



CALL TO ORDER: Timothy W. Matthews, PE

President Matthews called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 11:30 AM. The meeting was held via Microsoft Teams.

ROLL CALL:

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Timothy W. Matthews, PE	President
	Leigh B. Lilla, PE	First Vice-President
	Stan A. Harris, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Michael D. Hurtt, PE	Immediate Past President
<u>Absent:</u>		

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

DISCUSSION**President Matthews**

President Matthews noted the following items to the group:

- He has a goal to hold an in-person, special meeting in August
- Noted the Budget Committee met the prior day and that the upcoming budget will focus on travel to Regions and Sections.
- Switching the Scanner to digital has saved approximately \$50,000. Our outlay without sponsors is anticipated to be approximately \$4,000.
- To date, we have spent approximately \$115,000 with an income of approximately \$187,000. There are no financial issues.
- Our investment account, over the past year, has increased from \$328,000 to \$397,000.
- Total assets increased by approximately \$142,000 this year, giving us an opportunity to reinvest in the organization.
- The renewal of the contracts with JM Server Solutions and with TNT Graphics will be discussed at tomorrow's National Board Meeting.

Secretary Morisi

Secretary Morisi noted the following items to the group:

- Teams Update
 - In process of updating the ASHE (Nancy's) computer from Microsoft 365 Personal to Microsoft 365 Business Standard which will give the organization its own license of Teams.
 - Current cost is \$75 per year. That will increase to \$330 per year including the cost of a Teams call-in number.
 - President Matthews directed the Secretary to sign up for one year and include the call-in number. We can re-evaluate after the first year.
- Document Shredding
 - In process of purging old files and have six boxes of documents that need shredding. Will take care of this and report, at meeting, when complete.
- Database Upgrade
 - Discussed concerns with process to develop an improved database for Section use and will work with Committee to address those concerns.
- Administrative Assistant
 - Creating the position by combining two, prior limited part-time positions was a very good move for the organization.
 - Position is very busy and is being used by National, Committees, Regions, and Sections as a resource and for assistance in various ways.
 - Administrative Assistant's performance was discussed.
- Requests from Administrative Assistant
 - Please be sure to notify Nancy when a Committee Chair changes.



- Please make an effort to schedule meeting dates for the entire upcoming year so that meeting invites can be sent out for report deadlines. President Matthews noted the challenges we currently face in setting up meetings. Will discuss in more detail at tomorrow's National Board Meeting.

Treasurer O'Hare

Treasurer O'Hare noted the following items to the group:

- The Davis Trachtenberg Insurance Agency has been sold to HUB International. Additional information is presented in the Treasurer's Report for tomorrow's National Board Meeting.
- Due to delays postal service delays, our PA taxes were received late and assessed a penalty. Treasurer O'Hare is working with our accountant to set up direct, ACH payments to avoid using the postal service and potential late fees.
- Treasurer O'Hare is working with our accountant to set up direct, ACH payments for the Administrative Assistant's paycheck because of delays caused by the postal service.

Immediate Past President Hurtt

Immediate Past President Hurtt noted the following items to the group:

- Nominations for member awards will be presented at tomorrow's National Board Meeting.
 - There was one application submitted for Member of the Year. While the candidate has notable achievements over his career, there were few notable achievements over the past year. Since the award is designed to focus on the past year, it was decided not to present a Member of the Year award this year.

It was noted that the Conference registration fee for the 2021 National (virtual) Conference is to be submitted for reimbursement.

No official Action was taken.

ADJOURNMENT:

The meeting adjourned at approximately 12:30 PM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary