



CALL TO ORDER: Michael D. Hurtt, PE

President Hurtt called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 12:00 PM. The meeting was held via Skype.

ROLL CALL:

<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
	Stan A. Harris, PE	ROC Chair
	Nancy A. Morisi	Administrative Assistant
	Nicole G. Parris, PE	Conference Committee Chair
<u>Absent:</u>		

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

NEW BUSINESS:

President Hurtt called the Executive Committee meeting to review the following items:

- Cancellation of the 2020 ASHE National Conference.
- Publishing a Special 2020 Conference Scanner Edition (digital only)
- Quick discussion on scanner “opt-in” procedure.

Cancellation of the 2020 ASHE National Conference

President Hurtt provided the following information via email to members of the Executive Committee prior to this meeting and reviewed it at the meeting:

- *Recommendation from 2020 Conference to cancel for 2020 and be awarded the 2024 Conference. The following is their justification:*
 - *We are very concerned that we will not be able to effectively hold a safe, productive conference.*
 - *The NC Department of Transportation, the largest client of our industry in the Raleigh area, was already having cash flow issues. With revenues crashing, they have stopped work on a huge number of projects, laid off all temps and sent embedded consultant staff home. Municipalities are also having financial difficulties. Many firms are struggling right now: laying off staff and reducing salaries. It is not likely that the major clients will send many to the conference, thus local firms will be reticent to continue to sponsor, exhibit or attend.*
 - *It is likely that some level of COVID-19 restrictions will still be in place in the fall: limiting the number of people in one place, special safety protocols, people wearing masks, etc.*
 - *Travel challenges will exist. Will folks from other states be allowed or even want to travel to NC?*
 - *We only have one decent option now to move the conference to the fall: October 5th – 9th (Monday thru Friday). We can make it work, but will have to cobble together rooms/venues and overcome many logistical challenges to make it happen.*
 - *If we move the conference to October and these challenges lead to low attendance and inadequate sponsorships, we will be on the hook for a large amount of money with no way to break even.*
 - *Moving the Conference to 2024 with commitments to and from the hotel / convention center will avoid financial penalties.*
- *National Conference Committee supports the 2020 Conference Committee’s request to cancel, and recommends to National that Raleigh be award the 2024 Conference date.*
- *Include notification in Summer Scanner, National Website, Conference Website.*
- *Considering holding Conference Technical Sessions via on-line webinar series (similar to the upcoming Newman webinar series in May).*

The following additional discussion was held:

- Mr. O'Hare noted that National sent \$12,000 (\$8,000 for seed money and \$4,000 for lunch sponsorship) to the 2020 Conference. Additionally, approximately \$3,000 in stipends and registration fee reimbursements was sent to Board members. O'Hare will prepare and send a letter to the 2020 Conference about the \$12,000 outlining how he would like the money handled.
- The Conference will reach out to everyone, personally, who has registered to return registration fees.
- The Conference will reach out to all sponsors to see if the Conference can hold the money till 2024 or if they would like a refund issued.
- The Conference has commitments from the majority of the committees that they will remain actively involved.

Motion by O'Hare to cancel the 2020 ASHE National Conference and award the 2024 Conference to Carolina Triangle to be held in Raleigh, NC; seconded by Harris; all in favor.

Ms. Parris will send a standard award letter out for the 2024 Conference.

Publishing a Special 2020 Conference Scanner Edition (digital only)

President Hurtt provided the following information via email to members of the Executive Committee prior to this meeting and reviewed it at the meeting:

- *Publish in late June, digital only (limited printed run for award winners), following the Summer Edition.*
- *ASHE scanner – 2020 Conference Special Edition Outline:*
 - *Message from the 2020 Conference Chairs (one page)*
 - *Repeat of 2020 Conference Ad, but updated for 2024*
 - *Message for ASHE National President (Hurtt) (one page)*
 - *Incoming President's Remarks (Tim) (one page)*
 - *Message from Past National President and Chair of Nominating Committee (Dick) introduction slate of officers (one page)*
 - *Bio and big picture of Tim (Incoming President) (one page)*
 - *Bio and big picture of Leigh (Incoming 1st VP) (one page)*
 - *Half page bio and pictures of new Board members and incoming 2nd VP (2 pages)*
 - *Quarter page bios and pictures of rest of board (multiple pages)*
 - *Award Winners*
 - *Section Award Winners*
 - *National Project of the Year writeups*
 - *2021 Preview*
 - *Sponsor Ads. I'm thinking that for a minimal cost...\$100 each...maybe even free...the sponsors that had made a commitment could provide half page ads. This would go a long way in getting them to continue to sponsor in 2024.*
 - *Other?*

O'Hare requested that this issue also include the annual reports from the Treasurer and Secretary. Ms. Morisi will champion this effort, collecting all information. President Hurtt will set up a meeting with the Scanner Committee to discuss.

Scanner Opt-In Procedure

President Hurtt provided the following information via email to members of the Executive Committee prior to this meeting and reviewed it at the meeting:

- *Effective for Fall Scanner*
- *Messaging in Summer Scanner*
 - *Prominent half page ad (see attached for text)*
 - *Postcard mailer (see attached for text)*
- *Database to be updated by JMSS to change from Opt-out to Opt-in*
- *Postcard or email will go to Nancy Morisi*
- *Nancy Morisi will manually toggle Opt-in for any member choosing this option. Members do not have ability to change themselves.*
- *All members are opted-out unless choose to opt-in*
- *Non-member mailers will be unchanged*

ADJOURNMENT:

- The meeting adjourned at approximately 12:35 AM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary