



<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 Region Director
	Frank J. Bronzo, PE	Great Lakes Region 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 Region Director
	Jason Hewatt	Southeast Region Director
<u>Absent:</u>		



ACTION TAKEN:

President Hurtt convened an e-meeting of the National Board on April 13, 2020 to approve the proposed 2020-2021 National Budget which is attached to and considered part of these meeting minutes. President Hurtt made a motion to accept and approve the 2020/2021 ASHE National Budget as presented by First Vice President Tim Matthews; seconded by O'Hare. A period of discussion was held which ended on April 15, 2020 at which time, President Hurtt called for a vote and the motion was unanimously approved.

ADJOURNMENT:

The voting completed, President Hurtt adjourned the meeting on April 12, 2020.

Respectfully Submitted,

Thomas S. Morisi
National Secretary

ASHE NATIONAL - 2020 / 2021 BUDGET (DRAFT November Budget)

Item	OPERATING INCOME	Budget FYE 2021	Budget FYE 2020	Actual as of 02/25/2020	Notes for 2020-21 Budget Preparation by Tim Matthews
1	Clothing royalties	\$ 1.00	\$ 1.00	\$ -	
2	Conference profits	\$ 1.00	\$ 1.00	\$ 10,995.00	
3	Conference seed money returned	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
4	Credit Card Cash Back Rewards	\$ 300.00	\$ 200.00	\$ 331.95	<i>Historical</i>
5	Member assessment	\$ 140,000.00	\$ 132,000.00	\$ 145,368.52	<i>7000 @ \$20</i>
6	New members - at large	\$ -	\$ 100.00	\$ -	<i>Removed and shifted to Closest Sections</i>
7	New members initiation fees	\$ 9,000.00	\$ 45,000.00	\$ 8,955.00	<i>200 @ \$45 (Growth Goal - 100 Replacements and 100 new members)</i>
8	Other Income	\$ 1.00	\$ 1.00	\$ 16,093.16	<i>Includes Transfer from PNC Investment Account</i>
9	Past Presidents' pins	\$ 1,500.00	\$ 1,500.00	\$ 555.00	<i>Historical</i>
10	Project of the Year	\$ 800.00	\$ 800.00	\$ 600.00	
11	Refund - exposure	\$ -	\$ -	\$ -	
12	Sponsorships w/ Multi-View	\$ 7,000.00	\$ 7,000.00	\$ 4,740.47	
13	Sponsorships w/ Scanner	\$ 27,000.00	\$ 29,000.00	\$ 21,250.00	
14	Voided checks	\$ -	\$ -		
15	TOTAL	\$ 193,603.00	\$ 223,603.00	\$ 216,889.10	
16	Reduction Of Assets	\$ 38,947.00			
17	Total Inflow to Operating Budget	\$ 232,550.00			

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

FYE 2020 Budget to be approved by ASHE National Board at

ASHE NATIONAL - 2020 / 2021 BUDGET (DRAFT November Budget)

Item	OPERATING EXPENSES	Budget FYE 2021	Budget FYE 2020	Actual as of 11/30/19	Notes for 2020-21 Budget Preparation by Tim Matthews
A	BUDGET/AUDIT COMMITTEE	2020/2021 Chair: Leigh Lilla			llila@nelson-construction.com
1	Budget/Audit Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Treasurer's Meeting With Auditors	\$ 400.00	\$ 400.00	\$ -	Travel if needed
3	Finance Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
	SUBTOTAL:	\$ 400.00	\$ 400.00	\$ -	
B	CONSTITUTION & BYLAWS COMMITTEE	2020/2021 Chair: David Greenwood			greenwoodda@cdmsmith.com
1	Constitution and Bylaws Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
	SUBTOTAL:	\$ -	\$ -	\$ -	
C	EXECUTIVE COMMITTEE	2020/2021 Chair: Tim Matthews			tmatthews@dot.ga.gov
1	Allowance for new Admin Asst	\$ -	\$ -	\$ -	See Employee wages (C9)
2	Audit & CPA fees	\$ 7,500.00	\$ 7,500.00	\$ 7,284.25	
3	Awards, pins, & ribbons	\$ 3,000.00	\$ 1,000.00	\$ 371.00	Move two banners to New Sections (G2). Plaques paid under each award program. Past president plaque paid here.
4	Committee chair travel - President's invitation to NBM	\$ 6,000.00	\$ 6,000.00	\$ 3,837.28	Travel by committee chairs to BOD Meeting at President's request. 3 meetings, 2 chairs at each, average cost of \$1000 each
5	Computers, purchase, repair	\$ 1,000.00	\$ 1,000.00	\$ -	Minimal maintenance cost (all equipment has been purchased under previous years' budgets)
6	Contingencies, legal, bank fees	\$ 500.00	\$ 500.00	\$ 86.00	Bank Biz fee, PNC fee for audit information (say \$500)
7	Donations, memorials, gifts	\$ 200.00	\$ 200.00	\$ 112.76	No change
8	Employee - taxes, fica	\$ 12,000.00	\$ 7,000.00	\$ 8,512.74	Assume 29% of wages based on Current numbers
9	Employee - wages	\$ 24,000.00	\$ 30,400.00	\$ 17,607.00	Admin 1560 hrs @ \$20
10	Executive committee meeting	\$ -	\$ -	\$ 258.96	All Ex-Com meetings done thru WebEx
11	Insurance - business	\$ 5,000.00	\$ 5,000.00	\$ 3,778.20	ASHE organizational-wide policy if approved by Nat Board. Historical \$3500 w/o.
12	Misc.	\$ 500.00	\$ 500.00	\$ 84.84	Use \$500
13	Office- conf. call, office expenses	\$ 500.00	\$ 500.00	\$ 508.75	Use \$500
14	Office rental	\$ 3,500.00	\$ 3,500.00	\$ 2,625.00	\$250/mn for Admin office + \$500.00/year Internet for Treasurer.

Item	OPERATING EXPENSES	Budget FYE 2021	Budget FYE 2020	Actual as of 11/30/19	Notes for 2020-21 Budget Preparation by Tim Matthews
15	Postage & delivery	\$ 750.00	\$ 500.00	\$ 514.31	Use \$500
16	President's Assistant expenses	\$ -	\$ 3,250.00	\$ 4,154.25	
17	President's travel & expenses	\$ 7,000.00	\$ 6,500.00	\$ 7,325.97	President's travel to Sections, Regions, and other events (other than BOD meetings)
18	Society travel - at President's request	\$ 2,500.00	\$ 3,600.00	\$ 2,609.17	Others travel on behalf of Pres as authorized by Pres. 6 meetings @ \$600 per trip
19	Supplies, business, software	\$ 1,000.00	\$ 100.00	\$ 1,024.91	See Office Expenses (C13)
SUBTOTAL:		\$ 74,950.00	\$ 77,050.00	\$ 60,695.39	
D	MEMBERSHIP / MEMBER AT LARGE COMMITTEE	2020/2021 Chair: Leigh Lilla			llilla@nelson-construction.com
1	Hart, Member of the Year, and Young Member of the Year	\$ -	\$ -	\$ -	Award expense moved to Nominating Committee in FYE 2019 (H1)
2	Membership Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
3	Membership Database Project	\$ -	\$ -	\$ -	Expenses moved to Technology in FYE 2019 (Q3)
SUBTOTAL:		\$ -	\$ -	\$ -	
E	NATIONAL BOARD	2020/2021 Chair: Tim Matthews			4 BOD Meetings in FYE 2021 (June '20, Sept '20, Jan '21, Mar '21)
1	Board Directors Lodging	\$ 9,000.00	\$ 8,000.00	\$ 4,065.39	3 Board Meetings (lodging is covered in Stipend for National Conference for 90% of Board)
2	Board Directors Travel	\$ 22,000.00	\$ 20,000.00	\$ 11,944.96	4 Board Meetings (travel to National Conference is included in this cost)
3	Board Meeting Expenses	\$ 10,000.00	\$ 8,000.00	\$ 1,272.56	Meals, meeting rooms, misc. 4 Board Meetings (Conference Host pays for meeting room for Sunday Board Meeting)
SUBTOTAL:		\$ 41,000.00	\$ 36,000.00	\$ 17,282.91	Historically \$13K per event
F	NATIONAL CONFERENCE COMMITTEE	2020/2021 Chair: Nikki Parris			nicole.parris@atkinglobal.com
1	Conference stipend & expenses	\$ 20,000.00	\$ 18,000.00	\$ -	Add stipends payment for 2021 Conference to be paid under FYE 2021 budget
2	Advance for 2023 conference	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	2023 Conference Georgia
3	Sponsorships for conference	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Sponsorship paid from this budget for 2021 Conference
4	National conference comm.	\$ 800.00	\$ 800.00	\$ -	Travel to potential site by National Conf. Comm. Members.
5	Past President Stipends to National Conference	\$ 2,500.00	\$ -	\$ -	\$230 stipends for past national presidents' (10) registration to attend conference (FYE 2021 budget)
SUBTOTAL:		\$ 35,300.00	\$ 30,800.00	\$ 12,000.00	
G	NEW SECTIONS COMMITTEE	2020/2021 Chair: Sam Mody			smody@keller-engineers.com

Item	OPERATING EXPENSES	Budget FYE 2021	Budget FYE 2020	Actual as of 11/30/19	Notes for 2020-21 Budget Preparation by Tim Matthews
1	Startup grant - Two (2) Sections per Year	\$ 1,200.00	\$ 1,200.00	\$ -	Not to be paid back.
2	New Section Banners - One(1) Sections	\$ 400.00	\$ 800.00	\$ -	1 banners @ \$400 each
3	Exhibit for other National Organization Conferences	\$ 5,000.00	\$ 4,500.00	\$ 3,299.75	2020 SASHTO (Alabama) + 1 other SE Region Conference
4	Travel - New Sections & Chartering	\$ 2,000.00	\$ 2,400.00	\$ 1,659.12	Includes two start-up and two follow-ups. Travel is for Chair and Committee Members.
SUBTOTAL:		\$ 8,600.00	\$ 8,900.00	\$ 4,958.87	
H	NOMINATING COMMITTEE	2020/2021 Chair: Mike Hurtt			MHurtt@chacompanies.com
1	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ 1,000.00	\$ -	Travel expenses, lodging, meals, and plaques for award recipients.
SUBTOTAL:		\$ 2,000.00	\$ 1,000.00	\$ -	
I	OPERATIONS OVERSIGHT COMMITTEE	2020/2021 Chair: Stan Harris			stan.harris@stantec.com
1	Operation Oversight Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Regional Directors Travel	\$ 4,000.00	\$ 4,000.00	\$ 1,229.95	Five-year average is \$2,500. Increase to emphasis need for Director Travel
3	National Project Awards Subcommittee (Joe Rikk)	\$ 2,500.00	\$ 2,500.00	\$ 1,676.92	Includes travel and plaques
4	Resource Center Subcommittee (Shirley Stuttler)	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
SUBTOTAL:		\$ 6,500.00	\$ 6,500.00	\$ 2,906.87	
J	OUTREACH COMMITTEE	2019/2020 Chair: Frank Bronzo			fbronzo@envdesigngroup.com
1	Outreach Committee Travel	\$ 2,000.00	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Exposure Funds	\$ 6,000.00	\$ 6,000.00	\$ -	Placeholder for potential relaunch of program in FYE 2020 with Nat Board approval. Awaiting program development from Ad Hoc Committee.
SUBTOTAL:		\$ 8,000.00	\$ 6,000.00	\$ -	
K	PARTNERSHIP COMMITTEE	2019/2020 Chair: Dawn Fortuna			dfortuna@rickengineering.com
1	Booth exchange (cost at ASHE Conference)	\$ 500.00	\$ 2,000.00	\$ 400.00	Two booths @ \$400 each (for 2020 conference, paid under this budget)
2	Travel to partner events	\$ 2,000.00	\$ 2,000.00	\$ -	Per Partnership chair request
SUBTOTAL:		\$ 2,500.00	\$ 4,000.00	\$ 400.00	
L	PROFESSIONAL DEVELOPMENT COMMITTEE	2019/2020 Chair: Matheu Carter			matheu@udel.edu
1	Professional Development Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.

Item	OPERATING EXPENSES	Budget FYE 2021	Budget FYE 2020	Actual as of 11/30/19	Notes for 2020-21 Budget Preparation by Tim Matthews
2	Certification-related fees & education costs	\$ -	\$ -	\$ -	Biennial Florida fee due April 2021 (no cost this budget)
SUBTOTAL:		\$ -	\$ -	\$ -	
M	PUBLIC RELATIONS COMMITTEE	2019/2020 Chair: Amanda Schumacher			arc.schumacher@gmail.com
1	Committee Travel	\$ 1,200.00	\$ 1,000.00	\$ -	Events tied to Public Relations (ie. Partner conferences)
2	Contest	\$ 100.00	\$ 100.00	\$ -	
3	Conference Exposure	\$ 800.00	\$ 800.00	\$ -	national conference Ads + travel to promote
4	Promotional Materials, Social Media	\$ 3,000.00	\$ 3,000.00	\$ 2,079.60	including ADOBE Suite (\$57/month), sendinblue essential email system (\$39/month), membership spotlights, Section connection (some travel involved)
5	Shipping - ASHE Display	\$ 1,000.00	\$ 500.00	\$ 775.58	increase in requests - more engagement from Sections requesting and New Sections
5	Software	\$ 600.00	\$ -	\$ 582.06	
SUBTOTAL:		\$ 6,700.00	\$ 5,400.00	\$ 3,437.24	
N	SCANNER COMMITTEE	2019/2020 Chair: Anis Shaikh			ashaikh@hntb.com
1	Scanner/Technical Committee Travel	\$ 600.00	\$ 600.00	\$ -	
2	TNT Invoices	\$ 25,000.00	\$ 60,000.00	\$ 28,852.34	Move to "opt-in" for hard copy. Assume 2000 will want paper. Sponsorship funds are recorded in Income
3	National Conf. Exhibit Booth - TNT Graphics	\$ -	\$ 400.00	\$ -	5
3A	National Conf. Expenses and Promotional Items	\$ -	\$ 700.00	\$ -	(\$400 for hotel room compensation & \$300 for promotional items)
4	Scanner Printer & Mail	\$ -	\$ -	\$ -	Included under N2 above
5	TNT Graphics Editor Fee - Scanner	\$ -	\$ -	\$ -	Included under N2 above
6	TNT Graphics Office Expenses	\$ -	\$ -	\$ -	Included under N2 above
7	TNT Graphics - Electronic Version	\$ -	\$ -	\$ -	Included under N2 above
8	TNT Graphics - Email Blast	\$ -	\$ -	\$ -	Included under N2 above
SUBTOTAL:		\$ 25,600.00	\$ 61,700.00	\$ 28,852.34	
O	STRATEGIC PLAN COMMITTEE	2019/2020 Chair: Jerry Pitzer			jerry1368@yahoo.com
1	Strategic Planning Committee Travel	\$ 500.00	\$ -	\$ -	No money budgeted
SUBTOTAL:		\$ 500.00	\$ -	\$ -	

Item	OPERATING EXPENSES	Budget FYE 2021	Budget FYE 2020	Actual as of 11/30/19	Notes for 2020-21 Budget Preparation by Tim Matthews
P	STUDENT CHAPTER COMMITTEE	2019/2020 Chair: Matheu Carter			.matheu@udel.edu
1	Student Chapter Committee Travel	\$ 1,000.00	\$ 1,000.00	\$ 208.28	
2	Student event promo materials		\$ -	\$ -	
SUBTOTAL:		\$ 1,000.00	\$ 1,000.00	\$ 208.28	
Q	TECHNOLOGY COMMITTEE	2019/2020 Chair: Mindy Sanders			mhsanders@pontengineering.com
1	Cloud Committee Travel	\$ 1,000.00	\$ 1,200.00	\$ 924.97	JM Server Solutions
2	Database Administration	\$ 1,500.00	\$ 1,500.00	\$ 2,697.67	From Database subcommittee - JM Server Solutions
3	Database Upgrade	\$ 15,000.00	\$ -	\$ -	(Potential) Est. for Natl. DB Upgrade, similar to GA, allow online payments & event registration, etc.
4	National Conf. Exhibit Booth - J.M. Solutions	\$ -	\$ -	\$ -	
5	Technology Committee	\$ 300.00	\$ 300.00	\$ 103.71	
6	Website Cloud/Hosting/Domain	\$ 1,700.00	\$ 1,700.00	\$ 1,645.86	Includes domain at \$40. JM Server Solutions
SUBTOTAL:		\$ 19,500.00	\$ 4,700.00	\$ 5,372.21	
R	TREASURER	2019/2020 Chair: Frank O'Hare			.ashenationaltreasurer@ashe.pro
1	Funds To Reserve Fund	\$ -	\$ -	\$ -	
SUBTOTAL:		\$ -			
TOTAL EXPENSES:		\$ 232,550.00	\$ 243,450.00	\$ 136,114.11	
<p>Note 1: The new Administrative Assistant (admin) position will be activated on February 1, 2019. The current Assistant to the Secretary will transition all duties to the Admin thru the remainder of the ASHE fiscal year. The Assistant to the Secretary Position will be eliminated on May 31, 2019.</p>					
<p>Note 2: The new Administrative Assistant (admin) position will be activated on February 1, 2019. The current Assistant to the President will transition all duties to the Admin thru October 2019, coinciding with the September / October BOD Meeting. The Assistant to the President Position will be eliminated on October 31, 2019.</p>					