for the National 2nd Vice-President Position. The Region Board passed the 2019-2020 operating budget. An investment account has been established with Vanguard. The purpose/goal of the investment account is to provide future assistance to the sections within the region for scholarships and other activities based upon the funds growth.

The region's new sections committee participated in the ACEC-SC/SCDOT conference in Columbia, South Carolina on December 03, 2019. Nanette Fogleman took lead on this effort and coordinated with the National New Sections committee, the National PR committee, and others so that ASHE could have a booth at the event and increase ASHE's exposure in South Carolina, all targeted at acquiring champions needed to establish a Section in South Carolina.

All Sections were made aware of National securing an insurance policy (liability coverage) covering all regions/sections/national conferences. Sections have been also made aware of the annual member of the year awards and the Project of the Year awards. Nominations for all these awards shall be made/coordinated through the Region.

We continue to update the list of Section and Region Officers for FY 2019-2020 and submitted to ASHE national. Updating the list of officers continues to be an on-going effort.

We will continue to provide our members ASHE leadership opportunities at the region level through positions on the Board as well as participation with active and important region committees. Through these activities, we hope to actively retain the leadership from the Section level and grow/foster our members' interest at the National level via Region participation.

Lastly, on behalf of the region, I wanted to express my gratitude to Mr. Michael Hurtt for inviting a representative from each region to the September National BOD meeting in Syracuse. The meeting was very productive where each region discussed ideas to increase the role of the region and improve communications with the sections.

#### Regional Financial activities during the period

The financial activity during this reporting period included working towards the final closeout of the Regional Technical conference which netted approximately a \$6,400 profit for the Region. The Region's Vanguard account is open and the \$25,000 balance has shown a minimal growth over the past few months. The current balance in the Region's checking account is \$25,155.31.

### **SECTION REPORTS**

#### **Blue Ridge Section Regional Directors Quarterly Report (September 2019 through December 2019)**

##### **Activities:**

- Scholarship Golf Tournament – 10/8/2019 – Draper Valley Golf Course
- Membership Meeting – 9/12/2019 – Franklin Street Bridge Project - AECOM

<b>Operating Budget (as of 12/5/19)</b>	
Starting Balance	\$9,816.03
Revenue	\$221.00
Expenses	\$268.89
Ending Balance	\$9,768.14

<b>Membership (as of 12/5/19)</b>	
Starting Membership	74
Gains*	0
Losses*	0
Current Membership	74

\* since previous quarter

#### **Carolina Piedmont Regional Directors Quarterly Report (September 2019 through December 2019)**

##### **Activities:**

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

##### **Past/Upcoming Meetings:**

- September 19, 2019 – Member Meeting – Joe Frey, City of Charlotte
- October 18, 2019 – Sporting Clay Tournament Scholarship Fundraiser
- November 20, 2019 – Holiday Member Social/Toy for Tots Drive

##### **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 2019: 2  
University of North Carolina at Charlotte

<b>Membership (as of 12/06/19)</b>	
Starting Balance	\$24,049.88
Revenue	\$7,165.91
Expenses	\$5,187.08
Ending Balance	\$26,028.71
Scholarship \$ awarded in CY 2019	\$2,500.00

<b>Operating Budget (as of 12/06/19)</b>	
Starting membership	86
Gains	13
Losses	20
Current Membership	79

**Carolina Triangle Section  
Mid-Atlantic Region  
Quarterly Report  
September 2019 through December 2019)**

**Activities:**

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

- October 24, 2019 – Annual Golf Tournament
- Tournament held at Pine Hollow Golf Club in Clayton, NC
  - This was a record-breaking tournament both for number of players and profits; 114 golfers participated; Raised \$12,000 for the scholarship fund
- November 14, 2019 – Fall Technical Seminar
  - Seminar was sold out and went very well; Featured 3 presentations from NCDOT personnel and one presentation from consultant; Offered 3.5 PDH's
- November 14, 2019 – Board of Directors Meeting and Dinner Meeting
  - Previous Meeting Minutes approved
  - Committee Reports
    - Discussed planning for first annual Bowling Tournament to be held in March
    - Fall Newsletter was sent out to members in October
    - Board discussed merging fall technical seminar with ASCE after the request was received from ASCE
    - Meeting topics for January joint-meeting with PENC discussed
    - Discussed dates for annual Carolina Hurricanes hockey game social to be held in January – decided on January 19th
    - Discussed planning for upcoming 2020 National Conference to be held in Raleigh
  - 82 attendees at Dinner Meeting
    - Dinner Meeting Presentation: NCDOT Hurricane Preparation and Response – State and Division Perspective
    - Speakers: Emily McGraw, PE, CPM, State Maintenance Engineer, NCDOT and Greg Burns, PE, Division Engineer, NCDOT

<b><u>Operating Budget (as of 11/30/2019)</u></b>	
Starting Balance	\$39,400.40
Revenue	\$49,230.54
Expenses	\$24,020.99
Ending Balance	\$64,609.95

<b><u>Membership (as of 11/30/2019)</u></b>	
Starting Membership	230
Losses (Transfer/Dropped)	0
Gains	12
Ending Membership	242

---

**Chesapeake Section  
Regional Directors Quarterly Report  
(September 2019 through December 2019)**

**Activities:**

- Joint Traffic Meeting with ITE – October 29, 2019
- Planning Meeting – November 19, 2019
- Holiday Party – December 12, 2019

<b><u>Operating Budget (11/25/2019- 12/31/2019)</u></b>	
Starting Balance	\$59,9114.92

<b><u>Membership (as of 11/27/2019)</u></b>	
Starting Membership	314

Revenue	\$19,553.64
Expenses	\$9,680.62
Ending Balance	\$69,787.94

Losses (Transfer/Dropped)	36
Gains	24
Ending Membership	302

---

**Greater Hampton Roads Section  
Regional Directors Quarterly Report  
(September 2019 through December 2019)**

**Activities:**

- September 2019 – Dinner Meeting Revision 2 to the 2011 Virginia Work Area Protection Manual presented by Mr. Marty Sulla, Jr. who is the Assistant Traffic Engineer for the VDOT Hampton Roads District
- October 2019 - 4th Annual Top Golf Tournament at Top Golf Virginia Beach
- October 2019 – wrapped up 2019-2020 sponsorship drive
- November 12, 2019: lunch meeting to be held at VDOT Hampton Roads District Office. Joint Land Use Studies (JLUS) in Norfolk and Virginia Beach given by Brian Joyner of Moffatt & Nichol and Andrea Sweigart of AECOM

**Upcoming Events:**

- March 2020 – Dinner meeting – topic TBA
- May 2020 Dinner Meeting – “Annual Public Works Round Table” & ASHE Board Appointment

<b>Operating Budget</b> (as of November 8, 2019)	
Starting Balance( 8/1/19)	\$21,808.47
Revenue	\$11,165.00
Expenses	\$10,378.40
Ending Balance	\$22,595.07

<b>Membership</b> (as of November 8, 2019)	
Starting Membership (8/1/19)	95
Losses	15
Gains	11
Ending Membership	91

---

**North Central West Virginia Section  
Regional Directors Quarterly Report  
(September 2019 through December 2019)**

**Activities:**

- October 8th, 2019: Board Meeting/Dinner Presentation (Dr. Barth (WVU) – Tub Girder Presentation)
- October 25th, 2019: NCWV ASHE Fall Golf Outing (Stonewall Jackson Resort)
- November, 2019: Board Meeting
- December, 2019: No Activity

<b>Operating Budget</b> (as of 11/18/19)	
Starting Balance	\$22,608.60
Revenue	\$,6340.04
Expenses	\$5,034.72
Ending Balance	\$23,913.93

<b>Membership</b> (as of 11/18/19)	
Starting Membership	51
Gains	0
Losses	0
Ending Membership	51

---

**Old Dominion Section  
Regional Directors Quarterly Report**



**(September 2019 through December 2019)**

**Activities:**

- 10th Annual ASHE Old Dominion Scholarship Golf Tournament, October 17, 2019; Birkdale Golf Club
- Technical Session – Hampton Roads Bridge Tunnel Expansion Project, October 10, 2019, Frank Fabian, PE, VDOT Central Office Auditorium
- BOD Meeting – November 6, 2019 – Moffatt & Nichol

<b>Operating Budget</b> (as of 12/30/19)	
Starting Balance	\$16,025.24
Revenue	\$3,552.64
Expenses	\$5,104.13
Ending Balance	\$14,473.75

<b>Membership</b> (as of 12/30/19)	
Starting Membership	103
Gains	0
Losses	0
Corrections	103

---

**Potomac Section  
Regional Directors Quarterly Report  
(September 2019 through December 2019)**

**Activities:**

- **Monthly meetings/ Young at Heart Bowling night /holiday Party**  
Events scheduled during next quarter:
- Monthly business meetings and monthly membership meetings.

<b>Operating Budget</b> (as of 12/11/2019)	
Starting Balance	\$43,044.52
Revenue	\$6,626.27
Expenses	\$11,445.91
Ending Balance	\$38,224.88

<b>Membership</b> (as of 12/11/2019)	
Starting Membership	182
Losses	0
Gains	5
Corrections	
Ending Membership (Paid)	187

End of 4<sup>th</sup> Quarter Report



## Meeting Minutes

Northeast Region Board  
November 14, 2019, 11am  
Via Teleconference

### In attendance:

Rob Prophet .....	President & Delaware Valley Section
Paul McNamee .....	Vice President & Harrisburg Section
Jerry Pitzer .....	Treasurer & Pittsburgh Section
Scott Cortese .....	Secretary & North/Central NJ Section
Scott Eshenaur .....	POY Chair & Altoona Section
Melanie Osterhout .....	Website Chair & Albany Section
Michael Hurtt .....	National President & Albany Section
Tim Herlihy .....	Best Practices Chair & NC/NJ Section
Glen Kartalis .....	New York City Metro Section
Joe Danyo .....	Southern New Jersey Section
Bob Schmidt .....	Mid-Allegheny Section
Mark Kinnee .....	National Director & First State (proxy)
Luke Morenus .....	Central NY Section (proxy)
Mike Trotta .....	Long Island Section (proxy)
Mark Pavlick .....	SW Penn Section (proxy)
Chuck Nash .....	Pittsburgh Section (proxy)
Richard Cochrane .....	Nat'l Past-Pres. & NE Penn (proxy)

### Not In attendance:

Kathryn Power .....	National Director & Pittsburgh Section
Don DiZuzio .....	National Director & NC/NJ Section
Tony DaRin .....	Central NY Section
Ron Link .....	Clearfield Section
Todd Rosenberger .....	East Penn Section
Rob Snowden .....	First State Section
JT Lincoln .....	Franklin Section
Andrea Luft-Colella .....	Long Island Section
Michele Price .....	NE Penn Section
Ron Deems .....	SW Penn Section
Jesse Smith .....	Williamsport Section



Meeting was called to order by Mr. Prophet at 11:03 am EST.

Mr. Cortese conducted the roll call. A regional officer quorum was present.

### **Secretary Report**

Mr. Cortese noted that minutes for the 9/26/19 Region meeting were finalized, circulated and appended to this meeting's invite for the 11/14/19 Region meeting. Rob Prophet motioned to accept minutes, seconded by Scott Eshenaur, all voted in favor.

Other items:

- The next quarterly report due date for region sections is 12/12/19. Outlook invites have been sent to all Section secretaries. Report template is attached to invite.
- Board changes – reminder to submit all contact information for any board position changes to the Region.

### **Treasurer Report**

Mr. Pitzer presented an oral Treasurer's report. The Region has a balance of \$9,110.18, with no expenses or income this period. Mr. Pitzer noted that an upcoming planned expense consists of \$200 for Project of the Year submittals. Mr. Pitzer discussed the 2020 National Conference advertisement and motioned to take out a full-page ad in the program. Melanie Osterhout seconded, all in favor. Paul McNamee volunteered to pull the advertisement together.

### **President's Report**

Mr. Prophet delivered the President's report:

- Williamsport and Long Island Sections missed the National Assessments and Mr. Prophet stressed the importance of submitting.
- National Young Member of Year, Robert E. Pearson, and Member of Year Award nominations are due to National on 2/15/20 (due to Region by 2/3/20).
- Mr. Prophet is pulling together an evaluation committee for a Regional Conference; volunteers solicited. Scott Cortese, Luke Morenus, Jerry Pitzer and Glen Kartalis volunteered.
- SWOT Analysis for the Region. Mr. Prophet evaluated/discussed this analysis with other board members and it was ultimately determined to not be necessary at this time.

### **National Report**

Mike Kinnee/Mike Hurtt/Dick Cochrane presented the National Report. Highlights are as follows:



- National is focused on growing ASHE in the Southeast and Southwest (examples given: Austin, TX and New Mexico, Alabama, South Carolina and Mississippi). Possible new West Region may be formed.
- National By-law updates will be completed by January 2020. Region and Section By-laws should mimic the National By-laws.
- Organization-wide insurance policy is in force. Policy covers all sections, meetings/tours, and conferences. No cost pass-thru to local Sections. Letter from Dick Cochrane will be sent to all Sections in the coming days describing the policy.
- Tim Matthews is leading an ad-hoc committee to update Region structures, define roles and Region purpose. Goal is to get Regions more involved and help grow ASHE.
- Organic growth initiatives ongoing. Goal this year is 10% increase in membership. Social media initiative ongoing.
- Delays and deficiencies in 990 Reports need to be addressed.
- Jan 10, 2020 – Jan 11, 2020 will be date for next National Board Meeting in Tampa, FL.
- National Board meeting in April will be in Columbus, OH.

#### **Committee Report – Nominations**

- National Director – three nominations (Rob Prophet, Julie Wolfe, Brian Kisner) were submitted. A nomination committee meeting will be set to vote in the near future.
- National Director nominee due to National by Dec 1, 2019.
- No nominations for the National VP position were submitted to the Region.

#### **Committee Report - Project of Year**

- Mr. Eshenaur sent out information to the NE Region on 10/28/19 regarding timeline and submittal requirements.
- Three judges for the NE Region have been selected.
- Noted that no recent NE Region wins at the National level; Mr. Eshenaur to help ensure submittals completely meet criteria.
- Submittals due to the Region (Mr. Eshenaur) by Jan 10, 2020 with submittal to National by 1/31/20.
- Reminder to be sent in a few weeks.



### **Committee Report – Best Practices**

Mr. Prophet introduced Tim Herlihy as the Best Practices Chair. The goal of this committee is to gather/organize best practices from the Region and relay these best practices to the Sections.

- Committee volunteers include Jerry Pitzer, Larry Kern, Don DiZuzio and Scott Cortese.
- Mr. Herlihy is soliciting recommendations for best practices from sections and he will reach out to all Section Presidents/Secretaries.
- An initial review of all Section By-laws/websites has been completed.
- Mr. Prophet will send Mr. Herlihy Delaware Valley Section's best practices document.
- Mr. Pitzer asked for a committee meeting to better define the committee's role/purpose.

### **Scanner Articles**

- Next scanner article due to National on 1/15/20 and should be sent to the Region in advance of this date. Articles are due from the following Sections: Franklin, Mid-Allegheny, NE Penn, Southern NJ, Williamsport.

### **Regional Website/Events Calendar**

- Ms. Osterhout noted the Region calendar is being continuously updated.
- Five sections still have not submitted their current programs. Mr. Prophet asked for a list of those sections for follow up.
- Ms. Osterhout will send a program template to Paul McNamee for use.

### **Section Reports/Events**

General Notes: all sections should bring paper ASHE membership applications to all meetings (easy way to get new members to sign up). Mr. Hurtt noted that all sections should include the National Board Members and their National Director on all program invites. National will attend Section meetings as often as practical.

- Albany – 95 members, monthly events/programs such as a site walk tour, National Awards Presentation and Toys for Tots planned.
- Altoona – Monthly events planned, holiday dinner in December with silent auction and a District 9-0 presentation planned in January 2020.
- Central NY – Monthly meetings planned and ongoing such as an ITS learning opportunity. Membership stable.
- Clearfield – **No Report.**



- Delaware Valley – Monthly program set for the year, Young Member Forum ongoing, other events planned such as a clothing drive and Adopt-a-Highway.
- East Penn – **No Report.**
- First State – **No Report.**
- Franklin – **No Report.**
- Harrisburg – District 8-0 presentation in December in Lancaster, scholarship announcements sent out, section project awards presentation and Adopt-a-Highway events ongoing/planned.
- Long Island – **National Assessment will be completed by 11/22/19.** 12/2/19 presentation for DBIA set. Mid January meeting/presentation set. Mike Trotta is acting Section Representative to the Region.
- Mid-Allegheny – 138 members, program set; successful clay shoot event well attended, POY announcements being submitted. Monthly program set.
- NE Penn – Partnered with Penn St-Hazleton on \$100,000 endowment, and the Section is matching individual contributions. "After the meeting, NE Penn reported '*One of the Penn State scholarship stipulations was that the campus was going to investigate the feasibility of creating a student chapter.*' ". NE Penn would like to publish endowment details in Scanner. Monthly meetings set.
- NY Metro – Attendance is way up at events. Nov presentation is POY. Holiday party in Dec. Scholarship totals will amount to \$10,000 this year.
- N/C NJ – Electronic payment now live, 144 active members, Rt139 Viaduct presentation on 11/14/19, well attended joint meeting with Southern NJ and NJDOT. Student chapters being evaluated. Scholarship applications being sent out. 2020 will be NC/NJ's 30<sup>th</sup> Anniversary; event dates/location being planned.
- Pittsburgh – Events: Past President Banquet in October, DBIA Presentation, members-only holiday party in December, Pirates baseball game. District 11-0 all-day event upcoming. Updating By-laws and website for electronic payment.
- Southern NJ – Holiday Toy Drive in December, Ethics training in January, successful joint meeting with NC/NJ in September. MCCC and Rowan student chapters doing well. 7/15/20 golf outing already planned.
- SW Penn – Monthly events ongoing and yearly program set. 12/4/19 social and presentation set as is event on January 29, 2020. POY announcements and scholarship announcements sent to members.
- Williamsport – **No Report.**



**Closing**

Next meeting date to be determined in January 2020.

The meeting adjourned at 12:22pm.



Northeast Region  
American Society of Highway Engineers  
Quarterly Report – 4th Quarter 2019

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 NE Region Board hosted a meeting on 11/14/2019 via teleconference and the minutes of this meeting are appended to this report for reference.

Enclosed on the following pages are the Quarterly Reports by each Section in the Northeast Region. The following sections did not report updated information and follow up will continue for an additional week (old reports were utilized where possible):

- Central NY
- Long Island
- Williamsport



# Albany Section

## Regional Directors Quarterly Report (September 2019 – December 2019)

### Officers:

President:	Lisa Westrick, PE	Lisa.Westrick@stantec.com
1 <sup>st</sup> Vice President:	Wayne Bonesteel, PE	wbonesteel@maserconsulting.com
2 <sup>nd</sup> Vice President:	Edmund Snyder, III, PE	esnyder@gpinet.com
Secretary:	John Saia, Jr., PE	jsaia@jsquaredconstruct.com
Treasurer:	Kevin Hajos, PE	khajos@warrencountydpw.com

### Activities:

- October 3, 2019: **Annual Dinner** was held at the Holiday Inn Express & Suites in Latham, NY. Our keynote speaker was **Mr. Richard Marquis with FHWA New York Division Administrator**. In addition, the Albany Section swore in new board members and also award two, \$500 Scholarships.
- October 22-24, 2019: **Sponsor** for 2019 Statewide Conference on Local Bridges, Syracuse, NY.
- October 31, 2019: **Hosted** a tour of the Route 787 (Cohoes Boulevard) Traffic Calming project, located in Cohoes, NY.
- November 19, 2019: **Presentation** of the Old Blenheim Bridge Project, located at the Staybridge Suites, 39 Wolf Road, Albany, NY.
- December 2019: **Holiday Social Gathering** benefiting the US Marine Corps' Toys-for-Tots campaign, located at Brown's Brewing Company, 417 River Street, Troy, NY 12180.

<u>Budget (As of 07/31/19)</u>		<u>Membership (As of 12/06/19)</u>	
Starting Balance (7/1/19)	\$12,669.71	Starting Membership	95
Income	\$8,358.58	Members – New	4
Expenses	(\$6,676.49)	Members - Dropped	0
Ending Balance	\$14,351.80	Members - Reinstated	0
		Ending Membership (paid)	99

### Events scheduled during the next quarters:

- January 11, 2020: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section, at the Armory at Sage College, 130 New Scotland Ave., Albany, NY.
- February 13 & 14, 2020: **Engineer's Week**, located at 189 Wolf Road, Albany, NY 12205.
- March 2020: **Membership Meeting** with PDH; Location TBD.
- April 2020: **Membership Meeting** with PDH; Location TBD.
- May 2020: **Membership Meeting** with PDH; Location TBD.
- June 2020: **Albany Section's 10<sup>th</sup> Annual Golf Outing** at Van Patten Golf Course in Clifton Park
- August 2019: **Breakfast at the Saratoga Race Track**, Saratoga, NY.

### Student Chapter Update:

Not Applicable

### Miscellaneous Items:

- Award two, \$500 Scholarships.
- Contributed \$2,500 to the Capital District Future City Competition, scheduled for January 2020.

### Milestones:

None

---

**End of Report**

**Altoona Section**  
**Regional Directors Quarterly Report**  
**(September 2019 – December 2019)**

**Officers:**

President:	Bill Wieserman, PE, CBSI	w.wieserman@GAIconsultants.com
Vice President:	Dave Hoglund, PE	dhoglund@rettew.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 quarter:

- September 18, 2019 – Dinner Meeting – PennDOT Connects with Angela Watson at the Blair County Convention Center.
- October 16, 2019 – Train ride through Horseshoe Curve and a ride up the Johnstown Inclined Plane, followed by dinner.
- October 23, 2019 – Adopt a Highway
- November 8, 2019 – Rocky Gap Bus Trip
- December 4, 2019 – Holiday Dinner at the US Hotel

<b><u>Operating Budget (As of 12/12/2019)</u></b>		<b><u>Membership (As of 12/12/2019)</u></b>	
Starting Balance (8/27/2019)	\$23,156.17	Starting Membership (8/27/2019)	228
Revenue	+0	Losses	
Expenses	-0	Gains	+5
Ending Balance (12/12/2019)	\$23,156.17	Ending Membership (paid)	233

**Events scheduled during next quarter:**

- January 15, 2020 – District 9 Project.
- February 14, 2020 – PennDOT District 9 & Friends Annual Ski Trip (*Tentative*)
- February 19, 2020 – (Joint Event with Mid-Allegheny Chapter) UPJ Engineering Week
- March 18, 2020 – CSVT Update

**Miscellaneous Items:**

- None at this time

---

**End of Report**

**Central New York Section**  
**Regional Directors Quarterly Report**  
**(September 2019 – December 2019)**  
**(Note: 2018 Q2 Report shown)**

**Officers:**

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

**Activities:**

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

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

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

**Events scheduled during next quarter:**

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

**Miscellaneous Items:**

None

**Milestones:**

none

**End of Report**

---

# Clearfield Section

## Regional Directors Quarterly Report

(September 2019 – December 2019)

### Officers:

President:	Ed Jones	ed.jones@cdicorp.com
Vice President:	Jennie McCracken	Jennifer.mccracken@aecom.com
Secretary:	Diane Purdy	dppurdy@urbanengineers.com
Treasurer:	Karen Michael	kmaichael@pa.gov

### Activities:

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

- 9-9-19: Tour of US 322 Potters Mill Gap Project, Centre County, PA.
- 10-19-19: Tour of the CATA Bus Facility in State College, PA.

<u>Operating Budget (As of 12.12.2019)</u>		<u>Membership (As of 12.12.2019)</u>	
Starting Balance	\$ 15,849.47	Starting Membership	195
Revenue	\$ 3,089.13	Losses	7
Expenses	\$ 5,716.41	Gains	1
Ending Balance	\$ 13,222.19	Ending Membership	189

### Events scheduled during the next quarters:

Date	Event	Location
01.16.2019	Holiday Gathering	Clearfield
02.20.2019	District 2-0/Political Update	Clearfield
03.19.2019	TBA	TBA

### Student Chapter Update:

- Not Applicable

### Miscellaneous Items:

- None

### Milestones:

- None

---

**End of Report**

# Delaware Valley Section

## Regional Directors Quarterly Report

### (September 2019 – December 2019)

#### **Officers:**

President:	Alexa Harper	aharper@gannettfleming.com
Vice President:	Drew Siriani	dsiriani@pennoni.com
Secretary:	Nate Parrish	Nparrish@hntb.com
Treasurer:	Isaac Kessler	Isaac.kessler@rve.com

#### **Activities:**

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

- September 11, 2019 – Dinner Meeting (Secretary Leslie Richards)
- October 16, 2019 – Dinner Meeting I-95/PA Turnpike Interchange
- November 20, 2019 – Dinner Meeting PennDOT Signals Update
- November 20, 2019 – Technical Session - Philadelphia Floodplain Development and Regulations / PA Historic Inventory
- December 3, 2019 – Joint ASHE/ASCE Younger Member Winter Mixer

<b><u>Operating Budget (As of 12/16/19)</u></b>		<b><u>Membership (As of 12/16/19)</u></b>	
Starting Balance (6/1/19)	\$94,494.16	Starting Membership (9/1/19)	371
Revenue (YTD)	\$57,632.80	Losses	0
Expenses (YTD)	\$36,534.40	Gains	7
Ending Balance	\$115,592.56	Ending Membership (paid)	378

#### **Events scheduled during next quarter:**

- January 15, 2020 (Joint Meeting with ASCE) – Scudders Falls Bridge Replacement Project
- February 19, 2020 – Chestnut over Amtrak CH1 (Benesh)
- February 19, 2020 – Paul Tsourous - Challenges in Bridge Rehabilitation Projects: Coating
- March 18, 2020 – SEPTA WAWA Project (Walsh)

#### **Miscellaneous Items:**

- Member Herman Lloyd was nominated for Delaware Valley Engineers Week Outstanding Service to Engineering award.
- Robert Prophet was nominated for the National Board Position.
- A total of 32 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 University and Drexel University.
- The section received 9 applications for Donna Prentice Memorial Scholarship and 2 for the Bob Shaw Memorial Scholarship. One application was not eligible.
- The section completed an operations manual which contains committee chair responsibilities.

#### **Milestones:**

- None.

---

**End of Report**

# East Penn Section

## Regional Directors Quarterly Report (September 2019 – December 2019)

### **Officers**

President:	Richard Ames	richard.ames@wsp.com
Vice President:	Heather Heeter	hheeter@borton-lawson.com
2 <sup>nd</sup> Vice President:	Brian Derr	bderr@jmt.com
Secretary:	Tom Dominiecki	tdominiecki@gfnet.com
Treasurer:	Carl McGloughlin	cmcgloughlin@jmt.com

### **Activities:**

- Friday, August 30, 2019, ASHE East Penn Golf Classic, Gilbertsville Golf Club, Gilbertsville, PA
- Wednesday, September 4, 2019, PA Turnpike, Speaker: Mark Compton, Hotel Bethlehem, Bethlehem, PA
- Tuesday, October 1, 2019, Joint Meeting with Lehigh Valley ASCE, Penn Street Bridge Tour in Reading, PA
- Tuesday, November 5, 2019, PennDOT District 5-0 Construction Update, Speaker: Al Picca, Hotel Bethlehem, Bethlehem, PA
- Tuesday, December 3, 2019, Holiday Party, Hotel Bethlehem, Bethlehem, PA

<b><u>Budget (As of 11/4/19)</u></b>		<b><u>Membership (As of 11/30/19)</u></b>	
Starting Balance (6/30)	\$32,741.00	Starting Membership	102
Income	\$39,337.80	Members – New	28
Expenses	(\$26,662.54)	Members - Dropped	10
Ending Balance	\$45,416.26	Members - Reinstated	0
		Ending Membership (paid)	120

### **Events scheduled during next quarter:**

- January 2020 (weeknight, date flexible), Ski Trip (tentative)
- January/February 2020 (weeknight, date flexible), Lehigh Valley Phantoms Hockey Game, PPL Center, Allentown, PA (tentative)
- Tuesday, February 4, LANTA, Speaker: Molly Wood, Hotel Bethlehem, Bethlehem, PA
- Thursday, March 12, PennDOT District 4, 5, & 6 – District Executive Meeting, Speakers: Richard Roman, District 4-0, Michael Rebert, District 5-0, Kenneth McClain, District 6-0, Hotel Bethlehem, Bethlehem, PA
- Tuesday, April 7, Lehigh Valley Planning Commission, Speaker: Becky Bradley, Hotel Bethlehem, Bethlehem, PA
- Tuesday, May 5, Project of the Year and Installation of Officers, Hotel Bethlehem, Bethlehem, PA

### **Student Chapter Update:**

- Not Applicable

### **Miscellaneous Items:**

- None

### **Milestones:**

- None

---

**End of Report**

**First State Section  
Regional Directors Report  
(September 2019 – December 2019)**

**Officers**

President:	Brian Kisner	bkisner@centuryeng.com
1 <sup>st</sup> Vice President:	Shellie Baird	sbaird@amtengineering.com
2 <sup>nd</sup> Vice President:	Breanna Kovach	breanna.kovach@delaware.gov
Secretary:	Matheu Carter	matheu@udel.edu
Treasurer:	Preston Ayers	gl.preston.ayars@gmail.com

**Activities:**

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

- September 20, 2019 – 25<sup>th</sup> Annual Fred Mueller Scholarship Golf Outing
- September 27, 2019 – Barbeque hosted at University of Delaware by ASHE@UD student chapter
- October 17, 2019 – Scholarship dinner meeting and panel discussion on electronic surveying technology (LIDAR, UAVs, etc.)
- November 14 – Christina River Bridge Tour (Wilmington Riverfront) and luncheon
- December 2, 2019 – Holiday mixer at Timothy's of Newark

Operating Budget (As of 12/04/19)		Membership (As of 12/04/19)	
Starting Balance	\$ 36,606.82	Starting Membership	159
Revenue	\$ 32,844.00	Losses	12
Expenses	\$ 27,128.23	Gains	17
Ending Balance	\$ 42,322.59	Ending Membership (paid)	164

**Events scheduled during next quarter:**

- January 23, 2020 – Dinner Meeting; speaker DelDOT Chief Engineer Shante Hastings
- January 30, 2020 – Education Session; speaker Scott Lowe of Trauner Associates; topic developing
- February TBA – Education Session; speaker from Project Management Institute; topic developing
- February 27, 2020 – Social hour; Midnight Oil Brewing in Newark
- March 25, 2020 – Project of the Year Showcase

**Student Chapter update:**

- ASHE@UD, the student chapter at University of Delaware has been robustly active now for over ten years.
- New ASHE@UD Officers will be elected December 5, assuming their duties at the beginning of the spring semester (February 2020).

**Miscellaneous Items:**

- None

**Milestones:**

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

- Since 1997-1998, First State Section has awarded scholarships totaling \$162,800 (through the 2019 awards).

---

**End of Report**

# Franklin Section

## Regional Directors Quarterly Report (September 2019 – December 2019)

### **Officers**

President:	Linda Zug	lzug@cecinc.com
Vice President:	Tom McClelland	thmcclella@pa.gov
Secretary:	J.T. Lincoln	j.lincoln@gaiconsultants.com
Treasurer:	Darin Hettich	dhettich@gpinet.com
President:	Linda Zug	lzug@cecinc.com

### **Activities:**

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

- September 20, 2019  
Section Golf Outing at Wanango Country Club in Reno, PA (86 attendees)
- October 2, 2019  
Section Board Meeting in Grove City, PA
- October 15, 2019  
Section Meeting at Hunter's Station in Tionesta, PA. Presentation by CEC (38 attendees)

<b><u>Operating Budget (As of 11/30/19)</u></b>		<b><u>Membership (As of 11/30/19)</u></b>	
Starting Balance (9/9/19)	\$8,429.16	Starting Membership (9/9/19)	162
Revenue	\$14,936.07	Losses (cleaning up membership)	15
Expenses	\$16,111.27	Gains	12
Ending Balance (11/30/19)	\$7,253.96	Ending Membership (11/30/19)	159

### **Events scheduled during next quarter:**

- January 15, 2020  
Section Board Meeting in Meadville, PA
- January 28, 2020  
Section Meeting in Conneaut Lake, PA
- February 18, 2020  
Section Meeting in New Castle, PA
- March 17, 2020  
Section Meeting at Grove City, PA

### **Miscellaneous Items:**

- None

### **Milestones:**

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

- None

### **End of Report**

---



**Harrisburg Section**  
**Regional Directors Quarterly Report**  
**(August 2019 – December 2019)**

**Officers:**

President:	Brad Heigel	bjheigel@paturnpike.com
Vice President:	Eric Martz	eric.martz@kci.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:

- August 23, 2019 – Annual Casino Night/Picnic
- Sept 9, 2019 – Co-sponsored the Mount Joy Amtrak Train Station Tour
- Oct 1, 2019 – Lunch Meeting, 2021 Twelve Year Program Update, Larry Shifflet
- Nov 4, 2019 – Dinner Meeting, Route 322 Potters Mills Gap project Update
- Dec 9, 2009 – Lunch Meeting, PennDOT Dist 8-0 Update, Mike Keiser, PE

<b>Operating Budget (As of 12/18/19)</b>		<b>Membership (As of 12/18/19)</b>	
Starting Balance (8/25/19)	\$82,522.58	Starting Membership (10/1/19)	398
Revenue	\$21,732.24	Losses	0
Expenses	\$26,733.82	Gains	21
Ending Balance	\$77,521.00	Ending Membership (paid)	419

**Events scheduled during next quarter:**

- January 13, 2020 – Lunch Meeting, Coplay – Northampton Bridge Rehabilitation
- February (Date TBD) – Lunch Meeting, Acting Secretary of Transportation Yassmin Gramian
- March (Date TBD) – Dinner Meeting, Mark Compton, CEO PA Turnpike Commission

**Miscellaneous Items:**

- One pdh to be provided for the January technical presentation

**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 2019 – December 2019)  
(Note: 2019 Q1 Report Shown)**

**Officers:**

President:	Bill Barrett, PE	wbarrett@gpinet.com
Vice President:	Scott Spittal	sspittal@vhb.com
Secretary:	Margaret Conklin	Margaret.conklin@dot.ny.gov
Treasurer:	Paul Curcio	pcurcio@blcompanies.com

**Activities:**

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.

<b><u>Operating Budget (as of 12/31/18)</u></b>		<b><u>Membership (As of 12/31/18)</u></b>	
Starting Balance	\$4,610.79	Starting Membership	63
Revenue	\$1,095.00	Losses	
Expenses	<b>\$3,148.47</b>	Gains	3
Ending Balance	\$2,557.32	Ending Balance (paid)	66

**Events scheduled during next quarter:**

- January 23, 2019 Technical Meeting on Ultra High-Performance Concrete (UHPC)

**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 (September 2019 – December 2019)

### **Officers**

President:	Brad DiCola	bdicola@gfnet.com
Vice President:	Bill Ferko	wferko@saiengr.com
2 <sup>nd</sup> Vice President:	Sean Hart	shart@mbakerintl.com
Secretary:	Matt Hetrick	mhetrick@pa.gov
Treasurer:	Jennifer Sheesley	jsheesley@sheesleyassoc.com

### **Activities:**

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

- September 12, 2019: Dinner Meeting, Presentation on OhioPyle Multimodal Gateway Project by Dawn Schilling, PE, AICP, McCormick Taylor
- October 25, 2019: Fall Trap Shoot
- November 7, 2019: Dinner Meeting, Presentation on PennDOT District 10-0 Construction Season by Paul Koza, PE, ADE for Construction, PennDOT District 10-0

<b><u>Operating Budget (As of 12/12/19)</u></b>		<b><u>Membership (As of 12/12/19)</u></b>	
Starting Balance (9/1)	\$ 15,430.06	Starting Membership (9/1)	138
Revenue	\$ 21,245.00	Losses	6
Expenses	\$ 16,734.30	Gains	4
Ending Balance	\$ 19,940.76	Ending Membership (paid)	136

### **Events scheduled during next quarter:**

- January 9, 2020: Dinner Meeting, Presentation: Margiotti Bridge, Speakers Jason Layman, E.I.T. (PennDOT District 10-0) and Jason DeFlicht, P.E. (SAI)
- February 19, 2020 : Joint Meeting w/ Altoona Section at University of Pittsburgh at Johnstown (UPJ)
- March 12, 2020: Dinner Meeting, Presentation: Allegheny County Bike and Ped Plan, Speaker TranSystems

### **Miscellaneous Items:**

- None Noted

### **Milestones:**

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

- None

---

### **End of Report**

# NY Metro Section

## Regional Directors Report

(September 2019 – December 2019)

### Officers

President:	Karim Palomino, PE	kpalomino@primeeng.com
Vice President:	Andrew Schueller, PE	aschueller@naikgroup.com
Secretary:	Oscar Bustos, PE	ofbustos@urbanengineers.com
Treasurer:	Maria Losyeva, PE	Maria.Losyeva@jacobs.com

### Activities

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

- Board meetings on October 8, November 5 and December 10
- October 15: Presentation at Club 101 Steven Plate, Chief of Major Capital Projects, PANYNJ on Port Authority Major Capital Projects
- November 12: Presentation at Club 101 by Robert Adams, PE, Director of NYC Structures, NYSDOT on Kosciuszko Bridge Phase 2
- December 17: Presentation at Club 101 by Col. Tom Asberry, Commander NY District, United States Army Corp of Engineers on USACOE's NY District Program

<u>Budget (As of 09/30/18)</u>		<u>Membership (As of 09/30/19)</u>	
Starting Balance	\$62,624.02	Starting Membership	116
Income	\$20,686.81	Members – New	0
Expenses	(\$21,289.11)	Members - Dropped	0
Ending Balance	\$62,021.72	Members - Reinstated	0
		Ending Membership (paid)	116

### Events scheduled during next quarter:

- January 21: General Meeting and Scholarship Awards. Presentation on New York City Department of Design and Construction's Sustainability, Resiliency and Pedestrian Ramps Units.
- February 18: General Meeting and presentation by Erik Koester, P.E., Acting Director of Design, Project Director Hunts Point & Sheridan, NYS Department of Transportation, Region 11, Topic: Hunts Point and Sheridan Projects
- March 16: Spring Forum

### Miscellaneous Items:

NA

### Milestones:

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

NA

---

### **End of Report**

# North-Central New Jersey Section

## Regional Directors Report (September 2019 – December 2019)

### Officers

President:	Jean Philippe Magron	jp.magron@hdrinc.com
1 <sup>st</sup> Vice President:	Thomas Di Chiara	tdichiara@arorapc.com
2 <sup>nd</sup> 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:

- September 2019 – Joint meeting with Southern NJ Section on NJDOT Program overview, Cranbury Inn, Cranbury, NJ
- October 2019 – PANYNJ Goethals Bridge Replacement, Snuffy's, Scotch Plains, NJ
- November 2019 – RT139 Rehabilitation, Snuffy's, Scotch Plains, NJ
- December 2019 – RT206 Bridge Replacement, Snuffy's, Scotch Plains, NJ

Operating Budget (As of 11/14/19)		Membership (As of 12/11/19)	
Starting Balance (3/21/19)	\$ 88,466	Starting Membership (9/11/19)	138
Revenue / Income	\$ 8,765	Losses	0
Expenses	\$ 7,960	Gains	9
Ending Balance	\$ 89,271	Ending Membership (paid)	147
		Student Membership	1

### Events scheduled during next quarter:

- Jan 2020 – Joint meeting with ASCE, NJDOT New Road, Snuffy's, Scotch Plains, NJ
- Feb 2020 – Ethics Training, Snuffy's, Scotch Plains, NJ
- March 2020 – NJTA Turnpike Extension, Snuffy's, Scotch Plains, NJ

### 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 section board meeting.
- 2019 Scholarships (4) in the amount of \$15,000 were awarded at the April Meeting.

### Milestones:

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

- In 2020 we will celebrate our 30<sup>th</sup> year anniversary. Plans for a celebration are underway.

---

### End of Report

**North East Penn Section**  
**Regional Directors Quarterly Report**  
**(September 2019 – December 2019)**

**Officers**

President:	David Tavaris	David.tavaris@pennsysupply.com
Vice President:	Frank Summa	fsumma@gpinet.com
Secretary:	Bob Naugle	rnaugle@pennoni.com
Treasurer:	Mark Boris	mboris@borton-lawson.com

**Activities:**

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

- 10/15/2019; Topic – SR 92 Emergency Bridge Replacement, Presenter – Bill Gray from Contech and Gerry Babinski from PennDOT District 4-0  
Location: Penn State Hazleton Campus, Hazleton, PA
- 11/12/2019; Topic – Cold In-Place Asphalt Recycling, Presenter – Michael Polack from Foundation for Pavement Preservation  
Location: Colarusso's La Plazzo, Moosic, PA

<b>Operating Budget (As of 12/20/19)</b>		<b>Membership (As of 12/20/19)</b>	
Starting Balance (7/16)	\$30,403.33	Starting Membership (7/16)	124
Revenue	\$44,007.26	Losses	12
Expenses	\$38,802.69	Gains	17
Ending Balance	\$35,607.90	Ending Membership (paid)	129
		Student Membership if known	

**Events scheduled during next quarter:**

- 1/14/2020; Topic - Drilled Foundations, Presenter – Tom Nichols from GMS Piling Products  
Location: Colarusso's La Plazzo, Moosic, PA
- 2/11/2020; Topic – “SuperSlab” Precast Roadway Slabs, Presenter – Dan Moellman from Fort Miller, Inc.  
Location: Colarusso's La Plazzo, Moosic, PA

**Miscellaneous Items:**

- Nothing at this time.

**Milestones:**

- Nothing to report at this time.

**End of Report**

---

**Pittsburgh Section  
Regional Directors Quarterly Report  
(September 2019 – December 2019)**

**Officers**

President:	Dan Cessna	Dan.Cessna@mbakerintl.com
Vice President:	John Nicholson	John.Nicholson@wsp.com
Secretary:	Chuck Nash	cnash@msconsultants.com
Treasurer:	Jerry Pitzer	jerry1368@yahoo.com

**Activities:**

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

- September 17, 2019 Section Dinner meeting at Hofbrauhaus – Speaker Doug Seeley
- September 22, 2019 Softball Tournament with ASCE, ESWP, WTS
- October 12, 2019 Adopt a Highway Clean Up
- October 19, 2019 Past Presidents' Banquet – Rivers Casino
- November 13, 2019 Section Dinner meeting at Cinderlands Warehouse
- December 17, 2019 – Annual Holiday Social Party

<b><u>Operating Budget(As of 12/16/2019)</u></b>		<b><u>Membership (As of 12/16/2019)</u></b>	
Starting Balance (09/01)	\$73,054	Starting Membership (09/01)	592
Revenue	\$50,433	Losses	67
Expenses	\$55,594	Gains	18
Ending Balance	\$73,893	Ending Membership (paid)	543

**Events scheduled during next quarter:**

- January 18, 2020 Sponsorship and Judging at Future Cities Competition
- January 15, 2020 TBD Section Dinner Meeting
- February 2020 TBD Section Dinner Meeting

**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 (September 2019 – December 2019)

### Officers

President:	Michael Frabizzio	mfrabizzio@aidpe.com
Vice President:	Amy Sokalski	asokalski@mccormicktaylor.com
Secretary:	Heather Sabetta	hsabe@arh-us.com
Treasurer:	Joe Macios	joemacios@hotmail.com

### Activities:

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

- September 12, 2019: A Board of Directors Meeting was held prior to the dinner meeting.
- September 12, 2019: A joint meeting with ASHE NC-NJ on the NJ Capital Program. The event was held at the Cranbury Inn 21 South Main Street, Cranbury, NJ 08512.
- October 16, 2019: A Board of Directors Meeting will be held prior to the dinner meeting.
- October 16, 2019: Dinner Presentation on Alexander Road Bridge over D&R Canal at The Hamilton Manor, 30 NJ-156, Hamilton, NJ
- November 12, 2019: A Board of Directors Meeting will be held prior to the dinner meeting.
- November 12, 2019: Joint Dinner Presentation with MASITE on Adaptive Traffic Signals Systems at Maggianos, Cherry Hill, NJ
- December 11, 2019: A Board of Directors Meeting was held prior to the dinner meeting.
- December 11, 2019: Holiday Toy Drive will be held Canal at The Hamilton Manor, 30 NJ-156, Hamilton, NJ

<u>Budget (As of 09/30/19)</u>		<u>Membership (As of 09/30/19)</u>	
Starting Balance	\$111,535.37	Starting Membership	174
Income	\$24,959.04	Members – New	9
Expenses	(\$18,679.86)	Members - Dropped	25
Ending Balance	\$117,814.55	Members - Reinstated	3
		Ending Membership (paid)	163

### Events scheduled during next quarter:

- January 15, 2020: A Board of Directors Meeting will be held prior to the dinner meeting.
- January 15, 2020: Dinner Presentation on Ethics at Maggianos, Cherry Hill, NJ

### Student Chapter Update:

- Active Chapters:
  - Rowan – Had meeting in September
  - Mercer County Community College
    - 17 active members, meeting week of 11/25/19
    - Hosted Student Chapter in 2019

### Miscellaneous Items:

- None.

### Milestones:

- None

---

### End of Report



**SW Penn Section**  
**Regional Directors Quarterly Report**  
**(September 2019 – December 2019)**

**Officers:**

President:	Eric Meyer	emeyer@wrallp.com
Vice President:	Steve Wiedemer	Stephen.wiedemer@makerintl.com
Secretary:	Melissa Heffern	mheffern@spkengr.com
Treasurer:	Carl Buchanan	cbuchanan@spkengr.com

**Events scheduled during this quarter:**

- October–St. Spyridon Hellenic Center- Topic: Ohiopyle Project –Speaker: Dawn Schilling, P.E., A.I.C.P. – McCormick Taylor
- November, 2019 – no activity
- December - Young Members Social – Helltown Brewing

<b><u>Operating Budget (As of 10/1/19)</u></b>		<b><u>Membership (As of 12/1/19)</u></b>	
Starting Balance (6/1)	\$82,585.90	Starting Membership (12/1)	290
Revenue	1,943.06	Losses	12
Expenses	5,125.00	Gains	
Ending Balance	79,403.96	Ending Membership (paid)	278

**Events scheduled during next quarter:**

- January 29, 2020 – DeNunzio’s Italian Chophouse and Sinatra Bar – Arnold Palmer Regional Airport Topic: Transportation Outlook for the Region – Speaker: Joseph Szczur, P.E.
- February 26, 2020 – Bella Terra Winery – Topic: Truss Bridge Rehabilitation in PennDOT District 6-0 Speaker: Monica Harrower, PennDOT and John Baumgardner, HDR

**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**  
**(September 2019-December 2019)**  
**(Note: 2019 Q2 Report Shown)**

**Officers**

President:	Jesse Smith	jsmith@livicco.com
Vice President:	TBD	
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:

- 5/15/19- Paul King from PennDOT- Deep Foundations- Drilled Shafts on CSVT River Bridge
- 6/21/19- Annual Golf Outing

<b><u>Operating Budget (As of 7/31/19)</u></b>		<b><u>Membership (As of 7/31/19)</u></b>	
Starting Balance (5/1)	\$6,740.78	Starting Membership (5/1)	86
Revenue	\$12,211.31	Losses	0
Expenses	\$8,925.54	Gains	0
Ending Balance	\$10,026.55	Ending Membership (paid)	86

**Events scheduled during next quarter:**

- 9/18/19- Ted Deptula- CSVT River Bridge Tour
- 10/23/19- Joe Lyons- PennDOT ITS
- November- PennDOT Soils Slide Inventory

**Miscellaneous Items:**

- None

**Milestones:**

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

- None

---

**End of Report**

## **REGION REPORT**

### **Southeast Region Regional Directors Report (from – 09/05/19 to 12/26/19)**

#### **Regional Officers**

<b>President:</b>	<b>Len Pappalardo</b>	<b>lpappalardo@keville.com</b>
<b>Vice President:</b>	<b>Sunserea Dalton</b>	<b>Sunserea.Dalton@jacobs.com</b>
<b>Secretary:</b>	<b>Holly Painter</b>	<b>holly.painter@kci.com</b>
<b>Treasurer:</b>	<b>Donna McQuade</b>	<b>McQuadeD@pondco.com</b>

#### **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:

- September 19, 2019 – SE Region Board Meeting call

<b><u>Operating Budget (As of 12/26/19)</u></b>	
Starting Balance (3/5/19)	\$ 999.53
Revenue	\$ 0
Expenses	\$ 170.00
Ending Balance	\$ 829.53

#### **Events scheduled during next quarter:**

- Regional Meeting in person scheduled for January 9, 2020.

---

**End of Report**

## **SECTION REPORT**

### **Northeast Florida Section Regional Directors Report (from 09/01/19 to 12/01/19)**

#### **Officers**

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

#### **Activities:**

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

- September 26, 2019 – ASHE NEFL Luncheon – FTBA Legislative Update
- October 17, 2019 – ASHE NEFL Luncheon – TIAA Bank Field Updates
- November 21, 2019 – ASHE NEFL Luncheon – JCJ Insurance Seminar
- December 12, 2019 – ASHE NEFL Holiday Party & Awards

<b>Operating Budget (As of 12/01/19)</b>		<b>Membership (As of 12/01/19)</b>	
Starting Balance	\$ 57,834.98	Starting Membership	200
Revenue	\$ 38,130.00	Losses	0
Expenses	\$ 21,158.39	Gains	7
Ending Balance	\$ 74,806.59	Ending Membership (paid)	207

#### **Events scheduled during next quarter:**

- January 16, 2019 - ASHE NEFL Annual Work Program Luncheon
- February 13, 2019 – ASHE NEFL Luncheon – MCORES Project Update
- March 12, 2019 – ASHE NEFL Luncheon – Pavement Preservation (PDH)

#### **Miscellaneous Items:**

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

- 2018 - Clay Shoot \$9,000
- 2018 - ASHE Golf Tournament \$16,000
- 2019 - Clay Shoot \$9,000
- 2019 – ASHE Golf Tournament \$13,300

**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– December 2019)**

#### **Officers**

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

#### **Activities:**

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

- **Transportation Tuesdays:**
  - **September 24:** Ivanhoe Park Brewing Company
  - **October 22:** Ivanhoe Park Brewing Company
- **Tuesday, November 19:** Joint food drive with ASCE Younger Members Forum to benefit the Second Harvest Food bank. Event was held at the Stubborn Mule in downtown Orlando from 6:00 to 8:00 pm.
- **Thursday, December 5:** Joint Holiday Mixer with WTS at Bitters and Bottles in Orlando's North Quarter.
- **Monday, December 9:** Joint luncheon with ASCE TD&I. FDOT Districts 1 and 5, Florida's Turnpike Enterprise, CFX, and Orange County presented their upcoming CIPs.

Operating Budget <sup>(1)</sup>		Membership <sup>(2)</sup>	
Starting Balance (3/1/19) (Checking and PayPal Account)	\$5,185.60	Starting Membership (9/1/2019)	81
Revenue Expected	\$3,750.00	Losses (Non-renewed during membership drive)	17
Expenses Expected	\$2,500.00	Gains	34
Ending Balance Expected	\$6,435.60	Ending Membership As of (12/13/19)	98

#### **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:**

- Joint luncheon with ASCE TD&I with special guest Orange County Mayor Jerry Demings, who will discuss the Orange County Transportation Plan
- Transportation Tuesday on January 21<sup>st</sup> at M Bar
- Transportation Tuesday on February 17<sup>th</sup> – location TBD
- Transportation Tuesday on March 16<sup>th</sup> – location TBD
- E-Week Transportation Summit with FDOT Secretary Kevin Thibault – February 25, 2020.
- Annual Clay Shoot at Blackjack Clays – April 24, 2020.

**Miscellaneous Items:**

- None

**Milestones:**

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

- Continue to 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 (December 2018- December 2019)**

#### **Officers**

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

#### **Activities:**

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

- Technical Meeting in March 2019 on Resiliency in Transportation

<b><u>Operating Budget (As of 12/17/19)</u></b>		<b><u>Membership (As of 12/17/19)</u></b>	
Starting Balance	\$2061.96	Starting Membership (1/2018)	11
Revenue		Losses	0
Expenses		Gains	0
Ending Balance	\$2,061.96	Ending Membership (paid)	11

#### **Events scheduled during next quarter:**

- N/A

#### **Miscellaneous Items:**

- N/A

#### **Milestones:**

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

---

**End of Report**



## **SECTION REPORT**

### **Tampa Section Regional Directors Report (from 06/01/19 to 08/30/19)**

#### **Officers**

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

#### **Activities:**

No report received – Leigh will report in person at the national meeting in Tampa.

---

**End of Report**

## **SECTION REPORT**

### **Georgia Section (from September 1 – November 30)**

#### **Officers**

<b>President:</b>	<b>Mindy Sanders, P.E.</b>	<a href="mailto:mhsanders@pontengineering.com">mhsanders@pontengineering.com</a>
<b>1<sup>st</sup> Vice President:</b>	<b>Richard Meehan, P.E.</b>	<a href="mailto:richard.meehan@loweengineers.com">richard.meehan@loweengineers.com</a>
<b>2<sup>nd</sup> Vice President:</b>	<b>Shawn Fleet, P.E.</b>	<a href="mailto:sfleet@heath-lineback.com">sfleet@heath-lineback.com</a>
<b>Secretary:</b>	<b>Lindsey Dunnahoo, P.E.</b>	<a href="mailto:lindsey.dunnahoo@aec.com">lindsey.dunnahoo@aec.com</a>
<b>Co-Secretary:</b>	<b>Jennifer Lott, P.E.</b>	<a href="mailto:bcox@clarkpatterson.com">bcox@clarkpatterson.com</a>
<b>Treasurer:</b>	<b>Sarah Blackburn, P.E.</b>	<a href="mailto:sarah.blackburn@greshamsmith.com">sarah.blackburn@greshamsmith.com</a>
<b>Co-Treasurer:</b>	<b>Brad Cox, P.E.</b>	<a href="mailto:bcox@clarkpatterson.com">bcox@clarkpatterson.com</a>
<b>Director:</b>	<b>Jason Hewatt</b>	<a href="mailto:Jason.Hewatt@forterrabp.com">Jason.Hewatt@forterrabp.com</a>
<b>Director:</b>	<b>Jared Estes</b>	<a href="mailto:jestes@maserconsulting.com">jestes@maserconsulting.com</a>
<b>Director:</b>	<b>Jenny Jenkins, P.E.</b>	<a href="mailto:jjenkins@vhb.com">jjenkins@vhb.com</a>
<b>Past President:</b>	<b>Rob Dell-Ross, P.E.</b>	<a href="mailto:rdellross@roswellgov.com">rdellross@roswellgov.com</a>

#### **Activities:**

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

- **September 11, 2019 – Kaiser Permanente Corporate Run-Walk** – ASHE sponsors a space for this event along with other ASHE affiliated corporate sponsors: 130 Participants (25 Members) from ASHE affiliated firms
- **September 20, 2019 – Luncheon at GDOT** – 80 Attendees – Three Jim McGee Scholarships Presented: Natalie Daugherty (\$1,000); Brian Szoch (\$1,000); and Aaron Weil (\$2,000); Presentation by Annie Gillespie (Director of Engineering, State Road and Tollway Authority) on “Dynamic Pricing”
- **October 18, 2019 – Luncheon at Maggiano’s** – 108 Attendees; Presentation by Thomas McQueen (Assistant Transportation Planning Director, GDOT) on “Freight Logistics”
- **November 11, 2019 – ASHE Transportation Summit Happy Hour** – 40 Watt Club in Athens, GA – over X attended –Performance by Odd Man Out (Band composed of several ASHE related Members/Industry Partners)
- **December 5, 2019 – ASHE Holiday Party** – 109 Attendees including Mike Hurtt (National President) and Tim Matthews (National 1<sup>st</sup> VP); 104 Gifts were Donated for Toys for Tots; Annual Section Awards Presented - Volunteer of the Year: Jared Estes; Member of the Year: Lindsey Dunahoo; President’s Award: Cindi McAdams; Sponsor of the Year: Long Engineering

<b><u>Operating Budget (As of 11/30/19)</u></b>		<b><u>Membership (As of 12/6/19)</u></b>	
Starting Balance (6/1)	\$117,190.86	Starting Membership (8/30)	595*

Revenue	\$47,056.57	Losses	89*
Expenses	\$10,094.61	Gains	61*
Ending Balance (8/31)	\$154,152.82	Ending Membership (paid)	567
		Average Student Meeting Participation	25

\*Per ASHE GA Database, some difference with National Database; Will resolve differences when New members are submitted

**Events scheduled during next quarter:**

- **January Luncheon**
- **February or March – Poker Tournament**
- **March 8-9 – ASHE/ITE Winter Workshop**

**Miscellaneous Items:**

- Continuing to Work towards expanded regular events to Augusta and Savannah
- Proposal Submitted to host the 2023 ASHE National Conference

---

**End of Report**

## **SECTION REPORT**

### **Middle Tennessee Section Regional Directors Report (From October– December)**

#### **Officers**

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

#### **Activities:**

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

- The November lunch meeting included Ms. Whitney Britt with Neel-Schaffer presenting on TDOT Transportation Enhancement Projects.
- The December lunch meeting was Mr. Paul Degges of TDOT presenting on Fundamental of Transportation Funding
- There was no October lunch meeting.
- Section Board meetings- July 17 & August 21
- Gentry Farm Fall social event- October 19
- Angel Tree Community Service Day- December 14

Operating Budget (As of 12/17/2019)		Membership (As of 12/17/2019)	
Starting Balance	\$30,937.27	Starting Membership	356
Revenue	\$31,436.24	Losses	42
Expenses	\$29,704.73	Gains	0
Ending Balance	\$32,668.78	Ending Membership (paid)	314

#### **Events scheduled during next quarter:**

- Lunch meetings

**Miscellaneous Items:**

None

---

**End of Report**

## **SECTION REPORT**

### **ASHE Sonora Section Regional Directors Report (from – 09/05/19 to 12/26/19)**

#### **Officers**

<b>Name</b>	<b>Role</b>	<b>Organization</b>
James Barr	President	T.Y. Lin
Ryan Hudson	1st Vice President	City of Mesa
Josiah Roberts	2nd Vice President	AECOM
Susie Mason	Treasurer	Gannett Fleming
Melissa Boyles	Secretary	Jacobs
Al Field	1st Year Director	Al Field & Assoc.
Suzanne Lansford	2nd Year Director	Redd, Inc.
Yvette LeDesma	3rd Year Director	Kiewit
Jessica Fly	3rd Year Director	WSP
Jesse Gutierrez	3rd Year Director	ADOT
Steve Boschen	Past President	ADOT
Jovan Ilijevski	Student Chapter Liaison	WSP

#### **Activities:**

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

- Dec. 10, 2019 - Jennifer Toth, Director and County Engineer for Maricopa County Department of Transportation (MCDOT) - Bold Ideas, How a Culture of Innovation is Modernizing Maricopa County's Transportation System
- Nov. 12, 2019 – Audra Koester Thomas, MAG Transportation Planning Program Manager – Update on Extension of Proposition 400
- Oct. 8, 2019 – Adam McGure, Senior Project Manager, ADOT & April Wire, ITS Project Manager, MCDOT – Loop 101 Mobility Project
- Sept. 10, 2019 – Anthony Brozich, PE, Senior Resident Engineer at Arizona Department of Transportation and Project R.E.; and Joseph Heller, PE, Project Engineer, TYLIN – Design Build Lessons Learned – SR101 Pima Freeway

#### **Treasurer's Report**

<b><u>Operating Budget (As of 11/30/19)</u></b>		<b><u>Membership (As of 12/6/19)</u></b>	
Starting Balance (11/1)	\$36,532.77	Starting Membership (8/30)	-
Revenue	\$50.00	Losses	-
Expenses	\$1,337.17	Gains	-
Ending Balance (11/30)	\$25,787.60	Ending Membership (paid)	-

Scholarship	\$15,772.30		
Ending Cash Balance (11/30)	\$41,559.90		

**Events scheduled during next quarter:**

- Jan 14, 2020 Program
- Feb 11, 2020 – Valley Metro Northwest II Update; Presented by Tony Santana VM PM, Andrew Haines Jacobs Design PM, Gary Sanders Kiewit/McCarthy PM, and Chris Loveys VM Systems Lead
- March 10, 2020 Program

**Miscellaneous Items:**

- NA

---

**End of Report**

## **SECTION REPORT**

### **Houston Section Regional Directors Report (from 9/2019 to 12/2019)**

#### **Officers**

<b>President:</b>	<b>Kim Sachtleben</b>	<b>ksachtleben@costelloinc.com</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Inas Aweidah</b>	<b>inas.aweidah@aecom.com</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Alena Mikhaylova</b>	<b>alena.mikhaylova@rinkerpipe.com</b>
<b>Secretary:</b>	<b>Brandon R. Circle</b>	<b>bcircle.ashe@gmail.com</b>
<b>Treasurer:</b>	<b>Adam White</b>	<b>adam.white@terracon.com</b>

#### **Activities:**

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

- September 12, 2019, General Luncheon, Guest speaker Paul A. Avery, MSME, Technology Solutions Manager Design and Consulting Services – *How Connected and Automated Vehicle Technologies Improve Safety for all Road Users*, Hess Club
- September 18, 2019, ASHE Young Member Committee event, *Take Me Out to the Ballgame*, Minute Maid Park
- October 10, 2019, October Info-Series, Guest speakers Valerie Taylor, TxDOT Houston District Director of Transportation Management Systems and David Hunt, RPLS Costello Inc, Manager-Survey Division – Houston Transtar.
- October 22, 2019, General Luncheon, Guest speaker Carrin Patman, METRO Board Chairman - *What's Next For METRO NEXT*, Saint Arnold Beer Hall
- November 14, 2019, General Luncheon, Guest Speaker Richard E. Mitchell. AICP, *Transportation Projects and Cultural Resource*, HESS Club
- December 11, 2019 - Business Etiquette Workshop, Lisa Caughorn Public Speaker Coach, Houston Transtar

<b><u>Operating Budget (As of 9/1/19)</u></b>		<b><u>Membership (As of 12/19/19)</u></b>	
Starting Balance (9/1/2019)	\$19,403.64	Starting Membership	81
Revenue	\$5,296.09	Losses	00
Expenses	\$5,634.94	Gains	1
<b>Ending Balance</b>	<b>\$19,064.79</b>	Ending Membership (paid)	82



**Events scheduled during next quarter:**

- January 16, 2020 – ASHE Awards Banquet – Guest Speaker Eliza Paul, PE, TxDOT Houston District Engineer, HESS Club
- February 13- Annual Panel Discussion – TBD

**Student Chapter update**

N/A

**Miscellaneous Items:**

- None

**Milestones:**

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

- None

---

**End of Report**

## **SECTION REPORT**

### **Dallas/Fort Worth Section Regional Directors Report (from 8/30/2019 to 12/20/2019)**

#### **Officers:**

<b>President:</b>	<b>Markus Neubauer</b>	<a href="mailto:MNeubauer@pkce.com">MNeubauer@pkce.com</a>
<b>1<sup>st</sup> Vice President:</b>	<b>Laura Weber</b>	<a href="mailto:LJWeber@laneconstruct.com">LJWeber@laneconstruct.com</a>
<b>2<sup>nd</sup> Vice President:</b>	<b>Siva Pathivada</b>	<a href="mailto:siva.pathivada@terracon.com">siva.pathivada@terracon.com</a>
<b>Secretary:</b>	<b>Kim Macy</b>	<a href="mailto:KMacy@braunintertec.com">KMacy@braunintertec.com</a>
<b>Treasurer:</b>	<b>Hossein Hosseiny</b>	<a href="mailto:HHosseiny@bgeinc.com">HHosseiny@bgeinc.com</a>

#### **Activities:**

**(Note in particular PDH-worthy events and joint meetings & events)**

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

- September: N/A
- October 9: ASHE-DFW Happy Hour event
- October 22: ASHE-DFW General Member Lunch – PEPS Negotiation Center Introduction – Norma Glasscock
- November 12: ASHE-DFW General Member Lunch – High Speed Transportation Opportunities  
– NCTCOG- Keven Feldt
- December: N/A

<b><u>Operating Budget (As of 12/19/19)</u></b>		<b><u>Membership (As of 12/19/19)</u></b>	
Starting Balance (03/06/19)	\$ 10,099.52	Starting Membership (08/29/19)	43
Revenue	\$ 5370.00	Losses	0
Expenses	\$ 7367.73	Gains	3
Ending Balance	\$ 8,101.79	Ending Membership (paid)	46
		Student Membership if known	0

#### **Events scheduled during next quarter:**

- January 28: ASHE-DFW General Member Lunch
- February 25: ASHE-DFW General Member Lunch

- March 24: ASHE-DFW General Member Lunch

**Student Chapter update**

- N/A

**Miscellaneous Items:**

- N/A

**Milestones:**

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

- N/A

---

**End of Report**