



ASHE National Board Meeting Minutes
April 16, 2021

CALL TO ORDER: Timothy W. Matthews, PE

President Matthews called the meeting of the National Board of the American Society of Highway Engineers to order at 1:00 PM. Due to the COVID-19 pandemic, the meeting was held via Microsoft Teams.

PLEDGE OF ALLEGIANCE: Timothy W. Matthews, PE

President Matthews led the Pledge of Allegiance.

ROLL CALL: Thomas S. Morisi

<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
	Nancy A. Morisi	Administrative Assistant
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Michael D. Bywaletz, PE	Mid-Atlantic Region Director
	Frank J. Bronzo, PE	Great Lakes Region Director
	Donato DiZuzio, PE	Northeast Region Director
	Robert G. Prophet, PE	Northeast Region Director
	Kathryn E. Fink, PE	Northeast Region Director
	Scott H. Jordan, PE	Southeast Region Director
	Jason Hewatt	Southeast Region Director
	Samir D. Mody, PE	New Sections Committee Co-Chair
	Brian G. O'Connor, PE	New Sections Committee Co-Chair
	David A. Greenwood, PE	Constitution/Bylaws Committee Chair
	Melinda H. Sanders, PE	Technology Committee Chair
	Amanda Schumacher	Public Relations Chair
	Richard N. Cochrane, PE	History & Resource Center Chair
	Eli Ulmer	Central Dacotah Section
	Johathan M. Braun, PE	Houston Section
	Leonard A. Pappalardo	Northeast Florida Section
<u>Absent:</u>	James T. Shea, PE	Great Lakes Region Director
	Nikole A. Cao, PE	Southwest Region Director

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



WELCOME: Timothy W. Matthews, PE

President Matthews welcomed the attendees and guests. He noted he was looking forward to getting back together in person and expressed appreciation for what everyone is doing to keep the organization moving forward.

APPROVAL OF MINUTES:

January 22, 2021 National Board Meeting: Motion by Morisi to approve the minutes from the January 22, 2021 National Board Meeting; seconded by Harris; all in favor.

PRESIDENT'S REPORT: Timothy W. Matthews, PE

President Matthews reviewed highlights of the written President's Report which is attached to and made part of these minutes. He also noted a few upcoming events he plans to attend.

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.

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. He noted that the organization has the highest amount of funds in the checking account ever for this time of the year. The account stands at approximately \$166K as compared to normal totals which range from \$100K to \$120K. Assets have increased by approximately \$142K over the past year. The Georgia Conference seed money was discussed and they will submit for those funds shortly so they are paid out in this fiscal year. 990 forms are going to be sent out shortly by Ms. Morisi.

Motion by DiZuzio to accept the National Treasurer's Report; seconded by Bywaletz; all in favor.

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.

COMMITTEE REPORTS:

Ad Hoc (Region Structure): Timothy W. Matthews, PE and Leigh B. Lilla, PE presenting
The Ad Hoc (Region Structure) Committee Report is attached to and made part of these minutes. James T. Shea has been appointed as the new Chair for this committee.

Budget/Audit: Timothy W. Matthews, PE and Leigh B. Lilla, PE presenting
The Budget/Audit Committee Report is attached to and made part of these minutes.

Motion by O'Hare to reimburse Officers, Board Members and the Administrative Assistant for Conference registration; seconded by Lilla; all in favor.

Mr. O'Hare stated that everyone will need to submit for reimbursement of the conference registration on an expense form.



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Mr. Matthews noted that switching the Scanner to digital has saved approximately \$50,000 this past year. ASHE's total outlay without sponsors is anticipated to be approximately \$4,000.

Constitution/Bylaws: David A. Greenwood, PE presenting

The Constitution/Bylaws Committee Report is attached to and made part of these minutes. Mr. Greenwood noted that all Sections need to update their bylaws with the language that has recently been added to the National Bylaws.

Membership: Robert G. Prophet, PE presenting

The Membership Committee Report is attached to and made part of these minutes. Robert G. Prophet has been appointed as the new Chair for this committee.

The Southwest Region has been meeting with the DFW Section to assist them in reorganizing and strengthening the Section. DFW conducted a meeting in March and one is scheduled for April. They are looking to establish new Board members.

National Conference: Roger B. Carriker, PE presenting

The National Conference Committee Report is attached to and made part of these minutes.

Mr. Cochrane reported that the 2021 Virtual Conference currently has 23 sponsors and 88 registrants. A dry run will be conducted shortly. They are in need of program book advertisers and Mr. Cochrane asked the Board to reach out to Sections to solicit advertisements. Mr. O'Hare questioned why the National Board has not received monthly status reports as requested. Mr. Carriker noted that monthly reports have been prepared and forwarded to the President. Mr. Matthews apologized for not forwarding these reports to the Board and will do so in the future.

Mr. Matthews will set a National Board meeting to coincide with the National Conference.

New Sections: Samir D. Mody, PE and Brian G. O'Connor, PE presenting

The New Section Committee Report is attached to and made part of these minutes. The Committee has asked the lower tiered potential sections to develop a strategic plan on how to move the formation of the Section forward. Ms. Schumacher requested to be invited to future chartering ceremonies. Mr. Cochrane requested information on new Sections added be sent to him so that he may post that information on the website.

Nominating: Michael D. Hurtt, PE presenting

The Nominating Committee Report is attached to and made part of these minutes.

The Committee made a motion to approve the following individual award winners:

- Pearson Person of the Year: Richard Cochrane, Northeast Region, East Penn Section
- Young Member of the Year: Danielle DeMeza, Southeast Region, Northeast Florida Section
- Lifetime Achievement: David Greenwood, Mid-Atlantic Region, Chesapeake Section

Seconded by Morisi; all in favor.



Mr. Hurtt noted that Mr. Ridlen and Mr. Greenwood were recused from the selection of the Lifetime Achievement Award and that Mr. Mody and Mr. Dutton substituted for them.

Operations and Oversight: Stan A. Harris, PE presenting

The Operations and Oversight Committee Report is attached to and made part of these minutes. A survey was conducted regarding the need and purpose of all committees and responses were received within the past week with the exception of the Outreach Committee which did not respond. The findings of that survey have not yet been discussed by the Committee.

Outreach: Frank J. Bronzo, PE presenting

The Outreach Committee Report is attached to and made part of these minutes.

Professional Development: Roger B. Carriker, PE presenting.

The Professional Development Committee Report is attached to and made part of these minutes. There has been a drop in PDH's issued in 2020 most likely due to circumstances over the past year. 20 Sections did not report PDH data to the Committee.

Public Relations: Donato DiZuzio, PE and Amanda Schumacher presenting

The Public Relations Committee Report is attached to and made part of these minutes.

Scanner: Donato DiZuzio, PE presenting

The Scanner Committee Report is attached to and made part of these minutes. The Committee will look into renewing the contract with TNT Graphics. Mr. O'Hare noted he has asked the Committee to develop a payment policy for Scanner sponsors.

Strategic Plan: Kathryn E. Fink, PE presenting

The Strategic Plan Committee Report is attached to and made part of these minutes. Ms. Finch highlighted some issues that the Central New York Section presented in their survey. The Section is having difficulties and is limping along. Mr. Hurtt noted that he has spoken with the Section and there is planning being developed to move the Section forward.

Technology: Melinda H. Sanders, PE presenting

The Technology Committee Report is attached to and made part of these minutes.

Motion by Technology Committee to approve the JM Server Solutions contract; seconded by Jordan; all in favor except for Morisi who abstained due to conflict of interest.

Mr. O'Hare state that we will be dropping the Arcadis conference calling system as soon as Teams is up and running.

Student Chapter: Roger B. Carriker, PE presenting

The Student Chapter Committee Report is attached to and made part of these minutes.

OLD BUSINESS:

None discussed



NEW BUSINESS:

Discussion on Scanner Cost based on changes to electronic version: Discussed under Budget/Audit Committee report.

Scanner Contract: Scanner Committee is looking into the TNT Graphic contract. The contract will be added to the next meeting agenda.

Discussion on Central New York Section: Discussed under Strategic Plan Committee report.

REGION REPORTS:

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

NEXT MEETING:

Next meeting will be established and held virtually to coincide with the National Conference. President Matthews will send out meeting invites once the day and time have been established.

FUTURE MEETINGS:

President Matthews is considering an in-person meeting for either the Executive Committee or the entire Board sometime in August. Additional information will be provided shortly.

ADJOURNMENT:

Motion by O'Hare to adjourn the meeting; seconded by DiZuzio; all in favor. The meeting adjourned at 3:45 PM.

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
April 16, 2021**

Attachment 1: Officer and Committee Reports



PRESIDENT'S REPORT

April 16, 2021

Activities (Cumulative): completed or planned

Travel:

1. **March:** Traveled to Alabama for Chartering event.

Committee Activities:

1. **Monthly:** National Conference Committee meeting (conference call)
2. **March:** Attended National Ad-Hoc Committee on Regions.
3. **April:** Budget committee meeting to set 2021-2022 Budget
National Executive Committee Meeting

Meetings:

1. **Monthly:** Reoccurring President's with Leigh, Stan and Mike
2. **Feb 25th:** Attended ASHE SC Virtual Meet and Greet
3. **Feb 26th:** Held Inaugural Coffee and Conversations Series (Virtual)
4. **March 16th:** Attended ASHE Franklin Virtual Meeting
5. **April 29th:** Coffee and Conversations with ASHE President

Board Activities:

1. **January:** Virtual National Board Meeting
2. **May:** Virtual National Conference

Other Activities:

1. Reviewed and approved N. Morisi timecards.
2. Prepared *scanner* President's Messages

-END-



ASHE NATIONAL HEADQUARTERS
610 RADCON STREET
JOHNSTOWN, PA 15904

SECRETARY'S REPORT

Following is the current ASHE Membership List by Region/Section as of April 1, 2021:

Northeast Region			<i>Southeast Region</i>	
Albany	83		Alabama	55
Altoona	197		Central Florida	91
Central New York	49		Georgia	500
Clearfield	178		Middle Tennessee	308
Delaware Valley	352		Northeast Florida	181
East Penn	125		South Florida	10
First State	185		Tampa Bay	77
Franklin	129		Tennessee Valley	54
Harrisburg	401		Subtotal	1276
Long Island	67			
Mid-Allegheny	126		Great Lakes Region	
N. Central New Jersey	137		Bluegrass	82
New York Metro	140		Central Dacotah	85
North East Penn	132		Central Ohio	191
Pittsburgh	534		Cuyahoga Valley	103
Southern New Jersey	177		Derby City	88
Southwest Penn	292		Lake Erie	195
Williamsport	81		Northwest Ohio	53
Subtotal	3385		Triko Valley	174
			Subtotal	971
Mid-Atlantic Region				
Blue Ridge	60		Southwest Region	
Carolina Piedmont	79		Dallas-Forth Worth	18
Carolina Triangle	230		Houston	108
Chesapeake	288		Phoenix Sonoran	134
Greater Hampton Roads	82		Subtotal	260
N. Central West Virginia	52			
Old Dominion	84		Total	6955
Potomac	188			
Subtotal	1063			

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. This listing coincides with the membership totals used to determine Section Awards for the upcoming conference.

Total membership as of the date listed is 6,955 which represents a net increase of 98 members since the report for the January National Board meeting. Most of that increase is attributed to the addition of the Alabama Section with their 55 new members.

Total membership as of the date listed represents an increase of 15 member since April 1, 2020. Some specifics that can be used to compare the 2021 total with that of 2020 include:

- **Northeast Region**
 - Overall **increase** of membership by 80 members
 - 4 Sections showed no change in membership
 - Central New York
 - Long Island
 - North East Penn
 - Williamsport
 - 9 Sections had a net decrease in membership totaling 128 members
 - 5 Sections had a net increase in membership totaling 208 members
 - Harrisburg had net increase of 86 members due to roster reconciliation
 - Southern NJ had net increase of 102 members due to roster reconciliation
- **Mid-Atlantic Region**
 - Overall **decrease** of membership by 58 members
 - 1 Section showed no change in membership
 - North Central West Virginia
 - 6 Sections had a net decrease in membership totaling 71 members
 - 1 Section had a net increase in membership totaling 13 members
- **Southeast Region**
 - Overall **increase** of membership by 13 members
 - 3 Sections showed no change in membership
 - South Florida
 - Middle Tennessee
 - 1 Section showed a net decrease in membership totaling 74 members
 - 4 Sections showed a net increase in membership totaling 87 members
 - Includes 55 members for Alabama
- **Great Lakes Region**
 - Overall **increase** of membership by 22 members
 - 0 Sections showed no change in membership
 - 2 Sections showed a net decrease in membership totaling 18 members
 - 6 Sections showed a net increase in membership totaling 40 members
- **Southwest Region**
 - Overall **decrease** of membership by 42 members
 - 0 Sections showed no change in membership
 - 2 Sections showed a net decrease in membership totaling 75 members
 - 1 Section showed a net increase in membership totaling 33 members
 - Houston had net increase of 33 members due to roster reconciliation

Since April 1, 2020:

- Largest numerical increase in membership, aside from reconciliation, was Bluegrass with 23 members
- Largest percentage increase in membership, aside from reconciliation, was Tampa Bay at 45.3%.
- Largest numerical decrease in membership was Georgia with -74 members.
- Largest percentage decrease in membership was DFW with -52.6%

The following Sections, yet to be chartered, are not included in any totals listed above:

- South Carolina: 64 members in database
- Central Texas: 36 members in database

ASSESSMENTS

All 2020-2021 assessments have been paid.

SECTION AWARDS

Based on a comparison between April 1, 2021 and April 1, 2021, without consideration to those three Sections that reconciled, the following awards are presented for approval:

- **Robert E. Yeager Award:** Chesapeake for most diverse new membership
- **Terrance D. Conner Award:** Potomac with no drops and a net growth of 13 new members
- **George Hart Award:** Tampa Bay for a 45.3% increase in membership
- **Gene G. Smith Award:** Bluegrass for adding a net total of 23 new members



National Treasurer's Report

Frank O'Hare, PE, PS, National Treasurer

ASHE National Board Meeting

April 16, 2021

National Board Mtg. Conf. Call

1. Income and Expenses - Income and Expenses are shown as of 3/31/2021. See Attachment.
 - o Operating Income Comments
 - Member Assessments were due on October 1. We have received \$144,379.00 for membership assessments or an increase of \$600.00 from previous year.
 - New Member Fees received equals \$6,520.00, a decrease of \$775.00 from previous year.
 - o Operating Expenses Comments
 - Exposure Grant Funds, Budget Item J102.0 have been distributed and presented for payment based upon the following:
 - Great Lakes Region: \$1,200
 - Mid-Atlantic Region: \$1,200
 - Northeast Region: \$1,200
 - Southeast Region: \$1,200
 - Southwest Region: \$1,200
2. Investment as of 3/31/2021. See Attachment.
3. Update on 2023 Conference seed and sponsorship funds. Line items: F102.0 & F103.0. FYE. Seed money budgeted for 2023 Conference. Sponsorship money was allocated for 2021 Conference. Seed money to be returned to the National Treasurer after the conference. (0-30 days) **As of 4/14/2021 the 2023 Atlanta Conference has not requested the seed money.**
4. The Davis Trachtenberg Insurance Agency, where ASHE's insurance was changed to last year has been purchased by HUB International. Our contact has changed to Linda Hock-Long @ linda@davistrach.com or Bob Davis @ Bob@davistrach.com as far as we know at this time. Office phone 484-386-6050.
5. New Sections Treasurers have asked if they are required to submit the IRS 990 form to the IRS. The answer is no, but they are required to fill out ASHE's 990 form and submit it to the National Treasurer.
6. The Pennsylvania Department of Revenue has claimed that ASHE underpaid our taxes and a penalty of \$12.46 as assessed. CPA Associates (CPA) directed us to pay this penalty. We are to send a copy of the cancelled check to CPA and they are going to try and get the money refunded because documentation shows that payment was made before the due dates.

7. CPA and The National Treasurer are working to set up direct payments to the IRS, PA and UC. We are also working with CPA on setting up Nancy's pay to be direct deposit to her a account.
8. Quarterly taxes for Nancy Morisi were calculated by CPA Associates and were sent to the various government agencies.
9. CPA Associates has reconciled the PNC Bank statements with ledger for January, February, and March and were forwarded to Budget/Audit Committee Chair Leigh Lilla for review.
10. January, February and March Credit Card reconciliations have been forwarded to the Budget/Audit Committee for review.
11. Cash flow reports were sent at the end of the month to board members for January and February. March's included with this report.
12. Outlook file sent to board with the 990-due date of June 15, 2021. Please forward.
13. If a Board Member changes address, make sure you notify the Secretary and Treasurer such that your expense check is sent to the new address.
14. Beginning on January 1, 2021, the standard IRS mileage rate for the use of a car will be: 56 cents per mile driven for business use,
15. Send Project of the Year Checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address. All checks need to be sent to Johnstown office.

Motion 1: Motion to accept National Treasure's report.

ASHE Treasurer's Report
for
For June 1, 2020 to March 31, 2021

PNC Checking Account

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2020	\$	93,437.33
2	<u>Inflows</u>		
3	Income	\$	187,503.00
4	Total Inflows (Income)	\$	187,503.00
5	<u>Outflows</u>		
6	Expenses	\$	114,889.31
7	Total Outflows (Expenses)	\$	114,889.31
8	Balance 8649 - 3/31/2021	\$	166,051.02

PNC Investment Account

9	PNC Investment - Beginning Balance (6/1/2020)	\$	327,631.11
10	Increase (Decrease) in Fund as of 12/31/2020	\$	69,309.58
11	-		
12	Balance on 3/31/2021	\$	396,940.69
13			
14	Total Assets as of 3/31/2021	\$	562,991.71
15	Total Assets as of 6/1/2020	\$	421,068.44
16	Increase or (Decrease) in Total Assets - 6/1/2020 to 3/31/2021	\$	141,923.27

Respectfully submitted:

4/14/2021

ASHE National Treasurer

Item	Operating Income	Budget FYE 2021	Actual as of 03/31/2021	% of Budget
A.	Clothing royalties	\$ 1.00	\$ -	
B.	Conference seed money returned	\$ 8,000.00	\$ -	
C.	Conference Income	\$ 1.00	\$ -	
D.	Credit Card Cash Back Rewards	\$ 300.00	\$ 328.10	109%
E.	Lifetime Member Pins	\$ -	\$ 720.00	
F.	New members - at large	\$ -		0%
G.	Member assessment	\$ 140,000.00	\$ 144,379.00	103%
H.	National Project of the Year	\$ 800.00	\$ 800.00	100%
I.	New members initiation fees	\$ 9,000.00	\$ 6,520.00	72%
J.	Other Income	\$ 1.00	\$ 2,920.51	>100%
K.	Past Presidents' pins	\$ 1,500.00	\$ 450.00	30%
L.	SPONSORSHIPS			
L100.0	Sponsorships - Multiview	\$ 7,000.00	\$ 3,235.39	46%
L101.0	Sponsorships - SCANNER	\$ 27,000.00	\$ 28,150.00	104%
	Total	\$ 193,603.00	\$ 187,503.00	97%
	Reduction Of Demand Assets			
	Total Inflow to Operating Budget	\$ 232,550.00	\$ 187,503.00	81%

FYE 2021 - June 1, 2020 to May 31, 2021

Item	NC	EXPENSES	Budget FYE 2021	Actual as of 03/31/2021	% of Budget
A.		BUDGET/AUDIT COMMITTEE			
A101.0		Budget/Audit Committee	\$ -	\$ -	0%
A102.0		Treasurer's Meeting With Auditors	\$ 400.00	\$ -	0%
		TOTAL:	\$ 400.00	\$ -	0%
B.		CONSTITUTION & BYLAWS COMMITTEE			
B101.0		Constitution and Bylaws Committee	\$ -	\$ -	
		TOTAL:	\$ -	\$ -	
C.		EXECUTIVE COMMITTEE			
C102.0		Audit & CPA fees	\$ 7,500.00	\$ 7,413.69	99%
C103.0		Awards, pins, & ribbons	\$ 3,000.00	\$ 3,994.97	133%
C104.0		Committee chair travel by President's invitation	\$ 6,000.00		
C105.0		Computers, purchase, repair	\$ 1,000.00	\$ 348.73	
C106.0		Contingencies, legal, bank fees	\$ 500.00	\$ 36.00	
C107.0		Donations, memorials, gifts	\$ 200.00	\$ 54.23	27%
C108.0		Employee - taxes, fica	\$ 12,000.00	\$ 8,100.15	68%
C109.0		Employee - wages	\$ 24,000.00	\$ 19,938.23	83%
C110.0		Employee - expenses	\$ -		
C111.0		Insurance - business	\$ 5,000.00	\$ 5,358.80	107%
C112.0		Misc. Expenses	\$ 500.00	\$ 18.37	
C113.0		Office- conf. call	\$ 500.00	\$ 95.10	19%
C114.0		Business Office - Rent	\$ 3,500.00	\$ 3,000.00	86%
C115.0		Postage, UPS, Fed Ex. - Delivery	\$ 750.00	\$ 741.81	99%
C116.0		President's Assistant expenses	\$ -		
C117.0		Presidents travel & expenses (No board mtgs.)	\$ 7,000.00		
C118.0		Society travel - President's request	\$ 2,500.00		
C119.0		Refunds (Overpayments from Section.)	\$ -	\$ 260.00	
C119.0		Supplies, business, software	\$ 1,000.00	\$ 1,443.45	144%
		TOTAL:	\$ 74,950.00	\$ 50,803.53	68%
D.		MEMBERSHIP/MEMBER AT LARGE COMMITTEE			
		TOTAL:	\$ -	\$ -	
E.		NATIONAL BOARD			
E101.1		Board Directors Lodging	\$ 9,000.00	\$ -	0%
E101.2		Board Directors Travel	\$ 22,000.00	\$ -	0%
E102.0		Board Meeting Expenses	\$ 10,000.00	\$ -	0%
TRANS		Transfer to N. Scanner Committee Budget ¹	\$ (11,900.00)		0%
		TOTAL:	\$ 29,100.00	\$ -	0%
F.		NATIONAL CONFERENCE COMMITTEE			
F101.0		2021 conference stipend & expenses (6/9-13/2021)	\$ 20,000.00		0%
F102.0		Future National Conf. Advance	\$ 8,000.00	\$ -	0%
F103.0		Sponsorships for 2021 conference	\$ 4,000.00	\$ 4,000.00	100%
F104.0		National Conf. Comm. Travel	\$ 800.00	\$ 297.46	37%
F105.0		Past Presidents Stipend for National Conference	\$ 2,500.00		
F106.0		Scanner Special 2020 Conference Edition	\$ -		
		TOTAL:	\$ 35,300.00	\$ 4,297.46	12%
G.		NEW SECTIONS COMMITTEE			
G101.0		Startup grant - Two(2) Sections per Year	\$ 1,200.00	\$ 600.00	50%
G102.0		New Section Banners - Three(3) Sections	\$ 400.00	\$ 1,049.40	262%
G103.0		Exhibiting	\$ 5,000.00	\$ -	0%
G104.0		Travel - New Sections & Chartering	\$ 2,000.00	\$ -	0%
		TOTAL:	\$ 8,600.00	\$ 1,649.40	19%
H.		NOMINATING COMMITTEE			
H101.0		Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ -	0%
		TOTAL:	\$ 2,000.00	\$ -	0%
I.		OPERATIONS OVERSIGHT COMMITTEE			
I102.0		Regional Directors Travel	\$ 4,000.00	\$ 805.05	20%
I103.0		Project of the Year	\$ 2,500.00	\$ -	0%
I104.0		Society History Comm. ¹	\$ -	\$ -	0%
		TOTAL:	\$ 6,500.00	\$ 805.05	12%

Item	NC	EXPENSES	Budget FYE 2021	Actual as of 03/31/2021	% of Budget
J.		OUTREACH COMMITTEE			
	J101.0	Committee Travel	\$ 2,000.00		
	J102.0	Exposure Funds	\$ 6,000.00	\$ 6,000.00	
		TOTAL:	\$ 8,000.00	\$ 6,000.00	
K		PARTNERSHIP COMMITTEE			
	K101.0	Booth exchange	\$ 500.00		0%
	K102.0	Travel to partner events	\$ 2,000.00		0%
		TOTAL:	\$ 2,500.00	\$ -	0%
L		PROFESSIONAL DEVELOPMENT COMMITTEE			
	L101.0	Professional development committee	\$ -	\$ -	
	L102.0	Certification-related fees & education costs	\$ -	\$ -	
		TOTAL:	\$ -	\$ -	
M		PUBLIC RELATIONS COMMITTEE			
	M101.0	Committee Travel	\$ 1,200.00		0%
	M102.0	Contest	\$ 100.00		0%
	M103.0	Conference Exposure	\$ 800.00		0%
	M104.0	Promotional Materials	\$ 3,000.00	\$ 316.60	11%
	M106.0	Software	\$ 600.00	\$ 928.55	0%
	M105.0	Shipping - ASHE Display	\$ 1,000.00		0%
		TOTAL:	\$ 6,700.00	\$ 1,245.15	19%
N		SCANNER COMMITTEE			
	N100.00	Scanner/Technical Committee Travel	\$ 600.00		
	N102.0	TNT Invoices	\$ 25,000.00	\$ 31,848.72	127%
	N103.0	Scanner Exhibit Booth	\$ -		0%
	N104.0	National Conf. Expenses & Promotional Materials	\$ -	\$ -	
	TRANS	Transfer from National Board's Travel Budget ¹	\$ 11,900.00	\$ -	
		TOTAL:	\$ 37,500.00	\$ 31,848.72	85%
O		STRATEGIC PLAN COMMITTEE			
	O101.0	Strategic Planning Committee	\$ 500.00	\$ -	
		TOTAL:	\$ 500.00	\$ -	
P		STUDENT CHAPTER COMMITTEE			
	P101.0	Student Chapter Committee	\$ 1,000.00		0%
	P102.0	Student event promo materials	\$ -		
		TOTAL:	\$ 1,000.00	\$ -	0%
Q		TECHNOLOGY COMMITTEE			
	Q101.0	Cloud Committee	\$ 1,000.00	\$ 466.64	47%
	Q102.0	Database administration	\$ 1,500.00	\$ 900.00	60%
	Q103.0	Database upgrade	\$ 15,000.00		
	Q104.0	National Conf. Exhibit Booth - J.M. Solutions	\$ -		
	Q105.0	Technology Committee - Survey Gizmo	\$ 300.00		0%
	Q106.0	Website hosting	\$ 1,700.00	\$ 1,873.36	110%
	Q107.0	Website redesign	\$ -		
		TOTAL:	\$ 19,500.00	\$ 3,240.00	17%
		TREASURER			
	R.	Transfer from Checking to Investment	\$ -	\$ 15,000.00	
		Total Expenses	\$ 232,550.00	\$ 114,889.31	49%
1. Transfer authorized by the National Board. See meeting minutes for 1/22/2021.					

4/14/2021

Cash Flow
6/1/2020 through 3/31/2021

Page 1

Category	6/1/2020- 3/31/2021
INFLOWS	
D. Credit Card Cash Back Rewards	328.10
E. Life Member Pins	720.00
G. Membership Assessments	144,379.00
H. National Project of the Yr-Entry fee	800.00
I. New Member-Initiation Fee	6,520.00
J. Other Income	2,920.51
K. Past President-Pins	450.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	3,235.39
L101.0 SCANNER Sponsorships	28,150.00
TOTAL L. Sponsorships	31,385.39
TOTAL INFLOWS	187,503.00
OUTFLOWS	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	7,413.69
C103.0 Awards, Banners, Ribbons, ...	3,994.97
C105.0 Computers, Purchase, Repair	348.73
C106.0 Contingencies, Legal, Bank ...	
Bank Charge-Bank Charge	36.00
TOTAL C106.0 Contingencies, Le...	36.00
C107.0 Donations. Memorials, Gifts-...	54.23
C108.0 Employees - Taxes, FICA, E...	8,100.15
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. M...	19,938.23
TOTAL C109.0 Employee Wages	19,938.23
C111.0 Insurance - Business	5,358.80
C112.0 Miscellaneous Expenses	18.37
C113.0 Office-Conf. Call, Office Exp...	95.10
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	500.00
C114.3 Johnstown, PA-- Rent	2,500.00
TOTAL C114.0 Business Office - ...	3,000.00
C115.0 Postage and Delivery-Postag...	741.81
C119.0 Refund	260.00
C119.1 Supplies-Software, Ink,Paper...	1,443.45
TOTAL C. Executive Committee	50,803.53
F. National Conference Committee	

4/14/2021

Cash Flow
6/1/2020 through 3/31/2021

Page 2

Category	6/1/2020- 3/31/2021
F103.0 Sponsorship	4,000.00
F104.0 Committee Travel	
Mileage	205.20
Misc. Travel Expenses, Meals, Par...	92.26
TOTAL F104.0 Committee Travel	297.46
TOTAL F. National Conference Com...	4,297.46
G. New Sections Committee	
G101.0 Startup grants	600.00
G102.0 New Section Banners	1,049.40
TOTAL G. New Sections Committee	1,649.40
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Dire...	597.85
Mileage	207.20
TOTAL I102.0 Regional Director T...	805.05
TOTAL I. Operations Committee	805.05
J. Outreach Committee	
J102.0 Exposure Funds-Distribution t...	6,000.00
TOTAL J. Outreach Committee	6,000.00
M. Public Relations Committee	
M104.0 Promotional Material,Social ...	316.60
M106.0 Software	928.55
TOTAL M. Public Relations Committee	1,245.15
N. SCANNER Committee	
N102.0 TNT Invoices - Scanner Only	31,848.72
TOTAL N. SCANNER Committee	31,848.72
Q. Technology Committee	
Q101.0 Support ASHE Cloud	466.64
Q102.0 Data Base Project Admin.-U...	900.00
Q106.0 Website Hosting	1,873.36
TOTAL Q. Technology Committee	3,240.00
R. Transfer to PNC Investment	15,000.00
Void Check	0.00
TOTAL OUTFLOWS	114,889.31
OVERALL TOTAL	72,613.69

From: Amanda McClain <amcclain@cpaassoc.com>
Sent: Wednesday, March 31, 2021 9:25 AM
To: ashenationaltreasurer@ashe.pro
Cc: Nancy Morisi, ASHE Administrator ; Tom Morisi - ASHE National Secretary
Subject: RE: PA Tax

Hi all,

No – the withholdings were not short. This is an underpayment penalty and I have no clue why they are sending this to you. I’m just going to say it’s the state and COVID has that place more messed up than it normally is.

The Filing requirement the state set for ASHE is quarterly – so the return was completed and filed before the due date – which they acknowledge on the notice. The correct amount was withheld from Nancy’s pay and paid in. From what I can see Frank wrote the check and mailed it by February 1st.

So I have no clue why they are charging you this penalty. My only thought is with COVID – the PA Dept of Revenue and the IRS are all messed up since everyone is working remotely – so my only thought was even though Frank mailed the check on time – till they actually processed the check was it after the due date. One only knows. Unfortunately something like this is hard to prove.

I talked to Mike and here is our suggestion. Go ahead and pay this notice. Then Frank can you get me a copy of the cancelled check (front and back) and I’ll write them a letter to try and get the monies refunded. I’m afraid if you hold off paying it – they will just try and tack more interest on to this. I’m going to see about getting a fax number to send the letter too. Unfortunately right now – it’s near impossible to get thru to anyone at the state. You are on hold for hours. Since they are saying it’s an underpayment penalty and I know for a fact that is incorrect – I have a good argument for it. But I can’t promise anything.

Then going forward – Frank – would you be willing to give me the routing number and account number to the PNC bank account for ASHE and I’ll set up the IRS, PA and UC payments to come out electronically. The local and Ist would still have to be paper format but those are the least of my problems – normally I can get thru to them to discuss and they work with us a little more. We could also set up Nancy’s pay to be direct deposited at that rate instead of you needing to send her a check. However there is a QB fee of \$1.75 for each check that gets charged but not to have to cut a check and mail it might be worth it.

Let me know.

Thanks,

Amanda R. McClain, EA



624 Valley View Blvd.
Altoona, PA 16602
Tel (814) 946-1300
Fax (814) 946-0090
amcclain@cpaassoc.com

To insure compliance with U.S. Treasury rules, unless expressly stated otherwise, any U.S. Tax advice contained in this communication (including attachments) is not intended or written to be used and cannot be used, by the recipient for the purposes of (i) avoiding penalties that may be imposed under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party tax related matters addressed in this communication.

CONFIDENTIAL NOTICE: This message (including attachments) may contain confidential and privileged information intended for the use of the addressee(s) named above. If you are not the intended recipient of this message, you are hereby notified that any use, distribution, or reproduction of this message, either in part or in its entirety, is prohibited. If you received this message in error, please notify the sender immediately via return e-mail.

From: ashenationaltreasurer@ashe.pro <ashenationaltreasurer@ashe.pro>
Sent: Wednesday, March 31, 2021 9:03 AM
To: Amanda McClain <amcclain@cpaassoc.com>
Cc: Nancy Morisi, ASHE Administrator <nmorisi@ashe.pro>; Tom Morisi - ASHE National Secretary <ashenationalsecretary@ashe.pro>
Subject: FW: PA Tax

Amanda,
Please advise.
Thank you,

Frank

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



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

From: nmorisi@ashe.pro <nmorisi@ashe.pro>
Sent: Wednesday, March 31, 2021 8:32 AM
To: ashenationaltreasurer@ashe.pro
Subject: PA Tax

Hi Frank,

I received this in yesterdays mail. I have the original if you need it, looks like my withholding tax was short \$12.46.

Thanks,

Nancy

Nancy A. Morisi

Administrative Assistant to the National Board

American Society of Highway Engineers

www.ashe.pro



PENNSYLVANIA DEPARTMENT OF REVENUE
PO BOX 280904
HARRISBURG PA 17128-0904



**NOTICE OF ASSESSMENT
Employer Withholding Tax**

AMERICAN SOCIETY OF HIGHWAY ENGINEE
610 RADCON ST
JOHNSTOWN PA 15904-1418

ACCOUNT ID:.....20135582
REVENUE ID:.....1001402422
FEIN:.....236412893
NOTICE NUMBER:.....300000801275
MAIL DATE:.....03/23/2021
TAX PERIOD BEGIN DATE:.....10/01/2020
TAX PERIOD END DATE:.....12/31/2020
DATE REPORT DUE:.....02/01/2021
DATE REPORT FILED:.....01/12/2021

Tax Assessment Amount	0.00
Interest* (as of 04/06/2021)	0.00
Penalty/Fees Assessment Amount	12.46

*May include interest on assessed tax
and/or interest w/in the quarter.

To appeal the assessment amount(s) above, file a petition for reassessment with the Board of Appeals on or before 05/22/2021.

Basis of Assessment:

Underpayment Penalty.

Tax Period Review				
To avoid possible additional charges, pay the total amount by 04/06/2021.				
	LIABILITY	PAYMENTS/CREDITS	RESTRICTED CREDITS	BALANCE
TAX	249.28	249.28	0.00	0.00
INTEREST (Due to the Commonwealth as of 04/06/2021)	0.00	0.00	0.00	0.00
UNDERPAYMENT PENALTY	12.46	0.00	0.00	12.46
TOTAL AMOUNT:				12.46

See reverse for additional information. If you have questions about this assessment, please email
RA-RV-BTA-ASMNTINQ@PA.GOV.

v DETACH COUPON AT PERFORATION v

REV-IS 20003 (12-11) DOCEXEC 0003

**NOTICE OF ASSESSMENT
Employer Withholding Tax**

REVENUE ID: 1001402422
FEIN: 236412893
NOTICE NUMBER: 300000801275
DATE DUE: 04/06/2021
AMOUNT DUE: 12.46

PAYMENT AMOUNT: \$



MAKE CHECK OR MONEY ORDER PAYABLE TO PA DEPT. OF REVENUE.
PLEASE INCLUDE REVENUE ID AND DAYTIME TELEPHONE NUMBER ON THE CHECK.

DO NOT WRITE IN THIS SPACE

0103000030000080127510014024220000000000000000005



000300000801275 02 03 04842 0 00

DETACH COUPON AT PERFORATION

PAYMENT OF ACCOUNT

Failure to pay the total amount or timely appeal the assessment amount(s) may result in one or more of the following; the filing of a lien; wage garnishment; civil legal action; loss of tax benefits; criminal prosecution; referral of your case to a collection agency where additional fees up to 39 percent of the amount due may be added to the liability; and/or suspension or loss of business licenses or privileges.

The Total Amount on this notice is comprised of tax due plus applicable additions, penalties and interest. If payment of the Total Amount on this notice is made after the interest/penalty calculation date, additional interest, penalties or other charges may be imposed.

All payments of \$1,000 or more must be made electronically or by certified or cashier's check. All sales, use and hotel occupancy tax, employer withholding, 1099-MISC/NEC withholding, malt beverage tax and corporation tax payments of \$1,000 or more must be remitted using an electronic payment method. Taxpayers can choose one of the following electronic methods: Automated Clearing House (ACH) debit, ACH credit, or credit/debit card. Credit card payments can be made by telephone or online. Visit the departments website at www.etides.state.pa.us for more information. Please check with your financial institution about removing any debit block from your bank account prior to making an electronic payment.

If paying by check, make check payable to the PA DEPARTMENT OF REVENUE and submit payment and coupon to:

PENNSYLVANIA DEPARTMENT OF REVENUE
PO BOX 280404
HARRISBURG PA 17128-0404

INTEREST, PENALTIES AND OTHER CHARGES

Interest Due: Interest that accrues on payments received after the tax report's due date. Interest continues to accrue until the balance is paid. Interest rates can be found on Form REV-1611, available at www.revenue.pa.gov.

Interest Payable: Interest owed by the Commonwealth that accrues on overpayment of taxes.

Failure to File/Late File Penalty: 5 percent of the tax due for each month or fraction of a month that the period remains unfiled, up to a maximum penalty of 25 percent.

Sales Tax, Unstampable Little Cigar Tax, Vehicle Rental Tax, Consumer Fireworks Tax and Public Transportation Assistance Fund Underpayment Penalty: 3 percent of the difference between the amount due and the amount paid. This penalty increases by 3 percent each month or fraction of a month the underpayment isn't addressed, up to a maximum penalty of 18 percent.

Employer Withholding Tax Underpayment Penalty: 5 percent of the difference between the amount due and the amount paid. This penalty increases by 5 percent each month or fraction of a month the underpayment isn't addressed, up to a maximum penalty of 50 percent.

Sales Tax Prepayment Penalty: 5 percent of the difference between the prepayment due and that received, imposed once per period.

Understatement Penalty: 5 percent of the understatement of the amount reported and the amount due.

Major Understatement: If the amount of the understatement is more than 50 percent of the true amount due, 5 percent of the amount of understatement is due for each month or fraction of a month a proper return for the period remains unfiled, up to a maximum penalty of 25 percent of the amount of understatement.

Major Penalty: One-half of the total amount of tax evaded.

Collection Agency Fee: Up to 39 percent of the amount due, if the account is referred to a collection agency.

Electronic Funds Transfer (EFT) Penalty: 3 percent of total tax due, up to \$500, for failing to make an EFT - required payment of \$1,000 or more by EFT.

Disallowed Payment Penalty: 10 percent of the payment, up to \$1,000 for an EFT or check denied or not credited upon transmission, minimum fee of \$25.00.

Other Charges: May include lien fees, collection agency fees and/or amnesty non-participation penalty.

GENERAL PAYMENT INFORMATION

Credits and payments will be applied to the taxpayer's account according to applicable status and regulations. Generally, payments are applied to current period tax, interest, penalties and legal fees, in that order. Remaining overpayments and credits are offset against other liabilities before transfer or refund of credit is made.

Unpaid balances will reduce or eliminate any future refund.

The Bankruptcy Code, 11 U.S.C. § 362(b)(9)(D), permits issuance of a tax assessment and payment demand. Liabilities incurred prior to filing a bankruptcy petition do not have to be paid, but all taxes for periods subsequent to the bankruptcy date should be paid unless in a duly approved modified payment plan. If you are in an active bankruptcy proceeding, this document is for informational purposes only.

GENERAL APPEAL INFORMATION

An appeal of the assessment amounts may be filed electronically at www.boardofappeals.state.pa.us or in writing. Forms and instructions are available online or by calling 1-888-728-2937.



PA DEPARTMENT OF REVENUE
PO BOX 280404
HARRISBURG PA 17128-0404

YOUR RIGHTS AS A TAXPAYER



Pennsylvania has a Taxpayers' Bill of Rights that ensures equity and fairness in tax administration and enforcement. The Taxpayers' Bill of Rights sets forth uniform procedures so that the Pennsylvania Department of Revenue treats all taxpayers equally and fairly. This publication outlines the department's responsibilities and provides an overview of the rights of taxpayers.

1

The Right to Quality Service

Taxpayers have the right to receive prompt, courteous and professional assistance. If you ever feel that you do not receive this type of assistance, please share your experience using our customer service feedback survey on our website, www.revenue.pa.gov.

2

The Right to Be Informed

Taxpayers have the right to be informed and receive clear and easily understandable communication from the department.

3

The Right to Confidentiality

Taxpayers have the right to have their tax returns and other information kept secure and confidential. The department will not disclose taxpayer Information unless authorized by the taxpayer or by law.

4

The Right to Retain Representation

Taxpayers have the right to retain an authorized representative, such as a CPA or an attorney, to represent them.
(REV-677 - Power of Attorney and Declaration of Representative).

5

The Right to Challenge the Department's Position and Be Heard

Taxpayers have the right to challenge any of the department's assessments. To appeal an assessment or certain decisions of the department, a taxpayer must file a petition with the Board of Appeals. For your specific appeal timeframe, please reference your notice. Taxpayers may also request a refund if the request is made within the time limits provided by law. To request a refund, a taxpayer must also file a petition with the Board of Appeals.



Department of Revenue Mission:

To fairly, efficiently, and accurately administer the tax laws and other revenue programs of the Commonwealth of Pennsylvania.

ADVOCATE, AUDIT, APPEAL AND ENFORCEMENT



TAXPAYER ADVOCATE

The office of Taxpayer's Rights Advocate, or OTRA, is an office within the Department of Revenue that provides free and confidential assistance to taxpayers with Pennsylvania personal income tax and inheritance tax concerns that have not been resolved through normal, established procedures. The office's mission is to ensure that the department applies Pennsylvania laws fairly and equitably, and that the department does not hurt individual taxpayer rights. If you have been unsuccessful resolving your concerns, OTRA will provide assistance for taxpayers with concerns about the following:

- An issue with, or action by, the Department of Revenue that has not been resolved by normal, established procedures.
- A delay of more than 180 days.
- A response or resolution not received by the date promised.
- An action by the Department of Revenue that will cause a substantial hardship.

AUDITS

The department will provide the taxpayer with a complete explanation of the audit findings for that individual taxpayer and their rights during the process. The department will:

- Prepare a written basis of the assessment of any additional tax determined from the audit.
- Act upon requests to resolve concerns that come up during the course of an audit.
- Allow taxpayers to make requests by going through the proper chain of command. This process starts by contacting the auditor's supervisor. The initial engagement letter will have the regional office contact information.
- Explain the taxpayer's right to appeal the assessment of any additional tax from the audit.

APPEAL PROCEDURES

To appeal any assessment or certain decisions of the department or request a refund, a taxpayer must file an appeal with the Board of Appeals. The general timeframe to file an appeal with the Board of Appeals is 60 days from the mailing date of the notice. If a taxpayer is not satisfied with the decision of the Board of Appeals, they may file an appeal with the Board of Finance and Revenue. The general timeframe to file an appeal with the Board of Finance and Revenue is 60 days from the mailing date of the decision of the Board of Appeals. To appeal that decision a taxpayer may file with the Commonwealth Court of Pennsylvania within 30 days of the mailing date of the decision of the Board of Finance and Revenue. If the Board of Appeals or the Board of Finance and Revenue issue an order reflecting a compromise with the taxpayer, the compromise order does not have any further appeal rights. For specific appeal timeframes, see REV-460 Time Limitations on the Filing of Petitions for Refund and REV-1799A Time Limitations on Filing Petitions for Appeal.

ENFORCEMENT REMEDIES

If a taxpayer does not file a return, pay a tax amount due, or file a timely appeal of a tax balance, the department may take the following actions:

- Issue an assessment for a tax period if no return has been filed or if tax due was underreported.
- Contact a delinquent taxpayer in an attempt to resolve the amount due.
- Disclose, by publication or otherwise, the taxpayer's name or business name and tax balances as a result of a lien recorded in a county prothonotary's office.
- File a lien against the taxpayer and, in some cases, against the person(s) responsible for payment of the outstanding tax.
- Offset a federal personal income tax refund to satisfy outstanding Pennsylvania personal income tax balances.
- Garnish an individual's wages for taxes owed to the Commonwealth.
- Administratively freeze a taxpayer's bank account and take the funds for lien tax balances.
- Refer outstanding tax amounts to a collection agency or outside counsel. This process adds collection costs of up to 39 percent in addition to the amount due on the original tax balance.
- Deny a tax clearance certificate to a taxpayer applying for or requesting renewal of certain licenses, contracts, grants or corporate or bulk sale clearances.
- Deny or revoke a license issued by the department.
- Issue citations to taxpayers who sell, lease or provide services subject to Pennsylvania sales tax without a valid department license or taxpayers who underreport, fail to remit, or fail to file Pennsylvania employer withholding taxes.
- Seek to take property used in committing crimes related to cigarette taxes.
- Petition for citation personal representatives of, or recipients of property from, a decedent's estate who failed to file or remit inheritance tax or appear before the Orphans' Court.
- Refer a case to the Office of Attorney General for an action to take lien real and personal property of a taxpayer.
- Investigate and take action against, through the Courts of Common Pleas, delinquent taxpayers who break criminal laws.

PENNSYLVANIA DEPARTMENT OF REVENUE
PO BOX 280904
HARRISBURG PA 17128-0904



AMERICAN SOCIETY OF HIGHWAY ENGINEERS
610 RADCON ST
JOHNSTOWN PA 15904-1418



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revenue-pa.custhelp.com



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Administrative Assistant Report

ASHE National Board Meeting-April 16,2021

New Member Request Forms (Website): The following is a region summary of the new member request forms (60-total-January thru March) received and forwarded to the appropriate sections:

January - 14 total request breakdown:

1-Great Lakes
4-Mid-Atlantic
5-Northeast
0-Southwest
4-Southeast

February-29 total request breakdown:

3-Great Lakes
11-Mid-Atlantic
6-Northeast
5-Southwest
4-Southeast

March-17-total request breakdown:

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

Website requests (non-membership): There were 10 non-membership requests, report is attached.

Assessments/Database reconciliation: All 2020-2021 assessments have been paid in full. Only 3 Sections are carrying a minimal credit. New assessment process has already begun. Report is attached.

New Members: 149 new member certificates and pins were mailed from January 1,2021 to present.

New Section Charter: Alabama Section chartered March 25,2021. Entered and processed all new member certificates and charter was created. The Charter, Section Banner, New Member Certificates and Pins were shipped via FedEx on 3/15/2021 and 3/19/2021. All items arrived on time and in good condition.

Past President Pins: 3 Past President Pins were mailed, 2-Middle Tennessee, 1-Tennessee Valley.

Lifetime Member Pins: 100 Lifetime Pins have been purchased by Sections since the initial order of June 11,2020. Breakdown is Carolina Piedmont 4, Central Florida 1, Lake Erie 25, Pittsburgh 50, Southern New Jersey 20.

Scanner Invoices: 14 Checks have been received and processed from January 1, 2021 to present.

Cloud Files-Continue to organize and sort, progress has been made.

History Documents-All old records have been scanned and process of organizing by date etc. to be stored on the cloud. This task is ongoing.

Documents Updated-New project of updating documents and creating templates is underway. All documents that appear on the National Website will be formatted correctly, using the correct font, logo etc. The documents that have been reformatted and posted to the National Website are as follows:

- D 17-Section Generic By-Laws
- D 17E-Section By-Laws Template (Editable)
- Created Generic Region Bylaws (being reviewed)
- D42-ASHE National Schedule of Fees

This will be ongoing until all documents on the website have been reviewed and updated if necessary.

Section/Region Communication: Sent various communications from committees, National Board Members in accordance with the Communication Plan. Answered various emails from Section and Regions and assisted the organization in any matter that was asked of me.

Website Membership Requests
Jan2021-March2021

Date	Region	Section	Potential Member	ASHE Influence
01/06/21	Mid Atlantic	South Carolina (not chartered)	Matthew Wolf	Exhibits
01/06/21	Mid Atlantic	Potomac	Sharon Wu	Friend
01/11/21	Southeast	Northeast Florida	Alexandra Powers	School
01/13/21	Southeast	Alabama	Cornelia Sides	Facebook
01/13/21	Northeast	Delaware Valley	Wan-Shu Chang	CoWorkers
01/13/21	Great Lakes	Central Ohio	John Darby	Work
01/14/21	Southeast	Middle Tennessee	Lydia Johnson	Colleague
01/14/21	Northeast	Long Island	Gabrielle Codispoti	Colleague
01/18/21	Northeast	Harrisburg	Neal Laudenslager	Work
01/21/21	Northeast	Harrisburg	Eric Myers	Members
01/21/21	Mid Atlantic	Carolina Piedmont	Tara Best	Colleague
01/21/21	Northeast	Pittsburgh	Amanda Naccarato	work
01/21/21	Southeast	South Florida	Mark Cissell	
01/28/21	Mid Atlantic	South Carolina (not chartered)	Edwin Pittman	Linked IN
	January total: 14			
02/01/21	Northeast	New York Metro	Hamidreza Jahanian	Work
02/02/21	Southwest	Dallas Fort Worth	Mohsen Talebsaga	
02/03/21	Northeast	Delaware Valley	Kyle Breiman	work/members
02/03/21	Mid Atlantic	South Carolina (not chartered)	Tom Lammons	Networking
02/04/21	Southwest	Houston Section	Nutan Palla	Colleague
02/04/21	Northeast	New York Metro	Joseph Piersa	colleague
02/08/21	Southwest	Central Texas (not chartered)	Tyler Mitchell	coworker
02/08/21	Great Lakes	Central Ohio	Lauren Kozak	
02/08/21	Southeast	Georgia	Mary Kilpatrick	
02/10/21	Southwest	Dallas Fort Worth	Alex Aldridge	coworker
02/10/21	Southeast	Georgia	Chad Reed	work
02/10/21	Mid Atlantic	Chesapeake	Shaun Lynch	supervisor
02/10/21	Mid Atlantic	Old Dominion	Mary Gimenez	
02/11/21	Mid Atlantic	Potomac	Joseph Fisher	Online
02/11/21	Northeast	Albany	Dave Brogan	colleagues
02/15/21	Great Lakes	Northwest Ohio	Talha Mohammed	work
02/15/21	Southwest	Phoenix	Brandon Roby	family member
02/15/21	Mid Atlantic	South Carolina (not chartered)	Chris Ulmer	member
02/16/21	Southeast	Middle Tennessee	Eric Bachman	member
02/16/21	Southeast	Central Florida	Alexandra Cook	coworkers
02/18/21	Mid Atlantic	South Carolina (not chartered)	Fred Barnes	member
02/22/21	Northeast	Clearfield	Paul Gresco	Father is a member
02/24/21	Mid Atlantic	North Central West Virginia	Gloria Mwebaza	Friend
02/24/21	Mid Atlantic	Chesapeake	Christopher Mink	previous member
02/24/21	Great Lakes	Lake Erie	Devang Raval	
02/25/21	Mid Atlantic	Chesapeake	Wahid Hassan	
02/25/21	Mid Atlantic	South Carolina (not chartered)	Justin Lyles	
02/25/21	Northeast	Albany	Joseph Skymba	Scanner Magazine
02/25/21	Mid Atlantic	Chesapeake	David Blankenship	Attended events
	February Total: 29			
03/01/21	Northeast	Harrisburg	Saravanan Gurupackiam	
03/01/21	Southwest	Dallas Fort Worth	Mohamed Beheiry	
03/01/21	Northeast	Pittsburgh	Austin Lucas	Employer
03/01/21	Southeast	Georgia	Giang Nguyen	
03/01/21	Mid Atlantic	Chesapeake	Alexander Tanman	Employer
03/05/21	Southwest	Central Texas (not chartered)	Kim Cimarolli	Employer
03/05/21	Mid Atlantic	Chesapeake	Victoria Hamsher	Nimish Desai
03/09/21	Northeast	Harrisburg	Prabin Bhattari	University email
03/09/21	Northeast	Harrisburg	Mitchell Kleist	Coworkers/Relatives
03/09/21	Mid Atlantic	Potomac	David Bernard	Previous member
03/09/21	Mid Atlantic	Carolina Triangle	Robert Berryhill	
03/11/21	Northeast	North Central New Jersey Section	Patrick Willever	University of New Jersey
03/16/21	Mid Atlantic	Potomac	Raj Paradkar	Transportation Community
03/22/21	Mid Atlantic	South Carolina (not chartered)	Tom Rock	Scott Carney/Chris Jordan
03/22/21	Mid Atlantic	South Carolina (not chartered)	Petrina Rock	Linked In
03/29/21	Mid Atlantic	North Central West Virginia	Bijoy K. Halder	
03/30/21	Mid Atlantic	Chesapeake	James Thomas	ASHE website
	March Total: 17			

Website Requests Not Membership Related
January 2021-March 2021

1/13/2021	Ragan Smith Company requesting W9 form	Vickie Siemer	Forwarded to Frank O'Hare
1/21/2021	Seminole Precast Manufacturing	Ruth Guadagnino	Forwarded request for information to Central Florida
1/22/2021	Virginia Dept of Transportation	Cheryl Jackson Darden	Tom and Nancy Morisi had meeting with Cheryl, then forwarded information to sections in her area
1/27/2021	Family geneology project concerning Robert Donovan	Julie Matylewicz	Forwarded info request to the East Penn Section
2/4/2021	Mott MacDonald needed list of members from their company	Jessica Rios	Forwarded Mott Macdonald employee list
2/4/2021	Mott MacDonald sent info of employees no longer employed	Jessica Rios	Updated database records
3/5/2021	Contech Engineered Solutions	Kim Cimarolli	Asked if membership can be transferred from a part time employee to a different full time employee-forwarded to National Secretary
3/16/2021	State of CT DAS Talent Solutions	Faith MacDonald	Asking to post employment opportunitites on the website
3/22/2021	SurvTech Soulutions	Katelynn Dodd	Requesting W-9 forwarded to Frank O'Hare
3/31/2021	Michael Baker International	Jacqueline Parker	How to register her supervisor forwarded info to Northeast Florida/also gave info on website

Section	Invoice	Drops	Deduction for Drops	New Members	Addition for New	New Total	Check Amount	Check Received	Credit	Remarks
Albany	\$1,980.00	16	\$320.00	0	\$0.00	\$1,660.00	\$1,660.00	10/10/2020	\$0.00	Paid-ck#649 Completed 10/13/2020
Altoona	\$3,860.00	7	\$140.00	0	\$0.00	\$3,720.00	\$3,620.00	9/25/2020	\$0.00	Paid-ck#100030 Completed 9/29/20 (used \$100 credit from 2019)
Blue Ridge	\$1,480.00	16	\$320.00	1	\$45.00	\$1,205.00	\$1,325.50	8/17/2020	\$0.00	Paid-Ck#1289 Completed 11/17/2020 Paid late fee of 10%
Bluegrass	\$1,380.00	2	\$40.00	15	\$675.00	\$2,015.00	\$2,015.00	9/28/2020	\$0.00	Paid-ck#1028 Completed 10/20/2020
Carolina Piedmont	\$1,660.00	7	\$140.00	1	\$45.00	\$1,565.00	\$1,565.00	10/1/2020	\$0.00	Paid-ck#1003 Completed 1/14/2021
Carolina Triangle	\$5,240.00	42	\$840.00	0	\$0.00	\$4,400.00	\$4,400.00	10/20/2020	\$0.00	Extension until 10/31/2020 board approved Paid Ck#412 reconciled
Central Dacotah	\$1,754.50	16	\$320.00	8	\$360.00	\$1,794.50	\$1,798.50	10/9/2020	\$0.00	Paid-ck#1178 (Completed 10/20/2020)
Central Florida	\$2,020.00	19	\$380.00	7	\$315.00	\$1,955.00	\$1,955.00	10/5/2020	\$0.00	Paid-ck#1102 Completed 10/20/2020
Central New York	\$980.00	0	\$0.00	0	\$0.00	\$1,078.00	\$1,078.00	1/20/2021	\$0.00	Paid late fee ck#1155 1/5/2021 Paid balance ck#1154 1/20/21
Central Ohio	\$3,565.00	4	\$80.00	9	\$405.00	\$3,890.00	\$3,890.00	10/6/2020	\$0.00	Paid-ck#752559-Completed 10/29/2020
Chesapeake	\$6,235.00	45	\$900.00	18	\$810.00	\$6,145.00	\$6,145.00	10/1/2020	\$0.00	Paid- ck#1600 Completed 11/3/2020
Clearfield	\$3,800.00	13	\$260.00	1	\$45.00	\$3,585.00	\$3,585.00	10/1/2020	\$0.00	Paid-ck#2020 Completed 10/6/2020
Cuyahoga Valley	\$2,335.00	17	\$340.00	0	\$0.00	\$1,995.00	\$1,995.00	10/1/2020	\$0.00	Paid-ck# 1385 Completed 10/2/2020
Dallas Fort Worth	\$760.00	20	\$400.00	0	\$0.00	\$360.00	\$360.00	11/16/2020	\$0.00	Paid-ck 1064 Completed 11/16/2020
Delaware Valley	\$7,520.00	46	\$920.00	11	\$495.00	\$7,095.00	\$7,320.00	10/1/2020	\$125.00	Paid-ck#1773 Completed 10/13/2020 (2 students/2 existing overpaid \$125.00
Derby City	\$1,720.00	0	\$0.00	0	\$0.00	\$1,720.00	\$1,720.00	9/14/2020	\$0.00	Paid-ck# 206 Completed 9/16/2020
East Penn	\$2,490.00	27	\$540.00	14	\$630.00	\$2,580.00	\$2,785.00	10/5/2020	\$30.00	Paid- ck#472 New member apps sent, credit of \$30.00 carries over to 2021
First State	\$3,560.00	23	\$460.00	0	\$0.00	\$3,100.00	\$3,060.00	10/1/2020	\$0.00	Paid- ck#2426-paid in full
Franklin	\$2,560.00	1	\$20.00	0	\$0.00	\$2,540.00	\$2,540.00	10/1/2020	\$0.00	Paid-ck#319 Past president pin mailed- Completed 10/8/2020
Georgia	\$11,480.00	124	\$2,480.00	0	\$0.00	\$9,000.00	\$9,000.00	10/1/2020	\$0.00	Paid- ck# 5246 Completed 10/15/2020
Greater Hampton Roads	\$1,840.00	14	\$280.00	3	\$135.00	\$1,695.00	\$1,695.00	10/5/2020	\$0.00	Paid in full ck#1173 Completed 10/27/2020
Harrisburg	\$8,560.00	0	\$0.00	0	\$0.00	\$8,560.00	\$8,560.00	9/25/2020	\$0.00	Paid - ck#4115 Completed 9/28/2020
Houston	\$1,480.00	29	\$580.00	46	\$2,070.00	\$2,970.00	\$2,970.00	10/6/2020	\$0.00	Paid-ck#1064 Completed 10/6/2020 Reconciled
Lake Erie	\$3,775.00	10	\$200.00	12	\$540.00	\$4,115.00	\$4,155.00	9/28/2020	\$0.00	Paid-ck#7026 (12 new /2 existing \$4155.00 correct) Complete 9/29/2020
Long Island	\$1,474.00	0	\$0.00	0	\$0.00	\$1,474.00	\$1,474.00	3/31/2021	\$0.00	Paid-ck#1107 rec 3/30/2021 includes late fee
Mid-Allegheny	\$2,695.00	0	\$0.00	0	\$0.00	\$2,695.00	\$2,695.00	8/17/2020	\$0.00	Paid- ck#200 Completed 8/18/2020
Middle Tennessee	\$6,160.00	20	\$400.00	16	\$720.00	\$6,480.00	\$6,640.00	10/1/2020	\$0.00	Paid-credit refund issued 3/23/2021
New York Metro	\$3,440.00	64	\$1,280.00	26	\$1,170.00	\$3,330.00	\$3,663.00	1/9/2020	\$0.00	Received email 12/18/20 Ck#2475 received 1/9/2021 paid in full with late fee
North Central New Jersey	\$2,955.00	27	\$540.00	16	\$720.00	\$3,135.00	\$3,135.00	9/25/2020	\$0.00	paid- ck#1532 Completed 9/28/2020
North Central WV	\$1,040.00	0	\$0.00	0	\$0.00	\$1,040.00	\$1,040.00	9/16/2020	\$0.00	paid- ck#779 Completed 9/17/2020
North East Penn	\$2,565.00	0	\$0.00	0	\$0.00	\$2,565.00	\$2,821.50	2/17/2021	\$0.00	paid-ck#1590 late fee paid-completed
Northeast Florida	\$3,480.00	0	\$0.00	0	\$0.00	\$3,480.00	\$3,480.00	8/19/2020	\$0.00	Paid - ck#2261 Completed 8/19/2020
Northwest Ohio	\$1,085.00	2	\$40.00	4	\$180.00	\$1,225.00	\$1,347.50	10/26/2020	\$0.00	Paid 10% late fee-ck#1225 Completed
Old Dominion	\$1,780.00	8	\$160.00	3	\$135.00	\$1,755.00	\$1,755.00	10/1/2020	\$0.00	Paid - ck 645 Completed 10/6/2020
Phoenix	\$3,900.00	25	\$500.00	0	\$0.00	\$3,400.00	\$2,680.00	10/1/2020	\$0.00	Direct payment received Complete 11/5/2020 membership reconciled
Pittsburgh	\$10,820.00	29	\$580.00	4	\$180.00	\$10,420.00	\$10,420.00	10/1/2020	\$0.00	Paid-ck#7036 Completed 11/2/2020
Potomac	\$3,780.00	0	\$0.00	0	\$0.00	\$3,780.00	\$3,780.00	9/25/2020	\$0.00	Paid-ck#1742 Completed 9/28/2020
South Florida	\$200.00	0	\$0.00	0	\$0.00	\$220.00	\$220.00	1/20/2021	\$0.00	Paid-ck#0101 late fee included Completed 1/20/2021
Southern New Jersey	\$3,440.00	2	\$40.00	7	\$315.00	\$3,715.00	\$3,715.00	9/28/2020	\$0.00	Paid- ck#1980 Completed 9/30/2020
Southwest Penn	\$5,540.00	10	\$200.00	10	\$450.00	\$5,790.00	\$5,790.00	12/8/2020	\$0.00	Paid-ck#1494 10/1/2020 & ck#1495
Tampa Bay	\$1,060.00	0	\$0.00	4	\$180.00	\$1,240.00	\$1,254.00	12/28/2020	\$0.00	Paid-ck#1578 Completed
Triko Valley	\$3,620.00	15	\$300.00	9	\$405.00	\$3,725.00	\$3,725.00	10/1/2020	\$0.00	Paid-ck#2324 Paid underpayment \$180.00 12-21-2020
Williamsport	\$1,520.00	2	\$40.00	2	\$40.00	\$1,520.00	\$1,570.00	10/1/2020	\$50.00	Paid-Ck1036 Overpayment \$50.00 2 existing members Completed 10/8/2020
	\$142,588.50	702		247		\$139,731.50	\$140,402.00		\$205.00	



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.

Date: 4/14/2021

Report Period: 2021 Q1 – January 2021 – March 2021

Committee Members

Jim Shea, Co-Chair

Tim Matthews

Leigh Lilla

Mike Hurtt

Kathryn Power

Stan Harris

Scott Jordan

Amanda Schumacher

David Greenwood

Jason Hewatt

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Meetings held since the previous Quarterly Report:

- Zoom meeting was held on 3/17/2021.
- Attendance - Jim Shea, Leigh Lilla, Stan Harris, Scott Jordan, Dave Greenwood, Tim Matthews, Mike Hurtt, Jason Hewatt.

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

- N/A

Discussions to be brought before the board:

- N/A

Activities:

- Jim Shea is the new co-chair for this committee and the 3/17/2021 meeting was the first meeting hosted by him. It was used to touch base with the existing committee, determine who wanted to continue on the committee and who should be added. The meeting also provided Jim with a history of the committee including accomplishments and upcoming goals.

- National Board to evaluate national committees to determine which committees function best at the national level and which committees could operate better at the Region Level. National is open to transitioning responsibility to the Region if it makes sense. National Board members will be completing a questionnaire regarding this topic.
- Improving and increasing the responsibilities of the region will facilitate additional participation from the sections. Currently the regions are primarily viewed as part of the communication chain (reporting mechanism) and not responsible for the execution of ASHE initiatives. More meaningful assignments will lead to more participation.

Ongoing Business:

- Over the next quarter the committee will engage members from each region board for a discussion and to seek active participation from the Regions on this committee.
- Over the next quarter committee will work to identify appropriate assignments of committees.

New Business:

- No new business this quarter

Budget update:

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



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: 4/16/2021

Report Period: January 2021 to April 2021

Committee Members

E-Mail

Leigh Lilla, Chair

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Stan Harris

Ashenationalsecretary@ashe.pro

Frank O'Hare

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Roger Carriker

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Donna McQuade

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Michael Bywaletz

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Richard Meehan

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Meetings held since the previous Quarterly Report

4/14/21

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

Resolved:

Discussions to be brought before the board

N/A

Activities

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".

Completed:

1. Tim Matthews, Frank O'Hare and Leigh Lilla have a meeting scheduled 4/14/21 to prepare the 2021-2022 budget. This group will report back to the Board to review and approve the budget for the upcoming year

Ongoing Business

Discussion to be had from COVID on upcoming year budget upon completion of assessment process.

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



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

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cleggett@ncdot.gov
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Date: 4/12/21

Report Period: Spring '21

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. To circulate spreadsheet populated with latest section/regional bylaws currently on record.

Activities:

New Regional Template developed using Mid-Atlantic Bylaws as go-by. Posted to website (Thank you Nancy). Uploading latest bylaws for SJ Section and Houston Section bylaws to the Cloud. Made recommendation to revise using new section template.

Completed review of NE Region Bylaws; Provided personal conduct policy insert and checked compatibility against new regional template.

Working on completing spreadsheet template to circulate to sections/regions via Board members. Populating with breakdown by section/region of what we have on file/on cloud.

Budget update

1. **2020 - 2021 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.

Date: 4/9/21

Report Period: Jan - April

Committee Members

Robert Prophet, chair

Leigh Lilla

Tom Morisi

Nancy Morisi

John Derr

Kevin Duris

Kirsten Bowen

Greg Dutton

James Barr

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Meetings held since the previous Quarterly Report

3/15/2021 – Greg Dutton, Kirsten Bowen, Nancy Morisi, Tom Morisi, John Derr, James Barr, Leigh Lilla and Rob Prophet

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

Resolved: N/A

Discussions to be brought before the board

The overall membership is down by 294 members. This drop is consistent with previous years and does not appear to be related to COVID-19 issues.

Per the last national board meeting, the membership committee was to review those sections that may require attention based on the membership numbers / status of their assessments. Based on the membership numbers, the committee recommends a check in with the DFW section (down to 18 members). Additionally, South Florida is not responding to the follow up emails regarding their assessment status.

Activities – Nancy Morisi continues to engage the email membership inquiries and works with the section representatives to ensure those inquiries are being followed up with.

Completed: N/A this period

Ongoing Business

1. Electronic database / application – Tom and Nancy reported they were on the technology call, it appears to be a big undertaking to get to electronic database due to all of the membership levels that some sections have. A lot of information would need to be received from the sections in order to prepare an RFP for this effort. Status?
2. After the renewal period is over, use the assessment spreadsheet as a section health check and check on those sections whose numbers are getting low / those that report 0 drops and 0 adds over the years.

New Business

1. Develop a Best Practices Guide for sharing information between sections regarding ways to increase membership.
 - a. Potential strategies for increased DOT participation:
 - i. Membership Committee to work with Amanda Schumacher to create marketing brochures to be sent to the Regions. The Regions can then distribute to the various DOT District Leadership.
 - ii. National, Regional and Section leadership to setup meetings with District DOT Leadership to discuss benefits of ASHE. Need to provide personal interaction which will require travel.
 - iii. Membership drive where initiation fees are reduced or eliminated for DOT staff. Need to make sure that this is not a violation of local state requirements with respect to receipt of gifts.
 - iv. Consider blanket membership enrollment for all state employees similar to what was done by Tennessee prior to ASHE convention. See attached e-mail.
 - v. It was noted that in many states, the dinner meetings are not near the DOT offices. Consider moving some or all of the dinner meetings closer to DOT offices to reduce their travel time (consultants will follow along if DOT staff are there).
 - vi. Many DOT staff end their day well before dinner meetings. Consider changing to breakfast or lunch meetings to align closer with DOT staff schedules.
 - vii. Encourage DOT staff to be on the Section Boards.
 - b. Potential strategies for increased contractor participation:
 - i. Allow contractors to showcase their projects. This could be during dinner meetings/technical sessions or through field walks. Could invite local college students or younger members to attend.
 - ii. Possibly discuss projects that are still in the design development stage so the contractors can get information on upcoming projects. Would need to bet OK of client/DOT.
 - iii. Encourage contractors and design consultants to meet in areas where Design Build projects are common.

- c. Potential strategies for general membership:
 - i. Hold “members only” events. This could include technical sessions to get .pdhs or meetings where certain high value speakers are presenting.
 - ii. Simplify the process of registering and getting signed in during dinner meetings. Make the process as simple as possible.
 - iii. Encourage younger member attendance by creating younger member forums that meet at restaurants, bars, etc. Possibly align with ASCE YMF.
 - iv. Do not allow too much time between events. Identify potential speakers during the summer prior to the season. Send out “save the date” e-mails.

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**



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:4/8/21

Report Period: Spring 2021

Nikki Parris, Chair

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Mike Hurtt

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Jerry Pitzer

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Shirley Stuttler

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Brad Winkler

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Roger Carriker, Board Liaison

Roger.Carriker@wsp.com

Jim Shea

JShea@trcsolutions.com

Meetings held since the previous Quarterly Report

1. Date – 1/19/21 Members in attendance – 11 (includes conference chairs)
2. Date – 2/16/21 Members in attendance – 15 (includes conference chairs)
3. Date – 3/16/21 Members in attendance – 13 (includes conference chairs)
4. Date – 3/19/21 – 2021 meeting with National Board members doing business meetings in virtual conference

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

Discussions to be brought before the board – None

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

2020 – Carolina Triangle was awarded 2024 so any items regarding 2020 will be noted there on future reports.

2021 – This conference will be fully virtual now – May 25-27. Registration is open and they are soliciting sponsors to help pay for incidentals as well as the platform they are using – REMO. Call for papers was very successful and have selected 18 presentations which will be a part of virtual conference. Schedule for the conference can be found here - <http://2021conference.ashe.pro/documents/virtual-skeleton-agenda-2021.pdf>. As of right now there are 53 folks registered and 17 various sponsors. Registration costs are as follows: ASHE Member (any section) - \$50; Nonmember - \$100; Government/Student - \$35. Even though the conference will be virtual there will still be a program book which will be created as a pdf. The National President's meeting is being held as a separate (by invitation only) meeting which is being

organized by Mike Hurtt. The Region/Section Officer's meeting will also be a separate meeting organized by Tom Morisi. Both of these meetings DO NOT require registration to the conference. A dry run of some of the business meetings will be scheduled in late April/early May.

2022 – Contract for hotel has been finalized. Golf course has been selected - Golf Club of Dublin and 2022 is reviewing contract. They have developed the website and starting to populate with generic information. In addition they are starting to work on contracts with the pipe&drape folks, audio& visual and registration company. Initial budget has been reviewed by the NCC and they have provided an updated budget which available upon request. They are also working with the hotel on meal pricing and trying to determine the best avenue for breakfast (vouchers vs. provided meal). They have also selected a venue for the Friday night event and working on contracts – Columbus Zoo. They are working with 2021 on promotional video which will air on the last day of 2021 conference.

2023 – Contract for hotel has been finalized. EIN has been established and bank account has been opened. Logo has been approved by PR committee (and is available upon request). They held a kick off meeting in December and plan to start meeting regularly.

2024 – This has been awarded to Carolina Triangle Section (Raleigh, NC). Diamond Sponsors have agreed to allow 2020 to push their sponsorship towards 2024. For auditing purposes, the 2020 EIN will be closed out at the end of the FY and a new EIN will be established for 2024. Checking accounts will be updated once the new EIN is established. 2024 held a kick off meeting in February and almost all of the 2020 committee chairs have decided to stay on for 2024 conference. They are working on a logo contest to help brand the new conference.

Status of committee activities

Guidelines up-to-date – These have been updated and just need to be updated on National Website

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

Budget update

1. **2020 - 2021 Budget:** \$800 for travel for NCC
2. **Spent – List items and \$ spent this quarter**
 - a. \$0
3. **Current Budget Balance:** \$502.54 (remaining for this year)
4. **List any Non-Budget Items that should be considered – N/A**



NATIONAL CONFERENCE REPORTS – April 6, 2021

2021 ASHE CONFERENCE

Delaware Valley, East Penn & North East Penn

John Caperilla, Todd Rousenberger & Richard Cochrane Co-Chairs

Virtual Conference

New or updated items in bold

- Received TIN (Tax number) in conjunction with National Treasurer Frank O'Hare
- Bank account established, with seed money from the three sections and National
- Shirts have been purchased and sent to National Board members. No more shirts will be purchased.
- **Our Call for Papers netted about 51 proposals. We have selected 18 presentations and we are coordinating with those presenters to establish specific times for each presentation. We have three tracks - Planning & Design; Innovation; Construction. Our complete program is posted on the conference web site.**
- We requested and received our deposit back from Mt. Airy golf course.
- We requested our deposit to be returned for our Saturday entertainment. **The booking agent has responded that we should get our deposit returned, but we have no specific time frame.**
- We are in the process of sending notices to our sponsors which have already sent money about our situation. They will be offered a refund, a forwarding of the sponsorship to 2025, or the opportunity to sponsor 2021.
- We have selected REMO as the conference virtual platform. We have received good reviews, and the two New Jersey sections are successfully using REMO for monthly meetings with a virtual happy hour. There will be no exhibitors.
- Final dates have been selected for a virtual conference - May 25 - 27, 2021. This will be a two-and-one-half-day conference over a three day period, with National business, technical sessions, and networking opportunities.
- **Registration is now open.**
- **We have confirmed one Keynote sponsor and one "inside cover" program book advertiser. We have fifteen sponsors in four categories with five additional pledged, and nine program book advertisers. We have 53 individuals registered.**
- **We have solicited standard program book information from National.**
- **National participants will be asked to participate in "dry run" sessions as we move forward in our planning.**



National Conference Report - 2022 ASHE CONFERENCE

4/6/2021 (2nd Quarter)

Central Ohio Section

Date: May 12-15th, 2022

Emily Preston & Aaron Call Co-Chairs

Activities to Note Since last Report:

- The Renaissance hotel in downtown Columbus was confirmed and approved as the venue for the conference. The contract has been signed.
- Committee Chairs have established contact with all committee members and have been meeting with them regularly.
- Updated Preliminary Conference Agenda
- Finalized Conference Logo and them (on national website)
- Committees have all developed their own critical action plan and are updated their proposed budgets
- Generated list of potential sponsors, exhibitors and program advertisers. Creating sponsorship level document and sponsorship request letter
- Updated Preliminary Conference Budget
- Set up 2022 Website.
- Started lists of potential guest and entertainment options.
- Started list of potential attendee gift options.
- Moved our conference file storage to a OneDrive account based on feedback received from committees
- Developed exhibit hall layout options for selected venue
- Received quotes from printers for programs
- Obtained 2 promotional videos for the Conference from Experience Columbus
- Golf Outing course was selected. It will be at the Golf Club of Dublin on Thursday May 12th.
- 2022 Website is up.
- **Incorporated National Conference Committee budget comments, and are updating the budget on an ongoing basis.**
- **Coordinating on the registration application, virtual PDH's and Mobile Program App.**
- **Developing contract with drape and curtain company**
- **Developing contract with audio/visual company.**
- **Developing meal options and costs at two different price points.**
- **Technical Session track ideas developed.**
- **Columbus Zoo selected as Friday Night Event Venue, working on contract details.**

Next Items to Note on the Horizon:

- Finalizing Promotional Video to be played at 2021 National Conference
- Looking into Opening Session and Past President Luncheon Speakers now
- Finalizing sponsorship/exhibitor/advertising levels letter

- Finalizing draft Registration levels letter
- Develop Technical Sessions Call for Papers to be submitted to Fall issue of SCANNER by July 15
- Continue to add content to the 2022 website
- Expand on list of potential sponsors.
- Expand on list of potential exhibitors.
- Expand on list of potential guest activities.
- Expand on list of potential entertainment and venue options for evening activities.
- Determine promotional items to be disbursed at local Conferences.



April 7, 2021

Nicole (Nikki) Parris, P.E.
ASHE National Conference Chair

RE: 2023 National Conference

Dear Ms. Parris,

On behalf of the 2023 ASHE National Conference Committee, we are submitting this monthly status report:

2023 Conference Comments (June 8-11, 2023, Atlanta, GA)

- Logo approved by National Public Relations Committee Chair on December 1, 2020.
- Contract with Waverly Hotel signed on December 4, 2020
- Second Committee Chair meeting planned for April.
- EIN is established and working with bank account has been opened.

Regards,

A handwritten signature in blue ink, appearing to read "K. Matthews".

Karyn Matthews, P.E.
2023 Conference Co-Chair

A handwritten signature in blue ink, appearing to read "S. Jordan".

Scott Jordan, P.E.
2023 Conference Co-Chair

ASHE 2024

National Conference Report – April 6, 2021 (1st Quarter) 2024 ASHE NATIONAL CONFERENCE

Venue: Raleigh Convention Center
Host Hotel: Marriott Downtown
Dates: June 5-9, 2024

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)

Subcommittees – Confirmed:

- Financial: Calvin Leggett
- Sponsorship/Exhibit: Brian Lusk
- Technical/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

ASHE 2020 Wrap-Up

- All bills have been paid and all deposit refunds have been received.
- There is currently \$38,378.74 in the ASHE 2020 Checking Account.
- In July 2021, the ASHE 2020 Checking Account will be closed, and the ASHE 2024 Checking Account will be opened with all monies transferred accordingly.
- \$5000 seed money was sent to ASHE 2021.
- ASHE Mid-Atlantic Region sent letter confirming their approval for ASHE 2020 to keep the \$8,000 Mid-Atlantic Region loan for the upcoming ASHE 2024 National Conference.

Activities & Accomplishments:

- Contracts for the Marriott and Raleigh Convention Center have been signed for ASHE 2024 which is scheduled June 5-9, 2024.
- ASHE 2024 Conference Co-Chairs met on 12/29/20 to discuss:
 - ASHE 2024 National Planning Committee Leadership changes, if any, and confirm the Subcommittee Chairs.
 - Plan for ASHE 2024 branding.
 - Schedule of major actions and meetings for 2021.
- Executive Committee met in 1/21 to discuss plans for ASHE 2024 branding and kickoff.
- 2024 National Conference Planning Committee held a kickoff meeting on 2/23/21. The following were the major actions:
 - Discussed lessons learned from ASHE 2020 planning efforts such as:
 - Brian Sponsorships – credit card processing regarding facilitating on-line payments and how the credit card processing works, much needed coordination between registration, sponsorship, golf.
 - Brian - PayPal is a good option.
 - Calvin - need to have a central file for any kind of sponsorship records (hard copies and electronic) Not able to track where the deposits meant.
 - Drew – need to use our SharePoint site to keep our records. We did not use the cloud site like we should have used for 2020.
 - Barbara – ExpoPass was not be user friendly for registration, financial, sponsorships, technical classes, guest activities. Lots of coordination is needed.
 - Drew – Terry and Drew will continue to work with NCC to see what other conferences are using for conference registrations.
 - Eva – SER forum is using SocioApp for registrations.
 - Tim – We don't know what the format is going to be, staging may be an issue, golf is an example where he had planned to have 70 people on a bus which may not be allowed. May need to have more money for more buses for an example. Shooting range may not be an option in 2024.
 - Drew – There may be better or new choices for outside events.
 - Josh – Planning for flexibility...flexible transportation provider. Should have gotten confirmed quotes from a flexible transportation provider.
 - Todd – Complete learning curve as we have not planned a conference before. How late people wait until they register is a surprise. Sponsorship pays for the event. Registration helps pay. Being able to manage the money and allocate properly. Need to change our plan on the promotion side using social media than we did previously. Use other webpages which promote conferences.
 - Nick – Integrating QuickBooks early in the process. Keep invoices, link bank account.
 - Drew – We cannot wait to the last minute just because we went through it with ASHE 2020.
- Decided to use SharePoint Site hosted by Charlie Flowe (KCI) instead of ASHE's cloud due to ease of storing information. Also, decided to use Teams site instead of emails as a means of enhancing communications.
- All Subcommittee Chairs were confirmed, and several vice chair vacancies were identified. Drew Joyner reached out to the Carolina Triangle Section Board and Membership to help fill those few vice chair vacancies.
- Implemented a Branding/Conference Logo Contest by offering a \$500 cash prize to winning individual, team, or firm who submits the selected logo.

- Identified key actions which are to be completed in 2021 as denoted in yellow below. Note, all green items have been completed.

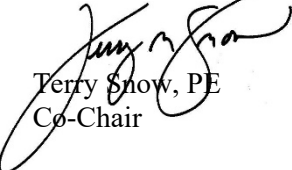
Take Action	Establish Due Date	Completed	Description	Committee Assigned Task	Responsible Chair(s)
3 YRS. OUT 2021	-	1/28/2021	Confirm Conference Chair & Co-Chairs	Carolina Triangle Section	Brian Lusk & Carolina Triangle Section BOD
	-	8/19/2020	Establish Dates of Conference	Steering Committee	Drew Joyner/Terry Snow
	-	2/23/2021	Conference Planning Committee Kickoff	Co-Chairs	Drew Joyner/Terry Snow
	-	8/19/2020	Sign Venue and Hotel Contracts	Facilities	Charlie Flowe
	-	via 2020	Request Advance Funds (\$8,000) from National	Co-Chairs	Drew Joyner/Terry Snow
	-	via 2020	Official Hotel/Venue Walk-through With National Board Representative	Facilities	Charlie Flowe
	-	via 2020	National Board Approval of Venue and Hotel Contracts	Facilities	Charlie Flowe
	-	8/19/2020	Sign Venue and Hotel Contracts	Facilities	Charlie Flowe
	3/31/2021	2/22/2021	Setup a Sharepoint Site	Secretary/Facilities	Charlie Flowe
	4/30/2021	2/23/2021	Confirm Conference Subcommittee Chairs	Co-Chairs	Drew Joyner/Terry Snow
	6/30/2021		Develop DRAFT Conference Budget	Finance	Calvin Leggett
	6/30/2021		Develop Theme and Logo	Co-Chair	Terry Snow
	7/31/2021		Establish Web Site, Domain Name, & Host	PR/Publicity	Todd King
	7/31/2021		Establish Conference Checking Account	Finance	Calvin Leggett
	8/31/2021		Develop a Sponsorship Strategy Plan	Sponsorship/Exhibit	Brian Lusk
	12/31/2021		Prepare Refined Budget with Input from Each Committee	Finance	Calvin Leggett

Major Actions for Q2 2021

- Develop Draft Conference Budget.
- Develop Branding Theme and Logo.
- Establish a conference web site, domain name, and host.
- Close ASHE 2020 checking account and open ASHE 2024 checking account.
- ASHE 2024 National Conference Planning Committee's next meeting is May 3, 2021, 12noon-2pm.

This concludes our 2021Q1 ASHE 2024 Report. If you have any questions, please feel free to contact me or Drew.

Respectfully submitted,


Terry Snow, PE
Co-Chair

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



COMMITTEE QUARTERLY REPORT

NEW SECTIONS COMMITTEE

Committee Members

Sam Mody, Chair

Brian O'Connor, Co-Chair

Jason Hewatt, Board Liaison

Kathy Johnson - Committee Member

Rhys Keller – Committee Member

Mark Kinnee - Committee Member

Ahmed Valdez, Committee Member

Thomas Ziegler – Committee Member

E-Mail

smody@keller-engineers.com

brian.oconnor@jacobs.com

JasonRHewatt@gmail.com

kathy.johnson@mbakerintl.com

rkeller@jmt.com

makinnee@urbanengineers.com

avaldez@akvce.com

TZiegler@columbia-engineering.com

Date 4/12/2021

Motions or Discussions to be brought before the National Board (April 16, 2021)

1. None

Activity held since the previous Quarterly Report (VIA Zoom)

1. 1/14, 2/4, 3/11, 4/1 New Sections Committee Teleconferences
2. Bi-weekly (1/12-Pres.) Central Texas Section Core Group calls
3. 1/12 Central Texas Section Virtual Meet and Greet
4. Bi-weekly (1/14-2/18) South Carolina Section Core Group calls
5. 1/28, 3/25 Tennessee Valley Section Board Meetings
6. 2/4 Circle City re-start call with Great Lakes Region
7. 2/5, 3/2, 3/18 Alabama Section Core Group calls
8. 2/25 South Carolina Section Virtual Meet and Greet
9. 3/6, 3/25 South Carolina Section Board Meetings
10. 3/25 Alabama Section Chartered (47 Members)
11. 4/1 Tennessee Valley Section Webinar
12. 4/6 Alabama Section Board Meeting

Established Meeting Dates already set before the next Quarterly Report

1. Date: Ongoing - Central Texas Section Bi-Weekly calls
2. Date: Ongoing - South Carolina Section Monthly Board Meetings
3. Date: Ongoing – Alabama Section Monthly Board Meetings
4. Date: 4/15 – Central Texas Section Meet and Greet

5. Date: 4/20 – South Carolina Section Virtual Chartering Ceremony
6. Date: 5/6, 6/3, 7/1 – Monthly New Section Committee Calls
7. Date: 6/8 – Tentative date for Central Texas Section Chartering Ceremony
8. Date: April – Circle City reactivation discussion call
9. Date: April/May – Develop New Initiative Strategic Plans for Denver, New Mexico, Hartford, Circle City, and Chicago.

Current activities started or underway to identify, promote and support the New Sections endeavors.
(Committee Liaisons listed for each)

Tennessee Valley (54 members) – President – Erin Woodson

- 3/25 – held Board Meeting.
- Completed their Section By-Laws and sent document to National for approval.
- Adjusting 2021-21022 budget/schedule as Covid rules allow.

Dallas-Fort Worth (16 members) – President – Hossein Hosseiny

- SW Region has requested assistance to revitalize this Section.
- Michael Knowles and Marcus Neubauer have offered hands on deck.
- Board is brainstorming meeting topics to develop program.
- Board is exploring ways of offering PDH/CEU opportunities.

Tier 1 Initiatives:

Alabama – President - Theresa Barksdale *(Brian and Jason)*

- ***Chartered 3/25/21 (47 members) – National was represented by Tim Matthews, Jason Hewatt, & Scott Jordan***
- EIN and bank account have been set up.
- Working on draft By-Laws and meeting/event schedule for upcoming year.

Central Texas – President – Tara Alexander *(Sam and Rhys)*

- ***Outdoor chartering ceremony tentatively scheduled on June 8, 2021.*** Date will possibly change if an outdoor venue cannot accommodate ceremony. SDM is planning to attend the ceremony and visit the two other Sections during the trip.
- Holding bi-weekly Core Group calls to advance Section towards chartering – Last 4/6
- Core Group of 12 individuals (4 officers, 3 directors and 1 committee chairperson) including:
- 38 completed membership applications have been received as of 4/1 (36 sent to National)
- Cloud access was granted for the 4 officers.
- Working on draft By-Laws and meeting/event schedule for upcoming year.
- Board is closely following COVID restrictions for conducting outdoor gatherings.

South Carolina – President – Scott Carney (*Brian, Kathy and Sam*)

- **Chartering ceremony is scheduled on April 20, 2021 (Virtual Platform)**
- Board Members represented ASHE at the SC Engineers' Day on Capitol Hill.
- Holding monthly Board Meetings to advance towards chartering – Last one on 3/25/21.
- Board of 12 individuals (6 officers, 3 directors, 3 committee chairs).
- EIN and bank account have been set up. Requesting initial seed money for future events
- 70 membership applications have been received.

Tier 2 Initiatives:

Denver, CO – Champion, Tyler Work (*Mark and Ahmed*)

- Tyler is still interested and will begin looking for Core Group members as in-person meetings become possible again.
- Developing a strategic plan for a path forward.

New Mexico – Champion, Manuel Maestas (*Tom and Ahmed*)

- Following up in April.

Tier 3 Initiatives:

Hartford, CT – Outreach by Erik Jarboe and Larry Murphy (*Sam and Mark*)

- Would like to discuss with the NE Region on their next call.
- Developing a strategic plan for a path forward.

Pacific Northwest – Champion, TBD (*Brian and Kathy*)

- NS Committee members will engage personal and industry contacts to determine if initiative has a champion to move forward.

Circle City – Potential Champion, Scott Sandstrom (*Kathy and Brian*)

- Scheduling a follow-up call in April and will include Great Lakes Region rep
- Developing a strategic plan for a path forward

Chicago – Champion, TBD (*Tom and Sam*)

- Developing a strategic plan for a path forward.
- Exploring the possibility of attending the 2021 MAASTO Conference in Chicago, IL between 8/30 and 9/1. Exhibit booths cost \$2,500 each.
- MAASTO consists of 10 States primarily in the Midwest including Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Ohio and Wisconsin.

Other Locations:

West Coast – Champion, TBD

- NS Committee has agreed to drop this Section for now.

Detroit – Champion, TBD

- Investigating a strategic plan for a path forward

Mississippi – Champion, TBD

- NS Committee has agreed to drop this Section for now.

Other activities:

1. Regional Initiatives – Would like to discuss Boston with the NE Region on their next call.
2. Cloud – provide access for all committee members; done.
3. 2021 SAASHTO Conference, Orlando, FL, 7/31 to 8/3 – discussions held by committee.
4. Tool Box of Available Materials – folder was added to the Cloud with sample documents.

Budget update

1. **2020 – 2021 Budget:** \$8,900.00.
2. **Current Budget Balance:**
 - a. \$7,550.60
3. **Spent – List items and \$ spent this quarter (\$0)**
 - a.
4. **List any Non-Budget Items that should be considered in the 2020 – 2021 budget:** None

Note: *Email this form in a Word format to Nancy Morisi nmorisi@ashe.pro.*



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 the appropriate guidelines. Administer the National Award Process.

Date: 04-16-2021

Report Period: Jan 2021 to April 2021

Committee Members

Michael Hurtt, Chair
Charlie Flowe
Larry Ridlen
Dave Greenwood
Tom Morisi

Email

mhurtt@chacompanies.com
charlie.flowe@kci.com
leridlen@comcast.net
greenwoodda@cdmsmith.com
tmorisi@ashe.pro

Meetings held since the previous Quarterly Report:

1. April 8, 2021: Committee meeting for final selection of ASHE National Awards.

Motions(s) to be brought before the National Board:

Motion to approve the following 2021 National Award nominations as recommended by the National Nominations Committee:

1. **Pearson Person of the Year:** Richard Cochrane, NE Region, East Penn Section
2. **Young Member of the Year:** Danielle DeMeza, SE Region, NE Florida Section
3. **Lifetime Achievement:** David Greenwood, Mid-Atlantic Region, Chesapeake Section
4. **Member of the Year:** No Selection

Discussions to be brought before the National Board:

Three candidates submitted for the Pearson Person of the Year:

1. Philip Mandato, NE Region, Delaware Valley Section
2. Dominic Yannuzzi, NE Region, NE Penn Section
3. Richard Cochrane, NE Region, East Penn Section

Two candidates submitted for the Young Member of the Year:

1. Gregory Barnes, Mid-Atlantic Region, Chesapeake Section
2. Danielle DeMeza, SE Region, NE Florida Section

Three candidates submitted for the Lifetime Achievement Award:

1. Drew Bitner, NE Region, Harrisburg Section
2. Larry Ridlen, SE Region, Middle Tennessee Section
3. David Greenwood, Mid-Atlantic Region, Chesapeake Section

(NOTE: With Larry Ridlen and David Greenwood as committee members, they were both recused from the selection process. Sam Mody and Greg Dutton volunteered to temporarily fill their positions on the Committee. The Committee thanks both Sam and Greg for their efforts.)

Only one candidate submitted for the Member of the Year:

1. Marco Avila, Mid-Atlantic Region, Chesapeake Section

(NOTE: The overarching criteria of the Member of the Year Award is the candidates "notable achievements with ASHE within the past year." Although Mr. Avila was the only candidate submitted this year, the Committee was of the strong opinion that there were very little notable achievements with ASHE in Mr. Avila's recent past. Mr. Avila was Section President ten years ago, and co-chair of the 2015 National Conference. Mr. Avila is a Section Director and serves on Section Committees, but any notable achievements in those roles was not illustrated. Mr. Avila has an impressive resume, serves on many industry organizations, and volunteers his time in many charitable endeavors. The Committee felt Mr. Avila's submission might have been better suited for the Pearson Award given Mr. Avila's involvement with the industry, but simply couldn't justify that external involvement with this prestigious internal ASHE award.)

Activities:

1. Multiple email discussions with the committee regarding the National Awards.
2. Selection of Lifetime Achievement Award.
3. Selection of Person of the Year, Young Member of the Year, and Member of the Year awards.

Budget Update:

1. 2020 – 2021 Budget: \$1000 Spent: \$0.00

-END-



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

Tim Matthews (Pres.)

E-Mail

stan.harris@stantec.com

Date: 3/11/21

Report Period: 1/9/21-4/9/21

Meetings held since the previous Quarterly Report

1. March 11, 2021 – Members present: Harris, Kinnee, Lilla, Hammond, Matthews

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

None

Discussions to be brought before the board

Results of Committee Survey, attached

Activities

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

Training sessions were held 10/19/20 and 10/27/20.

Planning will begin soon for 2021 sessions.

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

Status – History sub-committee, see sub-committee report

Status – Resource Center sub-committee, see sub-committee report

Survey committee chairmen and develop recommendation for which committees, if any, to be eliminated or consolidated.

Status – Survey distributed in March. See compiled results, attached. Responses were received from all committees/sub-committees except Constitution and Bylaws, Outreach, Professional Development and Student Chapter

Budget update

- 1. 2020 - 2021 Budget: \$6,500**
- 2. Spent – List items and \$ spent this quarter**
 - a. Project of Year and Director Travel, \$805.05**
- 3. Current Budget Balance: \$5,694.95**
- 4. List any Non-Budget Items that should be considered.**
 - a.**

OPERATIONS OVERSIGHT SURVEY SUMMARY

Committee Name	Purpose	Amt of members	Meetings	Necessary	Region	Accomplishments
Ad Hoc	Exposure Grant Revitalization	5	2-3 between 2019-2020	Yes/Completed	Yes	Reinstituted the National Grant Program
Budget/Audit	Financial Guidance	7	quarterly	Yes	No	Regularly reviews National Treasurer reports, bank statements etc.
Constitution Bylaws	No Response					
Membership	Monitor all aspects of membership	8	Monthly	Yes	Yes	Improved reconciliation of membership and Section follow-up with membership requests
National Conference	Oversee National Conference	6	Monthly	Yes	No	Continue updating of guidelines and working on updating action plan
New Sections	All aspects of creating a new section	7	Monthly	Yes	Yes	Chartered 3 New Sections, 1 Section re-start, 2 New sections pending
Nominating	Ensure slate of officers and administer awards	5	As needed	Yes	No	Annually solicits nominations for National Officers and Directors, as well as National Member awards, reviews and provides recommendations
Operations & Oversight	Monitor all ASHE operations	5	once every 2-3 months	Yes	No	Developed and presented training for new ASHE Officers
a)Resource Center	Maintain resource documents	3	As needed	Yes	No	This committee has kept the resource center up to date and insync with design.
b)Society History	Record all ASHE activities	5	As needed	Yes	No	Committee has reengaged to complete 60th Society history book
c)National Project	Promote accomplishments of transportation industry	4	Semi- annually	Yes	Yes	Project of the Year is in its 5th year. Over past 3 years participation has grown to full participation from each active Region
Outreach	No Response					
Professional Develop.	Develop, revise and oversee and audit a program for issuance of PDH's in ASHE's name	4 (7-10 would be ideal)	Busy times monthly	Yes	No	We have revised 2016 program to reflect our first years of experience, complied annual audits, analyses for the Board of Directors as well as answering questions from Sections
Public Relations	Promote ASHE	5	every 8-12 weeks	Yes	No	Monitor branding, publicize ASHE to transportation community, coordinate booth utilization and manage social media sites.
Scanner	Publish Scanner Magazine	6	Annually	Yes	No	Continued development and publication of the Ashe Scanner magazine
Strategic Plan	Implement and develop strategic plan	4	1-2 times per year	No	No	Sent out two surveys to monitor implementation of the strategic plan. Next year committee will lead the development of a new 3 year plan
Student Chapter	Support an environment that encourages active involvement between Sections and Students	8	Monthly	Yes	No	Revised Best Practices guide for student chapters. Three National Level Student Chapter Conferences. A virtual gathering of students & professionals. Answered dozens of questions from students and professionals about ASHE
Technology	Facilitate ASHE technology	4+	Meet by email unless there is a special project	Yes	No	Redeveloped the National website, maintained the website, maintained the Cloud, assisted Sections with their websites, provide recommendations to the board on videoconferencing and assisted committees with online surveys.

ASHE OVERSITE & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
<i>Ad Hoc – Exposure Grant Program Revitalization</i> . Committee was created in January 2019
2. What do you see as the purpose of the committee?
The update the Exposure Grant program files (guidelines, fund request form, and issuance letter and reinstitute the program that had not existed since 2016-7.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
There were five (5) members of the committee (R Carriker-Chair, L Lilla, F O’Hare, M Hurtt, and F Bronzo)
4. How frequently does your committee meet?
We met 2-3 times in late 2019 to early/mid 2020. We developed a recommendation to the National Board for 2020 and failed to finalize the “paperwork” needed to reinstitute the program in 2019-2020. We did so in late 2020/January 2021 and funds were distributed to the 5 Regions in January 2021
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Now that the Exposure Grant Program has been reinstituted, the National Outreach Committee will be responsible for managing it (because the funds are in their budget area). The funds will be issued to the Regions by the National Treasurer and they will administer the distribution of the funds to the Sections in their region and report back to National each year on how the funds are utilized. The updated files have been posted on the National Website: http://ashe.pro/resource-center/documents/ so the committee has fulfilled its purpose
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
This committee’s purpose has been fulfilled so it is no longer needed. The funds are issued to the Regions and they will administer their distribution as identified in the guidelines. The committee chair recommended this committee be “closed” at the 1/22/2021 Board meeting until such time that the National Board deems it may be needed in the future
7. What has your committee accomplished over the last 3 years?
We reinstituted the National Exposure Grant program in early 2021. We are done.

4/06/2021

File = 6-Ad Hoc Exposure Funds
R Carriker

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Budget / Audit
2. What do you see as the purpose of the 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.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
7 – just right
4. How frequently does your committee meet?
Once / qtr
5. Do you feel this committee is needed for ASHE to fulfill its mission?
yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No.
7. What has your committee accomplished over the last 3 years?
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"

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Membership Committee
2. What do you see as the purpose of the committee?
Monitor membership and membership data for ways to increase membership and improve retention. Ensure database meets needs of society. Work with student chapter to assure retention of student members.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
8 – seems just right
4. How frequently does your committee meet?
Membership committee has been taken over by Rob Prophet as Chair. Committee is opting for monthly meetings at this time.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes, committee is necessary on a national level.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
Regional might be able to supplement nationally on some of the initiatives, e.g. increasing DOT members, contractor members – these initiatives might be better served by more local liaisons
7. What has your committee accomplished over the last 3 years?
Thanks largely to the addition of Nancy Morisi to the Board, reconciliation of section member databases has improved greatly, increased tracking and follow up from ASHE member inquiries from the ASHE website, monitoring the health of sections based on the numbers. One item that was on the radar but that has not come to fruition is the electronic database / application. Based on Tom and Nancy's coordination with the technology committee, putting together an RFP see if this could be accomplished was a big undertaking due to all of the membership levels that sections have – they're not the same across the board and vary greatly by section

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
National Conference Committee
2. What do you see as the purpose of the committee?
Oversee National Conferences
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
5-6 – most of which were previous chairs of event so very knowledgeable. I think this is fine
4. How frequently does your committee meet?
Monthly – typically take off during summer
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No – this needs to be a National Committee
7. What has your committee accomplished over the last 3 years?
Continued updating of guidelines, working through COVID with conferences, working on updating action plan

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
ASHE National New Sections Committee
2. What do you see as the purpose of the committee?
<ul style="list-style-type: none">• To assist and champion the growth efforts of ASHE across the nation.• Provide technical support and resources for fledgling sections.• Work to establish leads in emerging States for ASHE sections.• Create and maintain list of contacts in target areas.• Communicate with champions in target areas.• Assist and direct champions in target areas.• Report updates and status to ASHE Board.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
This committee of volunteers is comprised of two co-chairs, a National Board Liaison and 5 committee members. Unfortunately, the lion share of the work has been handled by the co-chairs. Further engagement and accountability needs to be assumed by the committee members to continue moving the needle.
4. How frequently does your committee meet?
Monthly – 1 st Thursday
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
We have discussed in the past of each Region forming a New Sections Committee for them to grow in their geographic footprint. We are currently working with the Great Lakes and Northeast Regions to provide guidance in their growth endeavors. The startup of the Tennessee Valley Section is a success story where the Middle Tennessee Section took the lead and the New Sections Committee helped them steer the ship to chartering. In addition, a champion stepped forward from the Mid-Atlantic Region and assisted our committee with the South Carolina Section startup.
7. What has your committee accomplished over the last 3 years?
New Section Startups: <ol style="list-style-type: none">1. Dallas Fort Worth – chartered 6/2015; re-start in 2018-20192. Houston Section – chartered 20182. Tennessee Valley (Chattanooga) Section – chartered 4/20203. Alabama Section – chartered 3/20214. South Carolina Section – charter date: 4/20215. Central Texas Section – charter date 6/2021

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
National Nominations Committee
2. What do you see as the purpose of the 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 the appropriate guidelines. Administer the award Process.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Five. This number is adequate.
4. How frequently does your committee meet?
As needed, generally in the first quarter of the calendar year, to review nominations and make recommendations on nominations to the National Board
5. Do you feel this committee is needed for ASHE to fulfill its mission?
It is an essential committee
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No, although we receive direct input from the Regions regarding nominations, the selection process must stay with the National Committee to remain impartial.
7. What has your committee accomplished over the last 3 years?
Each year, this committee solicits nominations for National Officers and Directors, as well as the yearly National Member Awards, reviews those nominations, and provides National with the committee's recommendations.

ASHE OVERSITE & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Operations and Oversight Committee
2. What do you see as the purpose of the 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 and Regions when needed or as directed by the National Board. Encourage director travel and monitor travel costs. Provide training for new officers.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Five. This is a good number but we need to get a rep from the Southwest Region
4. How frequently does your committee meet?
Once every 2 or 3 months
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No, part of our mission is to oversee the Regions
7. What has your committee accomplished over the last 3 years?
Developed and presented training for new ASHE officers

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Resource Center sub-committee
2. What do you see as the purpose of the committee?
<i>Maintain the Resource Center documents, as requested by the appropriate committee. Recommend and coordinate changes to documents as needed.</i>
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Three – just right
4. How frequently does your committee meet?
As needed. With only three people, it is easy to communicate without meetings.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No
7. What has your committee accomplished over the last 3 years?
This committee has kept the resource center up-to-date and in sync with the website redesign. Most, if not all, documents are up-to-date as of March 1, 2021.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Society History Committee
2. What do you see as the purpose of the committee?
<i>Record all ASHE Section, Region and National activities for posterity.</i>
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Five – just right
4. How frequently does your committee meet?
As needed
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No
7. What has your committee accomplished over the last 3 years?
This committee has just been re-engaged to complete the 60 th society history book. We have met once and will continue to meet and to work until the book is completed by the end of 2021.

ASHE OVERSITE & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Project of the Year
2. What do you see as the purpose of the committee?
Promoting the accomplishments of the transportation industry and the importance of maintaining and developing a safe and reliable transportation system.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
4 national committee members. A committee size of 4 is adequate.
4. How frequently does your committee meet?
Semi-annually with email correspondence and other meetings as needed.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes. This committee supports all of the key items in ASHE's mission statement: ✓ Provides a forum for <u>fellowship</u> . ✓ Provides an opportunity for members and non-members (e.g. casual browsers of ASHE Nationals Website) to <u>learn</u> about projects that demonstrate <u>innovation</u> to deliver <u>safe, efficient, and sustainable transportation systems</u>
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
Yes, and Regional Project of the Year committees exist in most if not all regions.
7. What has your committee accomplished over the last 3 years?
The National Project of the Year committee is still relatively new. The National Project of the Year program is in its fifth year. Over the past three years participation in the program has grown to full participation from each active Region.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Professional Development
2. What do you see as the purpose of the committee?
Primarily, develop, revise, oversee, and audit a program for the issuance of PDHs using ASHE's name and/or logo.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Four. Approximately 7-10 <u>active</u> members would perhaps be ideal. But more people on the roster that don't actively participate is neither useful or welcome.
4. How frequently does your committee meet?
Depends upon time of year – at our busiest, monthly.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
If we wish to be a provider of continuing education, yes.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No
7. What has your committee accomplished over the last 3 years?
We have revised the 2016 program to reflect our first years of experience and compiled annual audits and analyses for the Board of Directors, as well as fielding dozens of questions from Sections about the program and best practices.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
PR Committee
2. What do you see as the purpose of the committee?
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.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
5 – I feel this is a good number
4. How frequently does your committee meet?
Every 8-12 weeks
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No - but a designated contact at each Region would be good

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
National Scanner Committee
2. What do you see as the purpose of the committee?
To actively request, review and publish articles from our sections in the scanner magazine a minimum of 4 times per year.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
6 (including me). This is just right, no change needed.
4. How frequently does your committee meet?
Committee has not had a chance to meet, all communication and articles are reviewed via email. Once the pandemic is over I would like to get the committee together at least once a year for a face to face meeting.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes, this committee provides a magazine that allows membership an opportunity to learn of significant projects the members have completed and also brings sponsor revenue to support ASHE national.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No, this is a national publication, all articles are requested at the regional level and the Regional requests them from the sections.
7. What has your committee accomplished over the last 3 years?
Continued development and publication of the ASHE scanner magazine.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Strategic Planning
2. What do you see as the purpose of the committee?
Monitor the implementation of the strategic plan and lead the development of a new plan every three years.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Four. May need a couple more to develop a new plan.
4. How frequently does your committee meet?
Once or twice a year.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
If the board feels it is necessary to have a formal strategic plan that is updated periodically (currently every three years), then yes. Personally, I don't feel one is needed. At both the section and region level where I am the treasurer, we don't have a strategic plan and I feel we function well. Every year the president, working with the board, sets goals and objectives for the year. Again, this is just my personal view.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No. this has to be done at the national level.
7. What has your committee accomplished over the last 3 years?

Sent out two surveys to monitor the implementation of the strategic plan. Next year, the committee will lead the development of a new 3 year plan.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Student Chapters
2. What do you see as the purpose of the committee?
Support and environment that encourages active involvement between Sections and students with interest in the field.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
Eight. This is about right, but the committee is open to additional members who are actually interested in engaging. I have no interest as Chair in chasing around any more ghost members.
4. How frequently does your committee meet?
Monthly.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes – students are tomorrow’s engineering leaders and if we don’t engage with them now, we will only see those graduates that find us by default rather than the most enthusiastic, engaged, creative ones.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
No
7. What has your committee accomplished over the last 3 years?

Three national level student chapter conferences, two of them in person, one virtual. A virtual gathering of students and professionals. Revised the Best Practices guide for student chapters. Fielded dozens of questions from students and professionals about involvement with ASHE.

ASHE OVERSIGHT & OPERATIONS COMMITTEE SURVEY

The ASHE Oversight & Operations Committee is conducting a survey of the ASHE National Committees to help assess the continued need/viability of each. Please respond to the following questions to the best of your ability.

1. Name of Committee:
Technology Committee
2. What do you see as the purpose of the committee?
Facilitate the Board and other Committees through technology. This includes updates to the website, providing access to documents in the Cloud, developing online surveys, and recommendations for platforms such as video-conferencing.
3. How many people are actively engaged in committee activities? Is this number just about right, too few or too many?
There are four people actively engaged, but we add ad-hoc subcommittees as needed for larger projects such as the database update.
4. How frequently does your committee meet?
Except for meetings for special projects, much of the business is conducted via email.
5. Do you feel this committee is needed for ASHE to fulfill its mission?
Yes, because it provides services for the Board and all committees to use.
6. If you feel this committee is needed, do you feel its purpose could be better filled by a committee at the Region level?
I feel that this should remain a National Level committee. However, I can see the need for regional representation when we transition to an updated database for sections to update and maintain memberships. Ideally these representatives would be able to handle questions from their sections.
7. What has your committee accomplished over the last 3 years?
We have redeveloped the National website, maintained the website, maintained the Cloud, assisted sections with their websites, provided recommendations to Board on videoconferencing, and assisted committees with online surveys.



COMMITTEE STATUS REPORT

RESOURCE CENTER SUBCOMMITTEE

Maintain the Resource Center documents, as requested by the appropriate committee. Recommend and coordinate changes to documents as needed

Committee Members

Richard Cochrane, Chair

Tom Morisi

Nancy Morisi

Stan Harris

(Operations & Oversight)

E-Mail

RCochrane@McTish.com

ASHENationalSecretary@ashe.pro

NMorisi@ashe.pro

stan.harris@stantec.com

Date: April 9, 2021

Reporting Period: Q1, 2021

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

Committee chairs should review their respective documents periodically for needed updates.

Outdated documents -

- D15 National Conference Generic Action Plan (2013)
- D30 Partnership Guidelines (2014)
- F9 Region-Section Grant Fund (2016)

Activities

Updated *scanner* advertising forms added to Resource Center at the request of the *scanner* editor

Replaced D17 (Section "generic" bylaws) with updated version and added D17E, an editable version.

Budget update

1. 2019-2020 Budget: \$0,000
2. Spent – List items and \$ spent this quarter
 - a. None - and none expected.



COMMITTEE STATUS REPORT

SOCIETY HISTORY SUB-COMMITTEE

Record all ASHE Section, Region and National activities for posterity.

Committee Members

Richard Cochrane, Chair
Sandy Ivory
Stephen Lester
Scott Jordan
Charlie Flowe

E-Mail

RCochrane@ashe.pro
sandyivory@yahoo.com
stevelester24@gmail.com
sjordan@seengineering.com
cflowe@ashe.pro

Date: 2021-04-09

Report Period: Q1, 2021

Stan Harris
(Operations & Oversight)

stan.harris@stantec.com

Meetings held since the previous Quarterly Report

1. None

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

1. None

Discussions to be brought before the board

1. The contract with TNT Graphics is still in force.
2. Since the 60th Anniversary was in 2018 (three years ago,) there is a thought to wait until the next major milestone, 75th anniversary, to prepare a formal history. Alternatively, we could switch to a 65th anniversary book (2023), in which case, the committee would need to ask the sections for another update. Other than the likely need for an entirely new committee in 2033, the committee has no objection to waiting. The committee could continue to keep accumulating historical data so the 2033 effort could proceed without losing valuable history. In any event, the committee recommends either a limited printing run or print on demand for a paper copy.

Status of action items

1. **Budget update**
 1. 2020 - 2021 Budget: \$0.00
 2. Spent – List items and \$0 spent this quarter
 3. Current Budget Balance: \$0.00
 4. List any Non-Budget Items that should be considered. - See above



COMMITTEE QUARTERLY REPORT

NATIONAL PROJECT AWARD SUBCOMMITTEE

Committee Members

Joe Rikk - Chair
Bob Hochevar
Jerry Pitzer
Scott Jordan
Stan Harris – (Board Liaison)

Date

4/12/2021

Quarterly Report Period

Spring - April

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Activities completed during this quarter included:
 - a. Solicited judges for the 2021 NPA evaluation.
 - b. Completed judging of the NPA entries.
2. Activities planned for the next quarter include:
 - a. With the cancellation of the 2021 in-person National Conference, need to finalize the presentation of awards to 2020 winners.
 - b. Notify winners and honorable mentions (Early April).
 - c. Coordinate participation at the 2021 National Conference with the winners.
 - d. Request each winning team to provide a brief slide presentation for use at the 2021 National Conference awards presentation.

Established Meeting Dates already set before the next Quarterly Report

1. There are no scheduled meetings at this time.
Date: [Click here to enter a date.](#) Time: TBD

2019 – 2020 Goals with Action Taken to meet those goals

Goal #1 *Develop National Project of the Year "Program" Guidelines (i.e. Instruction Manual)*

Progress or Pending Actions:

- a. Committee Member Pitzer volunteered to prepare draft manual
- b. Committee Member Rikk to provide various documents to Pitzer to be used as "samples" Pending

Goal #2 *Identify Improvements to NPA program*

Progress or Pending Actions:

- a. Identified additional improvements during preparation for 2021 NPoY Award Program

Stretch Goal *Develop independent award program (i.e. separate from the Luncheon honoring Past Presidents)*

Progress or Pending Actions: None

Budget update:

1. 2019 – 2020 Expenditures (Retained in this report since the 2020 NPA is still open):

Approved Budget		\$2,500.00
Expenses	Date of Expense	
Award purchase		
Conference Attendance		
Expenses Total		
Balance		\$2,500.00

2020 – 2021 Expenditures

Approved Budget		\$2,500.00
Expenses	Date of Expense	
Award purchase		
Conference Attendance		
Expenses Total		
Balance		\$2,500.00

2. List any Non-Budget Items that should be considered in the 2021 – 2022 budget: None



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: April 14,th 2021

Bronzo, Chair

Fbronzo@envdesigngroup.com

Report Period:

Lilla

llilla@nelson-construction.com

4th QTR 2020-2021

Moody

smody@keller-engineers.com

Schumacher

arc.schumacher@gmail.com

Fortuna

DawnMarie.Fortuna@gmail.com

O'Connor

Brian.OConnor@tylin.com

SUB Committee (Partnership)

SMPS Representative - Fortuna

NACE Representative – VACANT

IECA Representative – Jeff DeAngelo JDeAngelo@benesch.com

ASCET Representative – Jeanette Morenski JMorenski@teci.com

Meetings held since the previous Quarterly Report: None

Motions: None

Discussions to be brought before the board:

Activities involving coordination. Exposure Grant Funding distribution.

NACE, Outreach, New sections- Find a new champion for the NACE on the Partnership Committee

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

1. **2020 - 2021 Budget:** \$2,000.00 Partnership
 2020-2021 Budget \$6,000.00 exposure
2. **Spent –**
3. **Current Budget Balance: \$8,000.00**
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: April 9, 2021

Report Period: January –March 2021

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

Meetings held since the previous Periodic Report:

1. None

Planned Meetings:

1. Date: 05/06/2021 Noon Zoom Meeting

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. Pursuant to the November 23, 2020 approval by the Board of Directors, the Committee's revised Professional Development Certification Program has been published to the ASHE website.
2. 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 2020 began early January 2021 with a notice from Nancy Morisi to all Regions and Sections with a request that all Sections report no later than February 5, 2021.
 - b. The table below summarizes the results of the first five 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	CY 2019	CY 2020 *
Total Sections	41	43	43	43	44
Reporting		38	34	33	24
Reporting PDHs	16	29	27	27	20
Reporting No PDHs	2	9	7	6	4
Conference Reporting PDHs			2	1	0
Sections Not Reporting	23	5	9	10	20
Total PDHs Reported	4,700	10,765	11,265	10,483	5,569
Value (estimated at \$50/PDH)	\$ 235,000	\$ 538,250	\$ 563,250	\$ 524,150	\$ 278,450
*Current 04/09/2021					\$ 2,139,100

3. Develop and maintain policy documents to provide guidance to Sections with respect to professional development:
 - a. With four 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.
 - b. 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.
 - i. 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.

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.
5. 2020-2021 Budget Requested of National: \$300.00 (Florida Board of Professional Engineers registration due in April 2021)



COMMITTEE STATUS REPORT PUBLIC RELATIONS COMMITTEE

Committee Members

E-Mail

Date: 4/13/21

Report Period: April 2021

Amanda Schumacher, Chair	aschumacher@borton-lawson.com
Jennifer Hendricks – SAI	jhendricks@SAIengr.com
Kathy Johnson – Baker	Kathy.Johnson@mbakerintl.com
Jason Hewatt	jasonrhewatt@gmail.com
Jen Newman – Elevate Marketing Advisors	Jen@elevatemarketingadvisors.com
Melissa Boyles – Stacy Witbeck Contractors	mboyles@stacywitbeck.com
Donato Di Zuzio (Board Liaison)	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. Planning last week of April

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

Resolved:

Discussions to be brought before the board:

- Add PR to Regional Calls

Activities (cumulative report):

a. ASHE Booth

- None

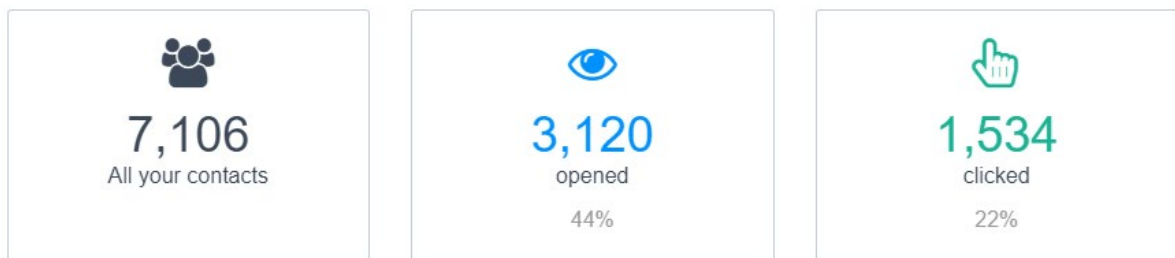
b. Logo & Message

i. ENR ads

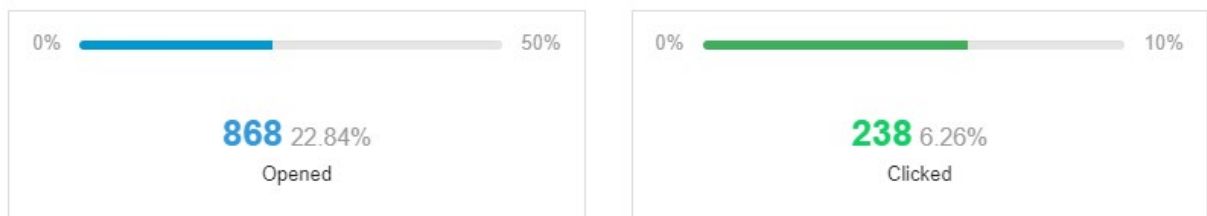
- \$1,150 – 2 runs of bottom banner on national newsletter
- ¼ page regional ad - \$1,785 (1 region)
 - California
 - Midatlantic
 - Midwest
 - Mountain states
 - New York
 - New England
 - Northwest
 - Southeast

- Southwest
 - Texas & Louisiana
- ii. Roads and Bridges ads
- Researching ad pricing for newsletters – on first glance, could range from \$1,800 to \$3,600 – contact is Ryan Hanson
- iii. Webinar Series Stats
- New series for 2021 is going well – around 50-100 registrants per session
- iv. PR Action items:
- Powerpoints
 - Branding Guidelines
 - Organizational Chart
 - Why Join ASHE Brochure
 - Year in Review – waiting on PDH totals
 - Section anniversaries certs (Northeast Florida, Carolina Piedmont, Northwest Ohio, North Central West Virginia, southern NJ, Pittsburgh, Harrisburg, Clearfield)

c. Campaigns: SendinBlue
Overall



Spring Scanner:



PROMOTE! Coffee, Cocktails & Conversation

February Attendees: Over 100 – great discussion!

Next one: April 29th 4pm (35 registered already)

Coffee Cocktails & conversation
with **ASHE's** President

Join fellow ASHE nationwide members in conversation with ASHE National President, Tim Matthews, PE!

Join us for this live series! Conversation, discussion, and questions are encouraged!

NEXT SESSION: April 29, 2021 4pm EST
COST: FREE!

***Registration is required - details sent prior to event**

- d. Section/Region Coordination
 - i. PR committee member to join regional calls
 - Northeast has been attended so far – looking to get on other regional calls
 - ii. Goal is to schedule meetings with National to introduce Sections to National level
- e. Committee Collaboration
 - i. Membership committee – membership email list sent to multibriefs to be update list
- f. Social Media Campaign
 - i. Continuous momentum with more local Section/activities sharing
 - ii. Social media report (+ = increase from May 2019)
 - LinkedIn: 867 followers
 - a. + 643 followers
 - Twitter: 197 followers
 - a. +72 followers
 - Facebook: 140 likes | 163 follows
 - a. +64 likes
 - b. +90 follows
 - Instagram: 50 followers
 - a. +50 followers

Facebook Insights

[See All](#)

Last 28 days : Mar 17 - Apr 13 ▼

People Reached

161

▲148%

Post Engagements

45

▲150%

Page Likes

4

▲100%

LinkedIn

Visitor demographics ⓘ

Time range: Mar 29, 2021 - Apr 12, 2021 ▼

Data for: Job function ▼

Top job functions

	Visitors	% of Visitors
Media and Communication	13	30.23%
Operations	5	11.63%
Program and Project Management	5	11.63%
Administrative	4	9.3%
Community and Social Services	4	9.3%
Engineering	4	9.3%
Business Development	3	6.98%
Sales	2	4.65%
Accounting	1	2.33%
Education	1	2.33%

- g. National Conferences
 - i. Poconos 2021
 - Promoting social media sites & conference move to virtual & 2025
 - Registration is open – bi-weekly reminders on social media – periodic on sendinblue
 - ii. Columbus 2022
 - Logo approved
 - iii. Georgia 2023
 - Logo approved
- h. Multi-Briefs – ASHE Inside lane, contract renews in April
 - i. Article review happening consistently (weekly)

Budget update

- 1. 2020-2021 Budget: \$6,700**
- 2. Spent – List items and \$ spent this quarter**
 - a. \$56.17 – adobe creative suite jan**
 - b. \$56.17 – adobe creative suite feb**
 - c. \$56.17 – adobe creative suite mar**
 - d. \$39 – sendinblue jan**
 - e. \$39 – sendinblue feb**
 - f. \$39 – sendinblue mar**
- 3. Current Budget Balance: \$5,843.47**
- 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: Spring 2021

Committee Members:

Anis Shaikh, Chair
Tammy Farrel, Editor
Don Dizuzio
Sandra Ivory
Kathryn Power
Levi Littler

E-Mail:

ashaikha@gmail.com
tntsince87@comcast.net
DDizuzio@tandmassociates.com
sandyivory@yahoo.com
kathrynpower@live.com
levi.littler@woodplc.com

Date:

04/09/2021

Meetings held since the previous Quarterly Report:

1. None, all communication is handled via email.

Discussions to be brought before the board:

1. No discussion to bring forward.

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

1. No new motions to bring forward.

Status of activities:

1. Sponsorship income has been transferred over to ASHE National, Scanner editor continues to reach out to firms to increase advertiser revenue.
2. Developed the 2021 Winter Edition
3. Received the following articles and inserts for Spring 2021 scanner:
 - President's Message
 - As the Wheel Turns
 - 2021 ASHE National Conference
 - ASHE 2019 Project of the Year under \$5M (SmartLane: A shoulder to Drive on)
 - ASHE 2019 Project of the Year over \$5M (Enhancing Accessibility with Olentangy Trail/Bethel Road Connector)
 - ASHE 2020 Transportation Improvement Project of the Year Under \$5M: Replacement of the Historic Weisenberger Mill Bridge
 - Upgrade of White Horse Circle reduces Crashes, Eases Traffic Flow
 - Tennessee's I-440 Improvements Smooth the Way to a better Ride
 - Well on the Road to More Safety for Virginia's I-66

Budget update:

1. 2020 - 2021 Budget: Increases by \$11,500 for a new total = **\$37,500.00**
2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2020	5108	06/12/20	\$ 12,329.29
	Spec. Ed. 2020	5115	08/12/20	\$ 2,243.00
	Fall 2020	5121	09/25/20	\$ 5493.04
	Winter 2021	5134	01/14/21	\$ 5532.79
	Spring 2021	5141	04/01/21	\$ 5,004.30

Printed Expenses: \$ 25,598.12

Electronic	Summer 2020	5109	06/12/20	\$ 250.60
	Spec. Ed. 2020	N/A	Combined, see above	
	Fall 2020	N/A	Combined, see above	
	Winter 2021	N/A	Combined, see above	
	Spring 2021			

Digital Expenses: \$ 250.60

Committee	Scanner			
Travel				

Committee Expenses: \$

National	Exhibit Booth			
Conference	Hotel			
	Promotional			

Committee Expenses: \$

Total Invoices: \$ 30,853.02

3. Sponsorship Income is directly sent to and tracked by ASHE National.
4. Current net Budget Balance: **\$6,646.98**
5. List any Non-Budget Items that should be considered.
 - a. N/A



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: March 3, 2021

Committee Members

E-Mail

Phone:

Gerald J Pitzer, Chair

jerry1368@yahoo.com

Kathryn Power (Pittsburgh)

kpower@pa.gov

412-608-2662

Mark Kinnee (Delaware Valley)

makinnee@urbanengineers.com

215-284-3124

Dick Cochran

rcochrane@ashe.pro

????

Scott Kroper (Northeast Florida)

scott.kroper@rsandh.com

????

Meetings held since the previous Quarterly Report:

1. None
- 2.

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

Nine

Discussions to be brought before the board:

1. Thoughts on developing the next three year strategic plan.

Activities:

Made a final effort to contact the regions and sections who have not responded to the survey. Received 15 additional responses. Currently working on updating the data and finalizing the report of the findings.

The survey can be accessed by using the following link:

<http://ashe.pro/ashe-strategic-plan-survey/>

Budget update:

- 1 . 2020 - 2021 Budget: \$500
- 2 . Spent – List items and \$ spent this quarter
 - a. \$0
- 3 . Current Budget Balance: \$500
- 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: April 9, 2021

Report Period: January –March 2021

Matheu Carter, Chair	matheu@udel.edu
Roger Carriker, National Board Liaison	Roger.Carriker@wsp.com
Frank Bronzo	fbronzo@envdesigngroup.com
Kathryn Fink	kpower@pa.gov
Erin Collins	ecollins@wallacemontgomery.com
Eugene Cipriani	eugene.cipriani@aecom.com
John Caperilla	capengowls@msn.com
Aaron Muck	Aaron.Muck@terracon.com
Carrie Strehle	cstrehle@promatechinc.com
Richard Grubb	rgrubb@rgaincorporated.com

Meetings held since the previous Periodic Report:

1. Date: 01/14/2021 Members in Attendance – Strehle, Muck, Fink, Grubb, Caperilla, Carter
2. Date: 02/11/2021 Members in Attendance – Muck, Fink, Caperilla, Cipriani, Grubb, Carriker, Carter
3. Date: 03/11/2021 Members in Attendance – Muck, Caperilla, Fink, Grubb, Cipriani, Carriker, Carter
4. Date: 04/08/2021 Members in Attendance – Muck, Fink, Caperilla, Cipriani, Carter

Planned Meetings:

1. Date: 05/13/2021 Noon Zoom Meeting
2. Date: 06/10/2021 Noon Zoom Meeting

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

Resolved: None at this time.

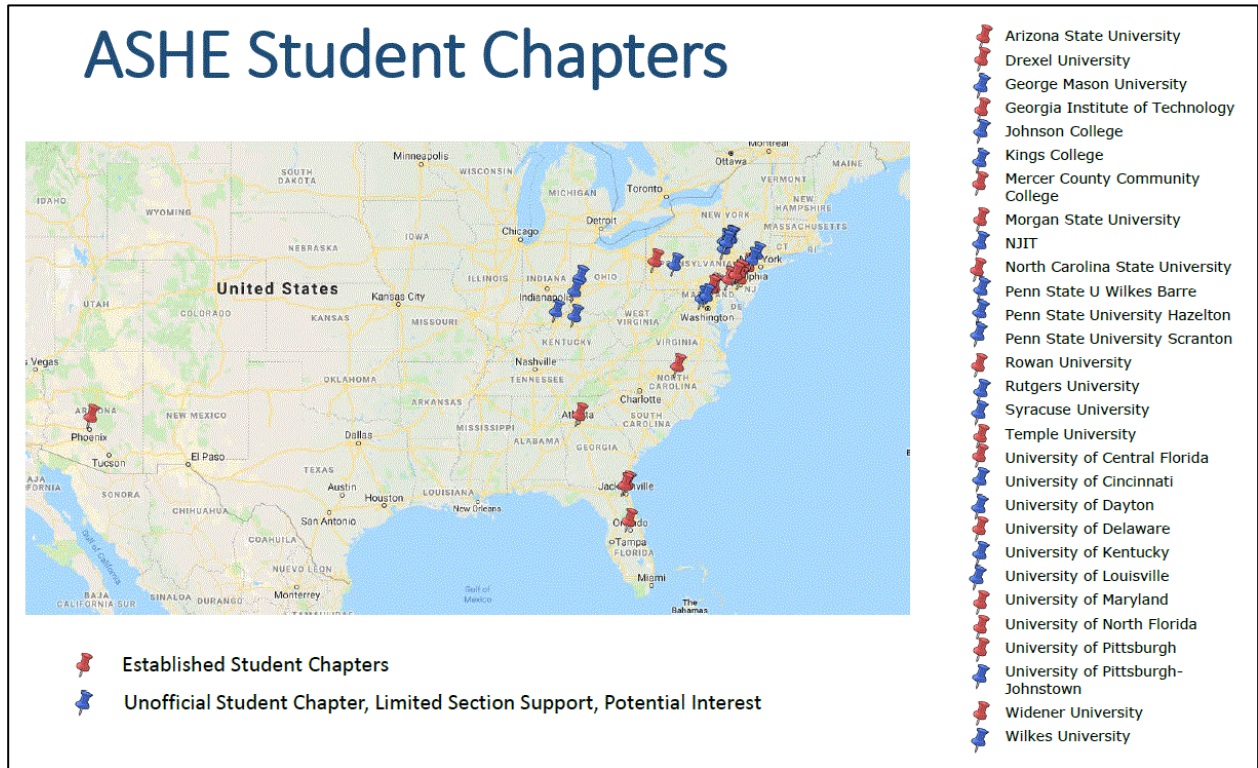
Discussions to be brought before the National Board:

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.

- e. The Committee initiated a new survey of Sections December 14, 2020, with results to be reported



in Spring 2021. Nancy Morisi circulated the information request to Region Secretaries for distribution to the Sections.

2. Student Chapter Conference:

- a. 2017: 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. 2018: The Widener University (southwest of Philadelphia) 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. 2019: The third annual conference was held October 12, 2019 at Mercer County Community College (east of Trenton, NJ). 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.

- d. 2020: The fourth annual conference was held September 25, 2020 as a virtual event hosted by the student chapter at Mercer County Community College. Registrations included 142, with students from 16 colleges and universities and professionals from eleven Sections. Of course, attendance was less than that. Recorded attendance was 81 participants including 51 students representing Mercer County Community College, Rowan University, The College of New Jersey, University of Delaware, Morgan State University, and Florida State University (six institutions). Registered by not attending were students from NC State University, University of Maryland College Park, Arizona State University, Drexel University, University of Central Florida, University of Kentucky, University of North Florida, and Widener University. Thirty professionals were in attendance, including a majority of the Student Chapter Committee members. The student leadership at Mercer County Community College did an excellent job with support from their Advisor, Dr. James Maccariella, and the Committee. The conference was a mix of great technical sessions and was very enjoyable. A summary of registrations is attached and the recording can be found at <https://youtu.be/DPxLWIZcmBY>.
 - e. 2021: The Committee has accepted Rowan University's student chapter proposal to hold an in-person student chapter conference spring 2021. This conference has been cancelled due to non-responsiveness of Rowan students.
 - f. 2021: A virtual panel presentation was jointly hosted by the Committee and the Delaware Valley Section's Young Members, with 33 students and professionals in attendance. More of these are planned for the fall, based on the success.
3. Track student membership, either within or outside existing database:
 - a. This information is part of the 2021 survey, underway at this time.
 - 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 – [D27A Student Chapter Guidelines](#). 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](#) in August 2019: 1) [Introduction to Student Chapters](#) (D27), and 2) Student Chapter Best Practices (D27a). The original student chapter guideline document was removed/replaced with the best practices document.
 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 within the Chesapeake Section.

Budget update:

1. 2019 - 2020 Budget: \$1,000 (\$1,000 for student chapter conference)
2. Spent – List items and \$ spent this quarter
 - a. \$0
3. Current 2019-2020 Budget Balance: \$791.72
4. List any Non-Budget Items that should be considered.
 - a. \$0
5. 2020-2021 Budget Requested of National: \$1,500 (Student Chapter Conference support)



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

Additional Ad Hoc Committee Participants

Tom Morisi

Nancy Morisi

Charlie Flowe

Shayaq Ahmed (Chesapeake)

Brian Kisner (First State)

Luke Sullivan (Middle Tennessee)

Khatereh Vaghefi (Potomac)

E-Mail

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rcochrane@mctish.com

jmorisi@jmserversolutions.com

ashenationalsecretary@ashe.pro

nmorisi@ashe.pro

Charlie.Flowe@kci.com

sahmed@brudis.com

bkisner@centuryeng.com

luke.sullivan@neel-schaffer.com

khatereh.vaghefi@gmail.com

Date: 4/9/21

Report Period:

Spring 2021

Meetings held since the previous Quarterly Report

1. 4/7/20 – Teams Call to Discuss Draft RFP

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

Motion to renew contract with JMSS for \$4840 from 6/1/21 to 5/31/22.

Discussions to be brought before the board

1. 2021/2022 JMSS Contract
2. Status of Member Portal RFP
3. Related to RFP: Discuss use of PayPal or other service will be required and how fees will be handled.

Status of action items:

Website/Hosting

- Ongoing maintenance performed by Dick Cochrane and Mindy Sanders. Recent updates include addition of several notices, information on the 2022 Conference, section contacts, Scanner links, Project of the Year Request Information. See attachment for more info.
- Send website requests to Mindy Sanders (mhsanders@pontengineering.com) copy Dick Cochrane (rconchrane@mctish.com)
- Assisted Central Texas Section to create subdomain (ctx.ashe.pro), install WordPress and a template, and establish Cloud credentials.

Cloud

- Continue to improve use and organization of ASHE Cloud – No specific issues known.
- Add users as requested – Up to date – 1 new workspace (Central Texas) and 8 new credentials were created since the last report.

Membership Database

- Ad Hoc Sub-Committee has formed to determine the scope of an RFP for a custom membership website
- Possible objectives:
 - 1) To provide an online membership application and renewal process and to improve the workflow between the Members, Sections, and National Board and eliminate manual applications and renewals *
 - 2) To provide an improved portal for members, sections, and the National Board to actively manage membership and make payments directly into the database*
 - 3) Create/manage/register section events
 - 4) Create/manage/register for sponsorships
 - 5) Section Board Discussion Board
 - 6) Conference Registration
 - 7) Others TBD(* *Primary Objective identified to date*)
- Most recent meeting held 4/7/21 to discuss draft RFP
 - Additional clarification needed for essential committee members to accept the proposed objectives/scope
 - Agreed to develop a mockup site based on Georgia's system that demonstrates the potential interaction between Sections and National. It is the intention that this site would be a point to present a draft during the Sections/Officers meeting at the upcoming virtual National Conference.
- Next Steps (in no particular order):
 - Determine unique accommodations that may be needed by sections and regions via survey
 - Prepare/Present a mock up of the site for committee members (and eventually sections) to visualize
 - Finalize RFP – *Draft RFP attached*
 - Determine a list of companies to directly send the RFP to
 - Advertise RFP
- Current Budget \$15k
- Schedule:
 - TBD

Microsoft Teams

- During the 1/22/21 Board Meeting, a Motion to switch Conference Calling Services from WebEx to Microsoft Teams Business Basic was approved by the Board.
 - Coordinated with Tom and Nancy to update Teams Software for Nancy's Microsoft 365 account

- Contact Nancy to add an event and she will provide Meeting Information including a Call in number

Survey

- Using free option available through WordPress plugin
- Survey created for Technology Committee to Sections Regarding the RFP

Other

- Web Banner ASHE IBC Co-Sponsor Agreement – Sample ad developed. On hold due to postponed conference.

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

- JM Services – Contract Renewal with Jacob Morisi Server Solutions – \$4840 (6/1/21 to 5/31/22)
 - Includes Hosting (Available to All Sections), Cloud, and Database Service and Maintenance
 - No change to total cost compared to 2020/2021 contract.
 - See Attached Proposed Contract and Summary of Changes

Budget update

1. 2020-2021 Budget: \$19,500
2. Spent
 - Previous Balance: \$17,060 (1/2020)
 - Items and \$ spent this quarter
 - a. Hosting through JMSS - \$1200
3. Current Budget Balance: \$15,860
4. List any Non-Budget Items that should be considered.
 - a. None Noted

Attachments:

1. Website Change Log 1/4/21 to 4/9/21
2. 2021/2022 JMSS Contract
3. Summary of Changes between 2020/2021 and 2021/2022 JMSS Contract
4. Draft RFP for Membership Portal

Web Change Log 1/4/21 to 4/9/21

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
63	Removed "Holiday Greeting" button	RNC	1/4/2021	RNC	1/4/2021
64	Update 2021 conference information	2021	1/6/2021	RNC	1/6/2021
65	Update National committee chairs	NMorisi	1/19/2021	RNC	1/19/2021
66	Replace Project of Year submission page	Joe Rikk	1/19/2021	RNC	1/19/2021
67	Archived webinar announcements	RNC	1/23/2021	RNC	1/23/2021
68	Posted 2021 webinar announcement with links	Amanda	1/26/2021	RNC	1/26/2021
69	Posted minutes from Oct and Dec board meetings	T Morisi	1/26/2021	RNC	1/26/2021
70	Posted 2021 Exposure grant program info	F Bronzo	1/26/2021	RNC	1/26/2021
71	Posted notice for Coffee & Cocktails	Amanda S	2/22/2021	RNC	2/23/2021
72	Replaced D17 and added D17E – word version	Nancy M	2/24/2021	RNC	2/24/2021
73	Updated <i>scanner</i> advertising form	Tammy F	3/23/2021	RNC	3/24/2021
74	Posted link for Spring scanner	Tammy F	3/29/2021	RNC	3/29/2021
75	Update Central Dakotah contact	N Morisi	4/5/2021	RNC	4/5/2021
76	Updated Avada Software – Obtained Purchase Key from Developer	M Sanders	4/8/2021	MHS	4/8/2021
77	Updated text on main page under "Our Organization" to reflect current number of sections and regions	M Sanders	4/9/2021	MHS	4/8/2021
63	Removed "Holiday Greeting" button	RNC	1/4/2021	RNC	1/4/2021
64	Update 2021 conference information	2021	1/6/2021	RNC	1/6/2021
65	Update National committee chairs	NMorisi	1/19/2021	RNC	1/19/2021
66	Replace Project of Year submission page	Joe Rikk	1/19/2021	RNC	1/19/2021
67	Archived webinar announcements	RNC	1/23/2021	RNC	1/23/2021

68	Posted 2021 webinar announcement with links	Amanda	1/26/2021	RNC	1/26/2021
69	Posted minutes from Oct and Dec board meetings	T Morisi	1/26/2021	RNC	1/26/2021
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74	Posted link for Spring scanner	Tammy F	3/29/2021	RNC	3/29/2021
75	Update Central Dakotah contact	N Morisi	4/5/2021	RNC	4/5/2021
76	Updated Avada Software – Obtained Purchase Key from Developer	M Sanders	4/8/2021	MHS	4/8/2021
77	Updated text on main page under “Our Organization” to reflect current number of sections and regions	M Sanders	4/9/2021	MHS	4/8/2021



J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

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

#202106-01P

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

P. 814-242-8410

Email: jmorisi@jmserversolutions.com

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, 2021.

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.

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 or resources are needed, they 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, Section and Conference websites. This definition is open for modification only when a separate agreement demands other data be hosted on this server.

Each of the above-mentioned 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 each of these sites shall be as follows:

10GB Storage

50GB 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. This is an unlimited support agreement, meaning there is no cap on the hours of support provided.

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 75GB.
- 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 Technology 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 \$1,950.00

Support - Database

ONE YEAR \$1,450.00

Support – ASHE Cloud

ONE YEAR \$500.00

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, 2021 to May 31, 2022.

Terms are Net30 from the date of invoice. All bills will be generated on or about the last day of the month for that months' 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 in partial or in full, before the agreement is over. Payment will be equal to the remaining outstanding balance of the portion or full contract whenever applicable. **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.

Service Level Agreement: 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 of a contract change request. Changing the contract may involve cost adjustments depending on the change and will require agreement between J.M. Server Solutions and the ASHE National Board. JMSS reserves the right to reject any change request.

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.

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: 202006-01.



J.M. SERVER SOLUTIONS
HOSTING AND WEB SERVICES

Proposal #202006-01P

**Client:**

American Society of Highway Engineers

Description

Contract number **202106-01** for the hosting and maintenance as described in proposal 202106-01P for the American Society of Highway Engineers.

Terms:

Hosting – ONE YEAR - \$1,950.00

Database Support – ONE YEAR - \$1,450.00

ASHE Cloud Support – ONE YEAR - \$500.00

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

Domain Renewal – ONE YEAR - \$40.00 (billed separately)

Payment terms are NET 30 from the date of the invoice. Interest of 1.5% per month may be charged on payments received past the due date.

Account will be billed monthly on or near the last day of the month for that months services, in the amount of **\$400.00 PER MONTH** with the domain renewal invoiced separately upon renewal. These invoices will be provided electronically to the ASHE Technology Chair and ASHE National Secretary.

The agreement will be in effect from June 1, 2021 to May 31, 2022, after which a new agreement will be presented. Should the client terminate this this contract in full or in partial, the Early Termination or Change clause (where appropriate) will become effective as stated in the proposal. All terms are referenced in Proposal 202106-01P attached herewith.

Authorized Signatures

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

Signature	Date
American Society of Highway Engineers	

Signature	Date
J.M. Server Solutions, LLC	



Summary of Changes
Proposal 202106-01P
American Society of Highway Engineers

Hosting

1. Increased storage cap from 5GB to 10GB
2. Increased bandwidth cap from 30GB to 50GB

Support – Database

1. Changed language in paragraph one to further clarify that the agreement is unlimited and not hours capped.

Support – Cloud

1. Changed storage cap from 50GB to 75GB
2. Changed POC from ASHE Cloud Committee to ASHE Technology Committee

Costs

1. JMSS realized a significant increase in costs associated with hosting. A portion of this increase has been reflected in the hosting portion of the contract. Adjusted costs from \$1,850 to \$1,950 per year.
2. Database support increased from \$1,350 to \$1,450 to reflect estimated support necessary for this contract term.
3. Cloud support decreased from \$700 to \$500 to reflect estimated support necessary for this contract term.

--- No other changes. ---

RFP TC-2101

for

ASHE National Membership Platform Redevelopment



AMERICAN SOCIETY OF HIGHWAY ENGINEERS

Company/Organization Mission

The mission of the American Society of Highway Engineers is to provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship.

About ASHE

The Society was incorporated in the Commonwealth of Pennsylvania in 1958 with the conception and inception of the first Chartered Section (Harrisburg Section) credited to a small group of dedicated engineers from the Pennsylvania Department of Highways, in association with a group of outstanding contractors, material suppliers, and consulting engineers in the Harrisburg area. Since then, ASHE has grown into an organization consisting of over 6,000 members, and over 45 operating sections in 5 regions throughout the U.S.

ASHE Structure

The backbone of ASHE is sections operating at the local level. Sections organize a variety of activities and events such as luncheons and seminars for technical sharing, and social and networking events. Each section is governed by a board of directors made up of local members. There are currently more than 45 operating sections.

At the national level, ASHE is operated by a board of directors. Numerous national committees also serve at the direction of the Board to deal with a variety of national issues. The board and committees meet four times per year.

Five ASHE regions, each with region representatives, serve as liaisons between the sections and national.

ASHE is continuously expanding through new sections and redefining the areas of the regions and the sections contained within them.

More information on ASHE's structure is available on our website:

<http://ashe.pro/organization/regions-sections/>

Project Description or Intent

The American Society of Highway Engineers (ASHE) requests proposals for the redevelopment of the membership portal of the organization's National website (www.ashe.pro). The organization currently maintains a membership portal that is currently limited to functions for updates to current member contact information (by the member and administrators) and limited reporting capabilities. This current system is a major improvement above the previous offline system and has served us well over the last several years. Our organization needs a more robust membership portal/database that also allows

members to renew their membership and make payments online. The new portal will also need to accept new membership applications.

In addition to these end-user goals, we wish for additional administrative capabilities that align with the workflow of ASHE's current membership administration where sections are responsible for obtaining membership renewals from their members annually and submitting the appropriate assessment to ASHE National. This current system requires sections to manage their members separately, using uncoordinated systems and methodologies. The new portal should allow sections to track their current membership using the same database used by National.

Project Description > Design

It is necessary for the new portal to incorporate our branding. The ASHE logo shall be prominently featured and the ASHE color palette (red, white, and blue) to be incorporated in a visually appealing manner. ASHE's Chair of the Public Relations Committee will oversee that the branding is properly incorporated. Branding details will be provided by ASHE to the selected designer.

The portal should be attractive and easy to navigate for visitors and have similar, if not identical branding as the National website. The current website is built upon the WordPress platform, using the Avada template.

Project Description > Functionality

At a minimum, it is necessary for the new portal to provide the following functions:

(Items denoted with * are functions that are available on the existing member site.)

Login Credentials

- Provide Login Access to all members *
- Provide a way for users to retrieve and update their login credentials *
- Easily allow administrators to assist with members if needed
- All passwords shall be encrypted when input into the database
- Allow a variety of levels to distinguish members, Section administrators, Regional administrators, and National administrators with a distinction between read only and read/write abilities within each level. The system shall allow multiple administrators within each Section, Region, and National distinctions.

[Note: There is not a hierarchy of administration Levels. All administrators of a Section will be members within that Section(s). However, Regional and National administrators are not necessarily also Section administrators, but it is possible for a member to have multiple administrative responsibilities.]

Payments

- Membership Application and Renewal fees vary by section and by category (Government, Student, Lifetime, etc.). These fees are subject to change. The site shall function to accommodate these variables and allow administrators to change them as needed.

- A portion of membership fees are then sent from Sections to National. This amount is variable based on fees assessed by National and by the Regions. The National fee is depended on whether the fee is for a new member, a renewing member, student members, and lifetime members. Regions determine a set fee per member. All assessment fees are subject to change. The site shall function to accommodate these and other variables and allow appropriate administrators to change them as needed.
- Payments from individual members shall flow directly to the Sections. Payments shall be allowed between Sections and National and between National and Regions. The site shall function to allow this.
- Allow online payments via a third-party processor (such as PayPal) that are automatically recorded in the database
- Allow non-PayPal type payments received to be manually recorded.

Members

- View Membership Status and Expiration
- Allow Members to Opt-in to the directory at the Section, Region, or National level. (is this desired?)
- View a Directory with Limited Contact Information of those who have opted-in to allow their contact information to be displayed within the Directory. (The default shall be not opted in.)
- View payment history and view amounts of dues/fees owed
- Make online payments via a third-party processor (such as PayPal) that are automatically recorded in the database
- Create invoices for checks/non-card payments for Members to send to Sections.
- Renew membership annually
- It should be noted that members may be members of multiple sections and must pay separate dues for each. The site shall accommodate
- Allow members to view membership status and make payments for fellow members from the same firm/organization within the same section. (Georgia does this and it helps membership renewals and payment collection. I'd recommend this, but do we want this to be an opt-in by section? Members who are retired and unemployed only)

Administrators – Sections Level

- Administrators at the Section level are also members themselves and will be allowed the same functions as members listed above *
- View/create reports on current membership roster with sorting and filtering abilities *
- Allow edits by of section member information within Section *
- View and download reports of current membership statistics within the section: number of current members, number of new applicants, number of paid/unpaid members, number of renewed/not yet renewed members during the membership renewal period
- Download Excel spreadsheets of Section Member Information
- Create email address lists based on the above statistics
- Record payments not received via the selected third-party payment processor

- Change Section variables/settings such as membership fees and others described throughout this RFP
- Submit mass membership (renewals and new members) to National
- Define Section officers that can be used to create reports and email lists

Administrators – Regional

- Administrators at the Regional level are also members themselves and will be allowed the same functions as members listed above
- View current membership roster of Sections within Region
- View reports of current membership statistics within the section: number of current members, number of new applicants, number of paid/unpaid members, number of renewed/not yet renewed members during the membership renewal period
- Create email address lists of Section Board members within Region based on filters (President, Secretary, Treasurer, Website Administrators, etc.)
- Download Excel spreadsheets of Section Member Information within Region
- Record payments from National not received via the selected third-party payment processor
- Change Region variables/settings as described throughout this RFP
- Define Regional officers that can be used to create reports and email lists

Administrators – National

- Administrators at the National level are also members themselves and will be allowed the same functions as members listed above
- View current membership roster of Sections by Region and Section
- View reports of current membership statistics for all members by Region and Section: number of current members, number of new applicants, number of paid/unpaid members, number of renewed/not yet renewed members during the membership renewal period
- Create email address lists of Section Board members based on filters (President, Secretary, Treasurer, Website Administrators, etc.)
- Download Excel spreadsheets of Section Member Information
- Record payments from Regions or Sections not received via the selected third-party payment processor
- Payments received by National from Sections are anticipated to be assessments for up to 600 members at one time. Therefore, the site shall be set up to allow National to enter the total amount received from a section and update to database for individual section members that have been submitted.
- Allow National to transfer membership from one section to another. This is not a common occurrence and is acceptable to be performed directly in the database by National administrators if it is a simple process. *
- Change National variables/settings as described in this RFP
- The site shall allow National to easily add new sections and regions
- The site shall allow National to easily redefine the sections that belong to a particular region

- Define National officers that can be used to create reports and email lists

Prospective Member Applicants

- Submit a Membership Application via online form for a specific section with information contained on this application form: <http://ashe.pro/documents/F1-MEMBERSHIP-APPLICATION-TEMPLATE.pdf>
- Applicants will be applying to a specified section. Dues and other information variable by sections will need to be assessed. The member portal should account for such variations. The intended Section of the applicant will be determined by the manner the application is accessed: via link from a Section website or through a drop-down menu accessing the application directly from the National website.
- Upon submittal, the site will require the user to validate their email before providing unique credentials and allow members to log on to their section, update their application information, and submit payment for membership.
- Upon submittal, the section, regional, and national administrator dashboards will automatically indicate the number of member applications that have been received and that need to be processed by each section
- The site needs to allow administrators to review and process membership applications. The processing of membership applications will consist of a Section and National approvals. The Section must first review and approve of the application and confirm payment. The Sections then “send” them to National as well as the appropriate payment to National. Once payment is confirmed and the application is approved by ASHE National, the new applicant is formally a member and is assigned a unique Membership ID.
- The Status of the applicant is to be displayed on the applicant’s member portal and the National Administrators page as well as on the appropriate section and region administrative pages. *

Membership Renewals

With few exceptions, all memberships technically annually expire on June 1st. The Membership Renewal process occurs between June 1st and October 1st. During this time, it is the responsibility of each section to encourage section members to renew and collect appropriate membership dues.

- The site should maintain a record of membership (and payment) for each member for the current year and all previous years to allow tracking of membership over time.
- Display data/create reports for current membership status as appropriate for each administrator categories
- Display data/create reports for overall membership trends as appropriate for each administrator categories

Variables

- Provide Administrators with a form to edit variables that may change on occasion, including, but not limited to: Membership Dues (rates and categories are variable by Section and Region),

membership cutoff dates, third party payment email address, payment mailing address, Section/Region officers. As many as 20 variables are expected to be required to be stored, recalled, and updated by the sections and regions.

Reports

- Create requested Excel spreadsheets of member and payment information
- **Need to define all reports needed**

Automatic Emails

- Send emails to new applicants and appropriate administrators when the new form is submitted
- Cc/bcc email addresses of administrators are to be editable variables
- Automatic email to National when new member applications are Approved by section and need to be processed
- **[More coordination needed with Jake on limitations of server]**

Other

The new portal shall conform to the ASHE National Constitution and By-Laws:

- <http://ashe.pro/documents/D06-NATIONAL-CONSTITUTION.pdf>
- <http://ashe.pro/documents/D07-NATIONAL-BY-LAWS.pdf>

Project Description > Additional Functionality

The long-term goal would be to include additional functionality described below. If budget allows, ASHE will also award the developer with a selection of the following tasks. At a minimum, the selected developer shall develop code that does not preclude the following functions to be provided later.

Events

- Except for the National Conference, all events are to be created and managed by individual sections. It is the intent that all section events and their registrant data are stored in database tables within the Section subdomain to allow the section to perform edits directly to their database if needed.
- Logic for different event types, including, but not limited to, meetings, social events, scored events (golf, bowling), team events, and events where registration will be done through another site
- Registration forms for events with ability to determine if a registrant is a member
- Nonmember registration form for nonmembers/non-logged in users to be available if event allows
- A calendar to capture all events created. The ability of this calendar is not limited to logged in individuals. However, the events should be filtered as appropriate based on how the calendar is accessed with the ability to filter the calendar by Section, Region, and event type
- A filterable calendar will be provided to Regional and National administrators as appropriate

- Forms for Sections to Create/Edit Events with variables including, but not limited to, Date/Time, Location, Event Type, Speaker, Variable Rates (Member, Nonmember, Government, Student, etc.), Options for allowing nonmembers and guests, input for a flyer, input for third-party website, and number of PDHs offered.
- Integration with website to automatically appear on Section Website
- Ability for sections to edit event registrations directly in database
- Ability for sections to confirm attendance for PDH events
- Create reports and download Excel files of Event Registrants
- Ability for members to download PDH certificates
- Automatic emails sent when a registration is sent

Sponsorships

Sponsors are a vital part of the operations of each Section. Sponsorship levels and costs vary by section. Sponsorships may impact membership dues (free membership(s), etc.) or event fees. Ideally logic will be incorporated to automatically support as many of these unique circumstances as possible.

- Allow Sections to define costs and levels of sponsorships and associate them with events if needed
- Display Event Sponsor Logos on Appropriate Events by Level
- Display General Sponsor Logos on Member Dashboards

Project Description > Programming

The updated website shall be developed with “clean” code, using current day best practices for the latest versions of PHP and MySQL. All PHP scripts should be stored in a unique location within the site, separated from the WordPress files. Best practices for file naming shall also be used.

Information that is subject to change such as costs, contact emails, and dates shall be stored in a database table instead of hard coded as appropriate to fulfill the site functions.

JM Server Solutions is the website’s hosting company. Subdomains have been developed for each of the 40 sections and will continue to be maintained by each Section. It is the intent that all code pages be housed under the main domain and each section link to the National Membership portal page and the page to recognize which Section they are accessed from.

We also wish for the code to allow for future expansion for potential future functionality as described above if not incorporated immediately.

As mentioned above, the current ashe.pro website is built upon the WordPress platform. WordPress Plugins may be utilized provided that the functions above be provided and the data for that plugin is not stored in a distinct table (i.e. not the default tables installed with WordPress).

Training and Documentation

The selected developer will run a small group on-line training session and provide a set of instructions for the most common maintenance workflows to ensure that it is fully understood and working properly. **[Expand description of needed training.]**

ASHE holds an annual National Conference in late May/early June. This Conference provides an opportunity for in-person discussion between sections and/or training by ASHE administrators on this updated member portal. It is important that sufficient information be available prior to the next Conference in Central Ohio, May 12-15, 2022.

Instructional documentation shall be provided to ASHE to allow our organization to perform routine maintenance including:

- Steps for a Section to Connect Paypal (or other payment site) to the ASHE National database
- How to add Sections
- How to add/edit Regions
- How to Renew Membership
- How to Submit New Membership Applications

Data Input

Templates of required data tables are to be supplied to ASHE. It will be the responsibility for the ASHE National Technology Committee to coordinate with Sections and Regions to populate these tables and supply to the Selected Developer.

Expectations of the Developer

The qualities that ASHE is looking for in the member portal developer:

- Technical Proficiency – Ability to understand and develop secure code that meets the needs of ASHE and make recommendations.
- Proactive – Ideally, we'd like to find a firm that understands our needs and makes recommendations based on their experience with similar member portals
- Communication – Communication is important, we'll have a fully dedicated project lead on our end and would appreciate the same. Being kept in the loop as the project moves through phases and understanding what will happen-when – so that we can coordinate with the larger selection team.
- Customer Service – We want to make sure we're taken care of and the company we select has ongoing healthy relationships with previous clients.
- All work must be performed by direct hires of the selected development firm or subcontractors where a working relationship has been established.
- Experience – Additional relevant experience related to this project specifically, our marketing goals, or our industry are all helpful.

Name, Email & Contact Information for Everyone Involved

Name	Contact Information	Role in Project
Scott Jordan	sjordan@seengineering.com	Main Point of Contact for RFP Questions
Richard Cochrane	ashenationalpresident@ashe.pro	Selection Committee
Tom Morisi	ashenationalsecretary@ashe.pro	Selection Committee, National Secretary

If additional questions are required outside of this RFP please email [Scott Jordan](mailto:sjordan@seengineering.com) at the contact information above to setup a day/time to discuss.

[Contact is TBD.]

Proposal Requirements

1. **Approach** – Provide a brief description of how your firm intends to approach this project. Clarify what task will be included and what tasks are optional and/or recommended to achieve our goals stated above. Describe your approach to its development that demonstrates that you will meet the expectations as expressed in this RFP. While not a requirement, a mockup website/member portal will be helpful to demonstrate your firm's vision for this project.
2. **Experience** – Include a sample of relevant websites your team has developed within the past three years. For each project, provide a brief description, the year it was developed, the approximate design cost, and contact information of the client. *If you are using a subconsultant to perform any portion of the work, you are required to demonstrate that a prior working relationship on similar tasks has been established.*
3. **Timeline** – Provide a proposed development timeline.
4. **Terms and Conditions** – Include any terms and conditions your firm may require. Provide a list of any requirements that you have for ASHE's hosting site and any expectations that you have on ASHE's website selection/development team.
5. **Cost** – Provide a proposal for the Membership Site and appropriate training. Include separate fees for the following Categories: event registration/management and sponsorship registration/management. Costs of the Membership Site and each category are to include all functions listed within the RFP unless noted otherwise by the Responder in their Cost Proposal. The Cost proposal should also include a la carte pricing for future maintenance and/or support and a description of their terms.

Selection

Selection will be based on a combination of the company's understanding of the project needs, the company's communication of what will be delivered, prior projects and price.

Ownership

ASHE shall retain ownership of any code and intellectual property associated with this new portal.

[Needs work.]

Timelines & Milestones

Selection Process Timeline Outline:

- Request for Quotation Advertised – TBD
- Inquiry Period Ends – TBD
- ASHE Responds to any Questions – TBD *
- Proposals Due – TBD
- Evaluation Process – TBD
- Presentation of Recommend Selection at Board Meeting – TBD (Next Board Meeting?, adjust dates as appropriate)
- Planned Contract Award Date – TBD
- Begin Data Collection by ASHE – January 1, 2022
- Significant Completion/Data Input – March 1, 2022
- **Go live date: On or before May 1, 2022**

* A list of all questions received and their responses will be available upon request.



Attachment 2: Region and Section Reports



REGIONAL REPORT
Great Lakes Region
Regional Directors Quarterly Report
(January 2021 – March 2021)

President:	Kirsten Bowen	Knbowen@mbakerintl.com
Vice President:	Vacant	
Secretary:	Jim Shea	shea@cvelimited.com
Treasurer:	Julie Burkert	joogeb@hotmail.com

Activities:

- Great Lakes Region held a board meeting on 2/2/2021 that included the following summary:
 - Reminders have been sent to sections regarding PDH reporting and the completion of the Strategic Planning Survey
 - Caroline Duffy is working with Brian O'Connor and Kathy Johnson to determine local champions for Circle City and Detroit. They are expected to have a conference call to discuss initiatives and will have an update at the next GLR meeting.
 - GLR website continues to be updated. More information on past Project of the Year award winners has recently been added.
 - Great Lakes Region is still soliciting nominations/volunteers for VP. Region Representatives should reach out to their Sections to determine if there is any interest in the position.
 - POY Judging for 2021 is complete and results as follows:
 - Under \$5M - Lincoln Way Streetscape
 - Over \$5M - I-670 Hard Shoulder Running (SmartLane)
 - GLR has completed a bylaws review/update. Revisions will be sent to National for review and approval.

Operating Budget (As of 2/1//2021)		Membership (As of 4/14/2021)	
Starting Balance	\$7,190.26	Starting Membership	963
Revenue	\$900.00	Losses	1
Expenses	\$658.63	Gains	18
Ending Balance	\$7,431.63	Ending Membership (paid)	978

Events scheduled during next quarter:

- Great Lakes Board Region Mtg: After 5/4/2021 National Board Meeting

Miscellaneous Items:

- None

Milestones:

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

- None



SECTION REPORTS
Central Ohio
Regional Directors Quarterly Report
(January 2021 – March 2021)

President:	Tom Less	tom.less@woolpert.com	2020 – 2021
1st Vice President:	Justin Soltesz	jsoltesz@structurepoint.com	2020 – 2021
2nd Vice President:	Mike Killian	Mike.Killian@burgessniple.com	2020 – 2021
Secretary:	Mike Taricska	Mike.Taricska@burgessniple.com	2020 – 2021
Treasurer:	Mike Raubenolt	mraubenolt@structurepoint.com	2020 – 2021

Activities:

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

- Held annual CIP luncheon via webinar on 2/17, featuring speakers from ODOT, Franklin County Engineer's Office, Delaware County Engineer's Office, and City of Columbus

YTD Operating Budget (As of 3/2021) (Includes Investment Accounts)		Membership (As of 3/2021)	
Starting Balance	\$58,150.32	Starting Membership	191
YTD Revenue*	\$14,654.24	Losses	0
YTD Expenses*	\$6,611.74	Gains	2
Ending Balance**	\$58,855.97	Ending Membership (paid)	193

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

***Balance includes investment accounts totaling \$41,524.12. Revenue and expenses do not include gains or losses in investment accounts.*

Events scheduled during next quarter:

- Planning to hold scholarship fundraiser event in May; virtual or in-person TBD
- Planning to hold project of the year luncheon in late Spring/early Summer

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



**Bluegrass Section
Regional Directors Quarterly Report
(January 2021 – March 2021)**

President:	Kevin Damron	KDamron@Palmernet.com	2016-2020
Vice President:	Alison Gwynn	Alison.Gwynn@greshamsmith.com	2018-2020
Secretary:	Keith Damron	Kdamron@aei.cc	2019-2020
Treasurer:	Josh Coburn	JCoburn@palmernet.com	2019-2020

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

- Held a Virtual Bluegrass Section Lunch Meeting on 01/14/21 – (267 Participants)
 - Also, Joint Meeting with Derby City and TRIKO Valley.
 - Brent Spence Bridge Repair Project, KYTC District 6
 - Speakers: Bob Yeager, CDE; Stacey Hans, Project Coordinator; and, Cory Wilson, Construction Project Manager.
- Held a Virtual Section Board meeting on 01/18/2021.
- Held a Virtual Bluegrass Section Lunch Meeting on 03/18/21 – (85 Participants)
 - Mountain Parkway Emergency Repair Project, KYTC District 10
 - Speakers: Corbett Caudill, CDE; Aric Skaggs and Min Jiang, Project Development; and, Crystal Mapel, Project Delivery & Preservation.

<u>Operating Budget (As of 1/8/21)</u>		<u>Membership (As of 1/8/21)</u>	
Starting Balance	\$7,518.33	Starting Membership	82
Revenue	\$265.00	Losses	0
Expenses	\$1,000.88	Gains	6
Ending Balance	\$6,782.45	Ending Membership	88

Events scheduled during next quarter: (Note: Covid-19 Policies have all in person meetings on hold.)

- 04/15/2021 – ASHE Bluegrass Board Meeting
- 05/20/2021 - ASHE Bluegrass Section Virtual Lunch Meeting

Student Chapter Update:

- Continue working with the University of Kentucky Civil Engineering Department to recruit student membership into ASHE.

Miscellaneous Items:

- Continue Working with the University of Kentucky to provide scholarship funding.

Milestones:

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

- Continue Corporate Sponsorship
- Working toward awarding a second scholarship for the University of Kentucky Civil Engineering Program



**Cuyahoga Valley Section
Regional Directors Quarterly Report
(January 2021 – March 2021)**

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

Activities:

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

- No meetings were held in 1st Quarter

<u>Operating Budget (As of 4/2/21)</u>		<u>Membership (As of 4/2/21)</u>	
Starting Balance	\$12,460.37	Starting Membership	107
Revenue	\$500.00	Losses	0
Expenses	\$0.00	Gains	1
Ending Balance	\$12,960.37	Ending Membership (paid)	108

Events scheduled during next quarter:

- April Joint Mtg with ASCE – Virtual Luncheon
- May Annual Golf Outing
- June-July Trap Shoot

Student Chapter Update: None.

Miscellaneous Items:

Milestones:

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



**Derby City
Regional Directors Quarterly Report
(January 2021 – March 2021)**

President:	Craig Klusman	Craig.Klusman@aecom.com	2020-2021
Vice President:	Travis Thompson	Travis.Alan.Thompson@hdrinc.com	2020-2021
Secretary:	Brian Meade	brian.meade@aecom.com	2020-2021
Treasurer:	Jonathan Berry	jon.berry@burgessniple.com	2020-2021

Activities:

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

- January 14, 2021 ASHE Derby City and Bluegrass Chapter Combined Virtual Meeting—Brent Spence Bridge Repair Project- Presenters were Sec. Jim Gray (KYTC), Bob Yeager (KYTC District 6 Chief District Engineer), and Stacey Hans (KYTC District 6 project Coordinator).
- February 4, 2021- ASHE Derby City Board of Directors Meeting via a TEAM virtual meeting
- March 11, 2021 – ASHE Derby City Chapter Meeting- I-Move KY Project- Presenters were Chris Slone (KYTC Project Manager) and Peter Overmohle (AEI/Hall DB Project Manager)

<u>Operating Budget (As of 03/31/21)</u>		<u>Membership (As of 03/31/21)</u>	
Starting Balance	\$10,859.56	Starting Membership	84
Revenue	\$131.70	Losses	0
Expenses	\$345.000	Gains	2
Ending Balance	\$11,072.86	Ending Membership (paid)	84
Scholarship Fund	\$1,986.59		
Available Balance	\$9,086.27		

Events scheduled during next quarter:

- April 8, 2021 - ASHE Derby City Board of Directors Virtual Meeting
- May (week of 10th or 17th), 2021 – ASHE Derby City Chapter Meeting - Virtual

Student Chapter Update: Working with the University of Louisville Civil Engineering Department to recruit student membership into ASHE.

Miscellaneous Items:

Milestones:

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

- ASHE Derby City Corporate Sponsorship Program-Currently have added a 5th corporate sponsor



**Lake Erie Section
Regional Directors Quarterly Report
(January 2021 – March 2021)**

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:

- January 21, 2021; (Virtual Attendance 90) Opportunity Corridor 3 Virtual Drone Tour with Julie Meyer, PE
- February 11, 2021; (Virtual Attendance 114) Ethics in Engineering with Mark D. Griffin, Inspector General Cuyahoga County and Delante Thomas, Ethics & Education Counsel, Cuyahoga County
- February 24, 2021; Board Meeting held at OC3 Project Office meeting COVID health and safety guidelines. Nine members in attendance and two by phone. Major topics included meetings left for the year and not doing a tour in May with the virtual National Conference, Sean and the rest of the executive board will accept another term of office since so much was different with COVID, LE polo shirts to be sold with membership renewals and Brian to order speakers for speaker gifts.
- March 18, 2021; (Virtual Attendance 65) ASHE Lake Erie Outstanding Transportation Projects by Joe Fockler, Angela Sanchez, PE, and Chris Preto, PE

<u>Operating Budget (As of 3/31/21)</u>		<u>Membership (As of 4/1/21)</u>	
Starting Balance	\$35,442.92	Starting Membership	195
Revenue	\$845.74	Losses	1
Expenses	\$3,385.13	Gains	4*
Ending Balance	\$32,403.53	Ending Membership	198

*Four outstanding new member applications

Events scheduled during next quarter:

- April 13th County Engineers Panel

Miscellaneous Items:

-

Milestones:

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



**NW Ohio Section
Regional Directors Quarterly Report
(January 2021 – March 2021)**

President: Pete Bick, pjbick@aol.com

Vice President: Tom Yurysta, tyurysta@proudfootassociates.com

Secretary: Amy Zimmerman, azimmerman@dgl-ltd.com

Treasurer: Richard Spino, rspino@manniksmithgroup.com

Activities:

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

- No new activities due to COVID and meeting restrictions

<u>Operating Budget (As of 4/14/21)</u>		<u>Membership (As of 4/14/21)</u>	
Starting Balance	\$2930.47	Starting Membership	47
Revenue	\$600.00	Losses	0
Expenses	\$50.00	Gains	0
Ending Balance	\$3480.47	Ending Membership (paid)	47

Events scheduled during next quarter:

- Next meeting and speaker TBD

Miscellaneous Items:

Milestones:



**Triko Valley Section
Regional Directors Quarterly Report
(January 2021 – March 2021)**

President: Aaron Muck, aaron.muck@terracon.com, 2020-2021 term
First Vice President: Joe Schmeltzer, jschmeltzer@structurepoint.com, 2020-2021 term
Secretary: David Emerick, david.emerick@duke-energy.com, term continuing
Treasurer: Eric Kistner, eric.kistner@stantec.com, term continuing

Activities:

The following is a summary of key activities for the first quarter:

- January 7, 2021 – Board of Directors Meeting
- January 19, 2021 – Transportation Project Presentations
- February 9, 2021 – Board of Directors Meeting
- March 18, 2021 – OCA/ASHE Joint Capital Improvement Program Presentations

<u>Operating Budget (As of 3/27/21)</u>		<u>Membership (As of 3/27/21)</u>	
Starting Balance	\$18,516.84	Starting Membership	176
Revenue	\$2,630.00	Losses	0
Expenses	\$6,876.23	Gains	2
Ending Balance	\$14,270.61	Ending Membership (paid)	178

Events scheduled during next quarter:

- April 13, 2021 – Board of Directors Meeting
- May 2021 – Annual Golf Outing
- May 11, 2021 – General Membership Meeting

Student Chapter Update:

- No section activity

Miscellaneous Items:

- A charitable donation was made to CANstruction.



MID-ATLANTIC REGION:
Quarterly Report (1st Quarter, 2021)
January 2021 – March 2021

As the supply of the coronavirus vaccine becomes available in higher quantities and more and more people become eligible, I think we can see the light at the end of the tunnel. I hope we can resume our normal ASHE activities in Fall 2021. All sections in the Mid-Atlantic Region have adjusted to the new normal and are continuing to have their programs through virtual meetings. Additionally, the virtual meetings have given members from various sections an opportunity to participate in sectional meetings outside their local sections without having to travel.

The Mid-Atlantic Regional Board conducted 2 virtual meetings (February 5th and March 19th, 2021) during this quarter. Several sections within the mid-Atlantic Region continued with their normal sectional activities through virtual meetings and continued to issue PDH's to their members. A summary of PDH's for 2020 for each section and Mid-Atlantic Region was submitted to Matt Carter.

Given that most officers within the Regional Board were not able to conduct in-person activities due to COVID-19, the regional board voted in favor of extending the terms of the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Past President and the 2 National Directors by 1-year. The South Carolina Section organized a meet and greet virtual event to introduce their board. The meeting was attended by several members of the South Carolina Section, representatives from Mid-Atlantic Regional BOD and National BOD. It was great to meet the South Carolina Sections BOD and we are looking forward to meeting some of them on a regular basis in future Mid-Atlantic Regional BOD meetings. Jason Hetrick – Regional Director from the South Carolina Section mentioned that they have received approximately 100 new member applications. Many thanks to Nanette Fogleman and other committee members who helped us reach out to the local engineers for membership. The South Carolina Section is anticipated to be chartered virtually in summer of 2021.

All sections within the Mid-Atlantic Region were made aware of the \$1,200 exposure grant funds that the region received from the national. Sections within the region were encouraged to apply for the grant. All sections were also notified of the virtual National Conference from 05/25 to 05/27. The Mid-Atlantic Region BOD voted for a full-page sponsorship ad for the National Conference.

The Mid-Atlantic Region submitted two nominations for the Project of the Year awards as follows: US 421 Emergency Bridge Replacement for the under \$20M category and Jones Branch Connector for over \$20M category. Many congratulations to the member award nominees from the Chesapeake Section: Greg Barnes for Young Member of the Year; Marco Avila for Member of the Year and Dave Greenwood for Lifetime achievement award nominations.

I would like to express my gratitude to Rhy's Keller (former Region Secretary) for the outstanding job he has done as the Region Secretary. The transition period from Rhy's Keller to Nick Ramirez (current Region Secretary) is went very smoothly.

Regional Financial activities during the period

There has been no financial activity during this reporting period. The current balance in the Region's checking account is \$24,727.74

Blue Ridge Section Quarterly Report

Activities:

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

- Virtual Tour of Concrete Production Plant provided by American Concrete Pipe Association (3/16/2021)
- Section Board meeting (3/24/2021)

Other:

Operating Budget	
Starting Balance	9,742.02
Revenue	0
Expenses	0
Ending Balance (est.)	9,742.02
Scholarship \$ awarded in CY 2021	0

Membership	
Starting Membership	59
Gains	0
Losses	0
Ending Membership	59
Student members (estimated)	0

Planned Activities:

- Board Meeting/Planning Session – 4/20/2021
- Virtual Annual Meeting (target date – 5/18/2021)
- Website Update (target date – 7/1/2021)
- Annual Scholarship Golf Tournament (target date – 10/11/2021)

Carolina Piedmont Quarterly Report

Activities:

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

Past/Upcoming Meetings:

- April 1, 2021 – Board Meeting
- April 2021 – Member Meeting
- May 2021 – Board Meeting

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 2020: 1 University of North Carolina at Charlotte

Operating Budget (as of 03/23/2021)		Membership (as of 03/23/2021)	
Starting Balance	\$22,797.65	Starting Membership	78
Revenue	\$ 385.55	Gains	0
Expenses	\$ 164.00	Drops	0
Ending Balance	\$23,019.20	Ending Membership	78
Scholarship \$ awarded in CY 2021	0.00	Student members (estimated)	0

Carolina Triangle Section Quarterly Report

Activities:

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

- January 28th Board and Dinner Meeting
 - The Greatest Hits from North Carolina's Alternative Intersection and Interchange Designs presented by Joe Hummer, PhD, PENCDOT State Traffic Management Engineer
- March 16th Board and Dinner Meeting
 - Bringing the Turbo-Roundabout to the US presented by Brian Moore, PE – Columbus Transportation Leader, Arcadis; Jaap Tigelaar, PE – Mobility Expert, Arcadis; Jonathan Reid, PE – Technical Lead, Arcadis

Other:

Operating Budget		Membership	
Starting Balance	\$50,983.66	Starting Membership	230
Revenue	\$34,254.69	Gains	0
Expenses	\$9,674.62	Losses	0
Ending Balance (est.)	\$75,563.73	Ending Membership	230
Scholarship \$ awarded in CY 2021	\$0	Student members (estimated)	10

Planned Activities:

Spring Charity Event
 Student Chapter Event Spring 2021
 May Board and Dinner Meeting

Chesapeake Section Quarterly Report

President: Andy Lynch, P.E.
 Vice President: Carrie Nicholson, P.E.
 Secretary: Amanda Izzo, P.E.
 Treasurer: Deni Deliallisi, P.E.

Activities:

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

- Chesapeake Section Board of Directors Meetings
 - 01/12/2021
 - 02/16/2021
 - 03/16/2021
- Maryland Quality Initiative (MdQI) Virtual Conference – Sponsored virtual booth to promote ASHE Chesapeake
- February Water Resources Webinar Series
 - 02/25/2021: Ellicott City Maryland Avenue Culvert Design
 - 02/26/2021: NPDES General Permit for Construction Activity
 - 03/05/2021: Little Gunpowder Falls Tributary at MD 165
- March Highway Webinar Series
 - 03/19/2021: Part-Time Shoulder Use as a TSMO Strategy
 - 03/31/2021: Maryland's 2021-2025 Strategic Highway Safety Plan

Other:

Operating Budget (as of 3/26/2021)	
Starting Balance (as of 12/18/2020)	\$64,888.03
Revenue	\$1,415.00
Expenses	\$1,430.01
Ending Balance (as of 03/15/2021)	\$64,873.02
Scholarship \$ awarded in CY 2021 (\$0.00

Membership (as of 03/16/2021)	
Starting Membership	290
Gains	10
Losses	0
Ending Membership	300
Student members (estimated)	0

The following activities are planned for next quarter:

- March Highway Webinar Series 3rd Technical Session (Date and Presentation TBD)
- Chesapeake Section Board of Directors Meeting (04/20/2021)
- Chesapeake Section Golf Tournament (06/03/2021)

Greater Hampton Roads Sections Quarterly Report

President: Sean Jessup

Vice President: Matthew Edwards

Secretary: Kenneth Yarberry

Treasurer: Robert Thuma

Activities:

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

- Virtual Meeting (Slurry Walls at HRBT) 1/28/2021
- Virtual Meeting – (Resiliency) 3/14/2021
- Virtual Board Meeting 2/03/21

Other:

Operating Budget (as of 03/24/2021)	
Starting Balance (as of 09/26/2020)	\$24,937.68
Revenue	\$250.38
Expenses	\$0.00
Ending Balance (as of 12/29/2020)	\$25,188.06
Scholarship \$ awarded in Q1 2021	0

Membership (as of 3/23/2021)	
Starting Membership (as of 12/29/2020)	83
Losses (Transfer/Dropped)	0
Gains	1
Ending Membership (as of 3/23/2021)	84
Student members (estimated)	0

The following activities are planned for next quarter:

- Virtual meeting (Laskin Road) April 2021
- Virtual meeting (Rountable) May 2021

Old Dominion Section Quarterly Report

Activities:

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

- Virtual Meetings has been set for February JMT on the I-66 and Route 15. It was very well attended with about 50 attendees.

Other:

Operating Budget (as of 3/31/2021)	
Starting Balance (as of 12/31/2021)	12,248.30
Revenue	\$48.25
Expenses	\$4,045.00
Ending Balance (as of 09/26/2020)	\$8251.55
Scholarship \$ awarded in 2021	\$4,000.00

Membership (as of 3/31/2021)	
Starting Membership	89
Losses (Transfer/Dropped)	5
Gains	2
Ending Membership (as of 09/26/2020)	86
Student members (estimated)	0

North Central West Virginia Quarterly Report

Activities:

No activity due to COVID-19

Other:

Operating Budget	
Starting Balance	15,902.26
Revenue	840.00
Expenses	749.44
Ending Balance (est.)	15,992.82
Scholarship \$ awarded in CY 2021	0

Membership	
Starting Membership	52
Gains	0
Losses	0
Ending Membership	52
Student members (estimated)	0

Planned Activities:

No planned activity until after spring 2021 due to COVID-19

Potomac Section Quarterly Report

Activities:

ASHE Potomac continues to hold well attended virtual meetings. In February we received an update on the largest project in the region, the I-66 Express Lanes project. The virtual tour of the project used aerial drone footage.

In March we held a briefing of the planning underway for converting I-495 and I-270 to Express Lanes. In April we will have our second Jurisdictional Roundtable. At this event leasers from area's Counties, Cities and Towns discuss their challenges, programs and accomplishments. In May we are planning a COVID safe golf tournament.

Other:

Operating Budget (as of 3/31/2021)	
Starting Balance (12/21/20)	\$35,360.08
Revenue	\$12,681.48
Expenses	\$84.16
Ending Balance (est.)	\$47,957.40
Scholarship \$ awarded in CY 2021 (Jan.-Mar.)	\$0.00

Membership	
Starting Membership	111
Gains	0
Losses	0
Ending Membership	111
Student members (estimated)	0

**South Carolina Section
Quarterly Report**

Activities:

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

- The election of Officers and Board members was completed.
- The EIN, bank account and registration with the Secretary of State were completed.
- An invoicing and billing system for new members was implemented.
- Bylaws were written for adoption (in progress)
- Several Committees were formed (events, membership)
- Members participated in "Engineers Day" with other trade organizations at the SC Statehouse.

Other:

- Coordination with other sections related to sessions and PDH opportunities.
- Discussion about exposure grant opportunity and best use/application.

Operating Budget	
Starting Balance	0
Revenue	525.62
Expenses	116.5
Ending Balance (est.)	409.12
Scholarship \$ awarded in CY 2021	0

Membership	
Starting Membership	61
Gains	13
Losses	0
Ending Membership	74
Student members (estimated)	0

Planned Activities:

- April 20th Members Meeting and Chartering Ceremony.
 - Sponsorship program for meetings and activities to be discussed and adopted.
-



**Northeast Region Quarterly Reports
January - March, 2021**

President.....Paul McNamee..... Paul.McNamee@kci.com
Vice PresidentScott Cortese scortese@maserconsulting.com
SecretaryDrew Bitner..... dbitner@twp.fairview.pa.us
TreasurerJerry Pitzer jerry1368@yahoo.com

- The region had a balance of \$8,835.18 on November 1st, 2020, with no expenses and no income, leaving the Current Balance of \$8,835.18.
- The Northeast Region had their Virtual Board Meeting on January 26 2021. (See the Jan. 26th Meeting Minutes)
- We will be scheduling a virtual meeting on _____, 2021, after the National Conference Virtual meeting.
- Northeast Region is purchasing a full page ad for the 2021 National Conference.
- The Officers for 2020-2021 will remain the same for 2021-2022 for the NE Region.
- The NE Regional Conference will be scheduled for 2022.
- The NE Region By-laws were submitted to National in June 2020, but we have not received a response.
- The following Sections have NOT reported:
 - Altoona
 - Central NY
 - Del. Valley
 - Harrisburg
 - Mid-Allegheny
 - New York Metro
 - North Central NJ
 - North East Penn

SECTION REPORT
Harrisburg Section
Regional Directors Report
(from January 8, 2021 0to April 1, 2021)

Officers

President:	Eric Martz	eric.martz@kci.com
Vice President:	Tim Bolden	timb@gibson-thomas.com
Secretary:	Bob Leonard	leonardrj@erdmananthony.com
Treasurer:	Gene Chabak	gchabak@larsondesigngroup.com

Activities:

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

- January 25, 2021 – Lunch Meeting; Dist 8-0 District Executive Mike Keiser
- February 25, 2021 - Lunch Meeting – PTC Project Managers Panel
- March 22, 2021 Speaker is Mark Compton, CEO Pa Turnpike Commission

<u>Operating Budget (As of 3/15/21)</u>		<u>Membership (As of 4/9/21)</u>	
Starting Balance (12/21/20)	\$77,825.27	Starting Membership (12/21/20)	408
Revenue	\$3,890.84	Losses	0
Expenses	\$3,627.96	Gains	10
Ending Balance	\$77,562.39	Ending Membership (paid)	418

Events scheduled during next quarter:

- April 22, 2021- Adopt a Highway spring cleanup
- May 10, 2021 – Past Presidents Meeting – will be held virtually again this year
- June 14, 2021 – virtual Member Meeting – scholarship award winners; Project o Year awards

Miscellaneous Items:

Milestones:

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

- **None this period**

End of Report



SECTION REPORT

Albany Section Quarterly Report (from 01/01/2021 to 03/31/21)

Officers:

President:	Lisa Westrick, PE	Lisa.Westrick@stantec.com
1 st Vice President:	Wayne Bonesteel, PE	wbonesteel@maserconsulting.com
2 nd 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:

- February 11 and 12, 2021: **Engineer's Week** held virtually
- February 13, 2021: **Capital District Future City Competition**, co-sponsored by the ASHE Albany Section, was held virtually and the awards ceremony was held virtually on February 27, 2021.
- February 24, 2021: **Utilizing Enhanced Lateral Drainage Geotextiles in Roadway Design** was held virtually, providing the opportunity to receive 1 pdh from the presenter.

<u>Budget (As of 02/10/21)</u>		<u>Membership (As of 12/31/20)</u>	
Starting Balance	\$-	Starting Membership	83
Income	\$-	Members – New	0
Expenses	<u>(\$-)</u>	Members - Dropped	0
Ending Balance	\$11,402.83	Members - Reinstated	<u>0</u>
		Ending Membership (paid)	83

Events scheduled during the next quarters:

- April 13, 2021 at 1:00PM: **Road Safety Audit 3D Technology** with 1 PDH provided by the presenter to be held virtually.
- May 2021: **Membership Meeting** with PDH; Location TBD.
- June 15, 2021: **Albany Section's 11th Annual Golf Outing** at Van Patten Golf Course in Clifton Park, 7:00am check-in with Continental breakfast, Shotgun Start at 8:30am.
- August 2021: **Breakfast at the Saratoga Race Track**, Saratoga, NY.

Student Chapter Update:

Not Applicable



Miscellaneous Items:

- March 5, 2021: Submitted the article, *Exit 3 Finally Came to Be*, for Regional Review for the summer edition of the *Scanner*.
- March 22, 2021: Provided a half page advertisement for this year's National Conference book.

Milestones:

None

End of Report



SECTION REPORTS

Franklin Section Regional Directors Quarterly Report (January 2021 – March 2021)

Officers:

President:	Tom McClelland	thmcclella@pa.gov
Vice President:	Justin Gibbons	jgibbons@qespavements.com
Secretary:	J.T. Lincoln	j.lincoln@gaiconsultants.com
Treasurer:	Darin Hettich	dhettich@gpinet.com

Activities:

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

- January 19, 2021
Virtual Section Meeting with presentation by PennDOT
- February 16, 2021
Virtual Section Meeting with presentation by Erie Western PA Port Authority
- March 16, 2021
Virtual Section Meeting with presentation by WRA
- March 23, 2021
Virtual Section Board Meeting

<u>Operating Budget (As of 2/26/2021)</u>		<u>Membership (As of 3/23/2021)</u>	
Starting Balance (12/31/20)	\$10,554.32	Starting Membership (1/5/21)	129
Revenue	\$46.31	Losses	0
Expenses	\$0.00	Gains	0
Ending Balance (2/26/21)	\$10,600.63	Ending Membership (3/23/21)	129

Events scheduled during next quarter:

- April 26, 2021
Virtual Section Meeting with presentation by QES
- April 28, 2021
Virtual Joint Section Meeting with presentation by PennDOT
- May 18, 2021
Virtual Section Meeting with presentation by McCormick Taylor
- June 15, 2021
Virtual Section Meeting with presentation by CEC
- June 22, 2021
Virtual Section Board Meeting

Miscellaneous Items:

2022 will be the 60th anniversary for ASHE Franklin

Milestones:

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

- None

End of Report



SECTION REPORTS

Pittsburgh Section Regional Directors Quarterly Report (January – March 2021)

Officers

President:	John Nicholson	E-mail address John.Nicholson@wsp.com
Vice President:	Dan Laird	E-mail address DanielLaird@hillintl.com
Secretary:	Chuck Nash	E-mail address cnash@msconsultants.com
Treasurer:	Jerry Pitzer	E-mail address jerry1368@yahoo.com

Activities:

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

- January 2021 Virtual Meeting
- February 2021 Virtual Meeting

<u>Operating Budget(As of 3/31/2021)</u>		<u>Membership (As of 3/31/2021)</u>	
Starting Balance (02/01)	\$71,410.15	Starting Membership (01/01)	525
Revenue	\$3,197.02	Losses	0
Expenses	\$1,150.00	Gains	12
Ending Balance	\$73,457.17	Ending Membership (paid)	537

Events scheduled during next quarter:

- April 14, 2021 Transportation Forum at University of Pittsburgh
- April 24, 2021 Adopt a Highway
- May 2021 Meeting

Miscellaneous Items:

- Actively involved in CLC Virtual Meetings
- Soliciting Scholarship Applicants

Milestones:

- None at this time

End of Report

QUARTERLY SECTION REPORT

SWPA Section (January, February & March)

President: Steve Wiedemer – Stephen.wiedemer@mbakerintl.com
Vice President: Ken Shimko – kshimko@pa.gov
Secretary: Melissa Heffern – mheffern@spkengr.com
Treasurer: Carl Buchanan – cbuchanan@spkengr.com
Region Rep: Ron Deems – rdeems@atlanticbb.net

Activities scheduled during this quarter:

- January – Zoom Meeting – Section Project Award Winners
- February – Zoom Meeting – Pat Brown – Earth, Inc. & Dawn Shilling – McCormick Taylor – ASHE 2020 Award Winners
- March – Zoom Meeting – Dr. Julie M. Vandebossche, Ph.D., P.E. - Overall IRISE program that covers specific research projects completed or underway in pavements, structures, landslides / geotechnical / safety

<u>Operating Budget (As of 1/1/21)</u>		<u>Membership (As of 1/1/21)</u>	
Starting Balance (1/1)	\$112,859.87	Starting Membership (12/1)	294
Revenue	\$331.74	Losses	
Expenses	\$10,857.97	Gains	3
Ending Balance	\$101,733.62	Ending Membership (paid)	297

Events scheduled during next quarter:

- April – Zoom Meeting
- May 14, 2021 - Spring Golf Outing – Madison Golf Club
- June - To Be Determined

End of Report

ASHE East Penn Section

Regional Director Quarterly Report (January 1, 2021– March 31, 2021)

Officers:	Name:	Email:
President:	Heather Heeter	hheeter@borton-lawson.com
1 st Vice President:	Amanda Schumacher*	aschumacher@borton-lawson.com
2 nd Vice President:	Vacant	
Secretary:	Tom Dominiecki	tdominiecki@gfnet.com
Treasurer:	Carl McGloughlin	cmcgloughlin@jmt.com

*Brian Derr resigned as 1st VP during the fourth quarter

Quarter Activities:

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

- Tuesday, January 5, 2021 at noon:
PennDOT Digital Delivery Directive 2025
Speaker: Allen Melley, PennDOT and Dan Giles, HDR
Microsoft Teams virtual meeting
- Tuesday, February 2, 2021 at noon:
PennDOT District 5-0 presentation on permitting
Speaker: John Bohman, Permit Coordinator, PennDOT District 5-0
Microsoft Teams virtual meeting
- Tuesday, March 2, 2021 at noon:
State of PennDOT District 5-0
Speaker: Chris Kufro, PE, Acting PennDOT District 5-0 DE
Microsoft Teams virtual meeting

<u>Budget (As of 3/31/2021)</u>		<u>Membership (As of 3/31/2021)</u>	
Starting Balance (12/31/2020)	\$43,228.94	Starting Membership (9/30/2020)	121*
Income	\$4,680.46	Members – New	10
Expenses	(\$1,033.12)	Members - Dropped	0
Ending Balance	\$46,876.28	Members - Reinstated	0
		Ending Membership (paid)	131

*The official letter sent on 9/30/2020 stated 120, but a late renewal (Stasek) results in a starting membership of 121

Events scheduled during the next quarter:

Note: All future meetings are scheduled to be virtual pending changes to COVID-19 restrictions.

- Tuesday, April 6, 2021 at noon:
Lehigh Valley International Airport Update and Tour
Speaker: Tom Stout
Microsoft Teams virtual meeting
- Tuesday May 4, 2021 at 4 PM (Virtual Networking), 4:30 PM (Meeting)
Project of the Year Awards/Installation of Officers
Microsoft Teams / REMO – Open Discussion
Time: Virtual Networking – 4pm
- Late August/Early September
ASHE East Penn Annual Golf Outing
Time/Date/Location TBD

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- Voting will finish on Friday April 16 for five open Board of Director positions. Six candidates have been nominated.
- ASHE East Penn has collected scholarship funds at every virtual event through an optional voluntary donation and fees for non ASHE East Penn members. This method replaces the usual 50/50 drawing usually associated with dinner meetings. For the 2020-2021 year, \$9000 has been raised to date for the scholarship fund.

Milestones:

- None

End of Report

SECTION REPORT

First State Section Regional Directors Report (January 9, 2021-April 9, 2021)

Officers

President:	Shellie Baird	sbaird@amtengineering.com
1st Vice President:	Breanna Kovach	breanna.kovach@delaware.gov
2nd Vice President:	Joseph Jakubowski	jjakubowski@harvardenv.com
Secretary:	Matheu Carter	matheu@udel.edu
Treasurer:	Brian Kisner	bkisner@centuryeng.com

Activities:

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

- **January 21** – DelDOT update from Chief Engineer
- **February TBD** – 3 hour continuing education event
- **March 25** – Project of the Year Showcase Dinner – Postponed again

Operating Budget (As of 04/01/21)		Membership (As of 04/01/21)	
Starting Balance	\$ 48,503.77	Starting Membership	154
Revenue	\$ 0.00	Losses	0
Expenses	\$ 5,235.00	Gains	31
Ending Balance	\$ 43,268.77	Ending Membership (paid)	185

Events scheduled during next quarter:

- **April 22** – Smart Work Zones Presentation – noon lunch and learn
- **May TBD** – Updated Delaware SHSP Presentation – noon lunch and learn
- **June TBD** – Virtual General Meeting and Induction of New Officers

Student Chapter update:

- ASHE@UD, the student chapter at University of Delaware has been robustly active now for eleven years.

Miscellaneous Items:

- Since 1997-1998, First State Section has awarded scholarships totaling \$177,800 (through the 2020 awards).

Milestones:

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

- None

End of Report

Long Island Section
Regional Directors Quarterly Report
(January 2021 through March 2021)

Officers:

President:	Michael Trotta	mtrotta@posillicoinc.com
Secretary:	Andrea R. Luft, CCM	aluft@jklengineers.com
Treasurer:	Paul Curcio, PE	pcurcio@Blcompanies.com

Activities:

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

- None

<u>Budget (As of 03/31/2021)</u>		<u>Membership (As of 03/31/2021)</u>	
Starting Balance	\$4,532.05	Starting Membership	65
Income	\$64.00	Members – New	0
Expenses	\$0.00	Members - Dropped	0
Ending Balance	\$4,596.05	Members - Reinstated	0
		Ending Membership (paid)	65

Events scheduled during the next quarter:

- Held meeting with Don DiZuzio, National Representative on March 26, 2021 to discuss chapter and how to make it successful;
- Scheduled bi-monthly briefings with National Representative;
- April 20, 2021 presentation – RDV Systems;

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- Setting up meeting with members to request additional Board & Committee Members

Milestones:

- None

End of Report



SECTION REPORT

Williamsport Section Regional Directors Report (November 2020 – January 2021)

Officers

President:	Jesse Smith	jsmith@livicco.com
Vice President:	Travis Fox	tfox@larsondesigngroup.com
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:

- None

<u>Operating Budget (As of 01/31/21)</u>		<u>Membership (As of 01/31/21)</u>	
Starting Balance (8/1)	\$8,574.30	Starting Membership (8/1)	84
Revenue	\$ 0.92	Losses	0
Expenses	\$ 0.00	Gains	0
Ending Balance	\$8,575.22	Ending Membership (paid)	84

Events scheduled during next quarter:

- ?

Miscellaneous Items:

- September 10th or 17th ~ ASHE Williamsport Golf

Milestones:

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

- None

End of Report

REGION REPORT

Southeast Region Regional Directors Report (from – 1/1/21 to 3/31/21)

Regional Officers

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

Reporting Regions:

Northeast Florida, Central Florida, Gulf Coast/South Florida, Tampa Bay, Georgia, Middle Tennessee, Tennessee Valley

Activities:

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

- Quarterly meeting held 2/11/21 virtually due to COVID
- 3/31/21 requested exposure grant funding for the TN Valley Section

<u>Operating Budget (As of 3/31/21)</u>	
Starting Balance	\$ 1911.53
Revenue	\$ 1200.00
Expenses	\$ 53.00
Ending Balance	\$ 3060.53

Events scheduled during next quarter:

- SE Regional Board Meeting in person and virtually being held 6/4/21

End of Report

SECTION REPORT

Northeast Florida Section Regional Directors Report (from 12/01/20 to 3/01/21)

Officers

President:	Will Lyon, PE	WLyon@prosserinc.com
1st Vice President:	Brett Harbison, PE	BHarbison@meskelengineering.com
2nd Vice President:	Richard Westheimer, PE	WestheimerR@etminc.com
Secretary:	Kenneth Kelley, PE	Kenneth.Kelley@stvinc.com
Treasurer:	Donna McQuade	McQuadeD@pondco.com

Activities:

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

- (Canceled due to COVID-19) December 11, 2020 – Joint Society Holiday Party and Awards Presentation
- January 21, 2021 – ASHE NEFL Annual Work Program Luncheon
- February 19, 2021 – E-Week Kickoff Scholarship Luncheon, hosted by ASCE
- February 25, 2021 – E-Week Happy Hour Social, hosted by JEST
- February 27, 2021 – E-Week Annual Awards Banquet, hosted by NEFL E-Week

<u>Operating Budget (As of 2/28/21)</u>		<u>Membership (As of 3/01/21)</u>	
Starting Balance	\$ 90,889.74	Starting Membership	199
Revenue	\$ 6,006.50	Losses	65
Expenses	\$ 2,380.54	Gains	0
Ending Balance	\$ 94,515.70	Ending Membership (paid)	135

Events scheduled during next quarter:

- March 4, 2021 – Joint Clay Shoot Fundraiser with DBIA
- April 22, 2021 – ASHE NEFL Virtual Luncheon
- May 20, 2021 – ASHE NEFL In-Person Luncheon

Miscellaneous Items:

- N/A

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 (January– April 2021)

Officers

President:	Sherman Klaus, PE	sklaus@balmoralgroupp.us
Vice President:	Erin Kelley	ekelley@icj-insurance.com
Secretary:	Sarah Riffe	sriffe@arostar.net
Treasurer:	Gary Kuhns, PE	glkuhns@g-e-c.com

Activities:

Due to the COVID-19, virtual activities have been implemented to gather members. Below are activities that have and will take place.

- **Virtual Events**
 - **February 3rd: RoadBotics Lunch and Learn.** ASHE members had the opportunity to learn about an online platform for automated road assessments. Professional Development Hours were also provided to professional engineers.
 - **April 13th: RDV's 123BIM Lunch and Learn.** ASHE members will have the opportunity to learn about 123BIM Modeling which is a great tool to view interactive 3D Models of projects. These models are being used by FDOT, CFX, etc. for public meetings.
 - **Virtual Casino Night:** Possible Future event. Date Pending Board discussion and approval.

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (3/16/21) (Checking and PayPal Account)	\$16,697.36	Starting Membership (12/31/20)	90
Revenue Expected	\$ 2,500.00	Losses (Non-renewed during membership drive)	-
Expenses Expected	\$1,800.00	Gains	2
Ending Balance Expected	\$17,397.36	Ending Membership As of (4/1/21)	92

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:

- SEE VIRTUAL EVENTS LISTED ABOVE

Note: Events listed above are subject to change due to current COVID-19 emergency conditions.

Miscellaneous Items:

- SEE PRESIDENT'S MESSAGE BELOW:

A MESSAGE FROM OUR PRESIDENT

Greetings ASHE Members!

Hopefully you are still full of the energy of the New Year; if not, then may the renewal that Spring embodies grab hold of you!

I'll be the first to admit that interaction with colleagues has been perhaps the most challenging aspect of the past year, but hopefully you are staying connected to those in our industry through the plethora of virtual meetings and webinars. You'll have another opportunity to do so with the Central Florida Section's upcoming virtual technical luncheon. On April 13th, Real Image Solutions will be presenting the use of 123BIM, which develops 3D virtual models for use in presentations and project collaboration. You'll be seeing an email soon with registration information.

I wanted to give an update on our annual Clay Shoot. While a virtual clay shoot may sound good to video gamers, this is one event that needs to be held in-person, so we've postponed this signature event until Saturday, October 16th. Stay tuned for information on registration.

One of the obligations of each ASHE section is to periodically submit an article for the national *scanner* magazine. This spring it is the Central Florida Section's turn, so reach out to any of your Board members (ashecf@gmail.com) if there is a project or technological advancement that you'd like to get out to a national audience. The deadline to submit is April 9th.

Here are a few one-liners as March's Corny Joke(s) of the Month:

Why can't a bicycle stand on its own?
Because it's two-tired.

A man walks into a bar with a pavement core in his hands and says: "A beer please, and one for the road."

A father was washing his car with his son and the son asked, "Dad, can't you just use a sponge?"

And, in honor of St. Patrick's Day, I leave you with an Irish blessing:
May your troubles be less, and your blessings be more.
And nothing but happiness come through your door.

Sherman Klaus, PE
ASHE Central Florida Section President

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 (January 2021 - March 2021)

Officers

President:	Naldo Gonzalez	ngonzalez@gfnet.com
Vice President:	Jose Gomez	kgomez@ecslimited.com
Secretary:	Yamila Hernandez	yamila.hernandez@wsp.com
Treasurer:	Hugo Gutierrez	Hugo.Gutierrez@hdrinc.com

Activities: NOTHING TO REPORT – New leadership will occur next quarter

End of Report

SECTION REPORT

Tampa Section Regional Directors Report (from 01/01/21 to 03/31/21)

Officers

President:	Pavan Paiavula, PE	PPaiavula@drmp.com
Vice President:	Lance Croft	lcroft@mc2engineers.com
Secretary:	Sergio Gomez	sgomez@mc2engineers.com
Treasurer:	Carlos Ramirez, PE	cramirez@garretteg.com

Activities:

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

2021.02.08 ASHE Executive Committee Meeting (ECM) Call-In
2021.03.08 ASHE Executive Committee Meeting (ECM) Call-In
2021.04.06 ASHE Quarterly Report completed and distributed

<u>Operating Budget (As of 02/08/21)</u>		<u>Membership (As of 04/06/20)</u>	
Starting Balance	\$ 23,503.63	Starting Membership	60
Revenue	\$ 4,075.00	Losses	0
Expenses	\$ 2,448.72	Gains	0
Ending Balance	\$ 25,129.91	Ending Membership	60

Events scheduled during next quarter:

- ASHE Executive Committee Meeting (ECM) Call-In, 5:00 p.m., second Monday each month
- ASHE, 2021.04.13, On-line presentation: Enigmatic Problems & Unconventional Solutions: Innovative Materials in Geotechnical Engineering by Larry Madrid, President of Madrid CPWG

Miscellaneous Items:

- N/A

Milestones:

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

- N/A

End of Report

SECTION REPORT

Georgia Section
(from December 1 – March 31)

Officers

President:	Richard Meehan, P.E.	richard.meehan@loweengineers.com
1 st Vice President:	Shawn Fleet, P.E.	sfleet@heath-lineback.com
2 nd Vice President:	Sarah Blackburn, P.E.	sarah.blackburn@greshamsmith.com
Secretary:	Lindsey Dunnahoo, P.E.	lindsev.dunnahoo@aecom.com
Co-Secretary:	Jennifer Lott, P.E.	jlott@aulickengineering.com
Treasurer:	Sarah Blackburn, P.E.	sarah.blackburn@greshamsmith.com
Director:	Karyn Matthews	Karyn.Matthews@arcadis.com
Director:	Jared Estes	jestes@maserconsulting.com
Director:	Jenny Jenkins, P.E.	jcjenkins@vhb.com
Past President:	Mindy Sanders, P.E.	mhsanders@pontengineering.com

Activities:

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

- **February 5 – ASHE Virtual Lunch – Erica Parrish, PE – “State of Cobb County DOT”**
 - 127 Registered Participants
 - Award Babs Abubakari Scholarship (1 Scholarships of \$2000 to a student enrolled in their 3rd or 4th year undergraduate study or any year of graduate study at Georgia Tech)
- **March 7-8 –Winter Workshop – Joint Virtual Conference with GA/ITE**
 - 314 Registered Participants
 - Opening Session (Political Outlook and Covid-19 Impact on Georgia)
 - 6 Technical Sessions
 - Group Project Exercise & Presentation
 - Closing Session (Diversity Panel)
 - Up to 4.75 PDH Credits and 2.0 CM Credits available
 - 4 Virtual Social Events - Cocktail Mixing Class (50 participants), Poker (22), Trivia (20-25), Psych (15-20)
- **March 31st – GSWCC Level II NPDES Recertification Class (1st offering)**
 - Level II Certification required for Erosion and Sediment Control Design in Georgia.
 - Recertification every 3 years
 - 25 Participants (Maximum class size)

<u>Operating Budget (As of 11/30/20)</u>		<u>Membership (As of 12/15/20)</u>	
Starting Balance (9/1)	\$137,036.15	Starting Membership (3/18)	471
Revenue	\$1,200.00	Losses	0

Expenses	\$7,956.11		Gains	8
Ending Balance (11/30)	\$130,280.04		Ending Membership (paid)	479

Events scheduled during next quarter:

- **April 16th or 23nd – ASHE Virtual Luncheon – Speaker TBD**
- **April 28 – GSWCC Level II NPDES Recertification Class (2nd offering)**
- **May TBD – In Person (hopefully) Social Event**
- **June 18th or 25th – ASHE Luncheon & 2021/22 Officer Installation – Speaker TBD**

Miscellaneous Items:

- Selected to host the 2023 ASHE National Conference; Preliminary Planning on hold, to resume during the summer

End of Report

SECTION REPORT

Middle Tennessee Section Regional Directors Report (From Jan– Mar)

Officers

President:	Shaun Armstrong	Shaun.armstrong@tn.gov
1st Vice President:	Daniel Jordan	Daniel.Jordan@hdrinc.com
2nd Vice President:	Alex Carpenter	acarpenter@hmbpe.com
Secretary:	Leanna Whitwell	lwhitwell@ttlusa.com
Treasurer:	Jeff Shaver	jshaver@cecinc.com

Activities:

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

- We have held three 1-hour virtual lunch meeting presentations
- We have held one members-only virtual social events- trivia night

Operating Budget (As of 03/31/2021)		Membership (As of 03/31/2021)	
Starting Balance	\$69,491.40	Starting Membership	312
Revenue	\$400.08	Losses	0
Expenses	\$299.14	Gains	0
Ending Balance	\$69,592.34	Ending Membership	312

Events scheduled during next quarter:

- Will continue virtual lunch meeting presentations
- Will continue virtual social events for now
- Looking to have a golf tournament in the Fall
- COVID task force committee will begin planning for when we can begin meeting in person and keeping abreast of CDC, venue, and local government requirements as they change.

Miscellaneous Items:

None

End of Report

SECTION REPORT

TN Valley Section Regional Directors Report (from 12/31/2020 – 3/31/2021)

Officers

President:	Rachel Gentry	Rachel.Gentry@tn.gov
Vice President:	Erin Woodson	Erin.Woodson@arcadis.com
Secretary:	Haley Slifko	Haley.Slifko@tn.gov
Treasurer:	Sandra Knight	SKnight@bradleycountyttn.gov

Activities:

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

- 01/05/2021 – Board Meeting
- 01/07/2021 – Joint Webinar with ASHE Middle TN – Statewide Active Transportation Plan Roundtable - Rochelle Carpenter (TDOT), Nora Kern (Walk/Bike Nashville) and Cortney Geary (Chattanooga/Hamilton County RPA)
- 01/28/2021 – Board Meeting
- 02/04/2021 – Webinar – New Cut Retaining Wall Concept for the Highway System – Saieb Haddad (Thompson Engineering)
- 02/25/2021 – Board Meeting
- 03/04/2021 – Webinar – Transportation in Chattanooga – Blythe Bailey (CDOT)
- 03/15/2021 – Spring Social – Virtual Bingo
- 03/25/2021 – Board Meeting

<u>Operating Budget (As of 03/31/2021)</u>		<u>Membership (As of 03/31/2021)</u>	
Starting Balance (12/31/2020)	\$3846.04	Starting Membership (12/31/2020)	75
Revenue	\$1444.64	Losses	0
Expenses	\$ 182.55	Gains	5
Ending Balance	\$5108.13	Ending Membership (paid)	80

Events scheduled during next quarter:

- 4/1/2021 – Webinar
- 4/29/2021 – Board Meeting
- 5/6/2021 – Webinar – Annual Member Meeting
- 6/2021 – Summer Social Happy Hour
- 7/15/2021 – Chartering Meeting

Milestones:

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

- 01/07/2021 – We held our first joint membership meeting (webinar) with ASHE Middle TN with great participation from both sections.

End of Report