



**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 11:06 AM. 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
	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
	Frank J. Bronzo, PE	Great Lakes Region Director
	Jason Hewatt	Southeast Region Director
	James T. Shea, PE	Great Lakes Region Director
	Nikole A. Cao, PE	Southwest Region Director
	Samir D. Mody, PE	New Sections Committee Co-Chair
	Melinda H. Sanders, PE	Technology Committee Chair
	Richard N. Cochrane, PE	History & Resource Center Chair
<u>Absent:</u>		
	Stan A. Harris, PE	Second Vice-President
	Michael D. Bywaletz, PE	Mid-Atlantic 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

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



**BUDGET:** Timothy W. Matthews, PE

President Matthews reviewed the proposed 2021-2022 with those in attendance and made changes based on comments. Motion by Morisi to approve the 2021-2022 as revised at the meeting; seconded by Hurtt; all in favor. The approved budget is attached to and made part of these minutes.

**RESOLUTION:** Timothy W. Matthews, PE

Motion by Matthews to adopt the following resolution: "On behalf of the National Board, we would like to recognize and commend the 2021 Virtual Conference Committee for their efforts to host an excellent conference under difficult circumstances. You accepted the challenge from the National Board and delivered with tremendous success. Thank you for a job well done. Please memorialize this acknowledgment in the minutes of this meeting."

**NEXT MEETING:** Timothy W. Matthew, PE

An in-person meeting of either the Executive Committee or full National Board will be held in August. Location and dates will be established shortly.

**ADJOURNMENT:**

Motion by Hewatt to adjourn the meeting; seconded by Lilla; all in favor. The meeting adjourned at 11:48 AM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary

## ASHE NATIONAL - 2021 / 2022 BUDGET

Item	OPERATING INCOME	Budget FYE 2022	Budget FYE 2021	Actual as of 4/30/2021	Notes for 2021-22 Budget Preparation by Tim Matthews
1	Clothing royalties	\$ 1.00	\$ 1.00	\$ -	
2	Conference profits	\$ 1.00	\$ 1.00	\$ -	
3	Conference seed money returned	\$ -	\$ 8,000.00	\$ -	2020 and 2021 Seed money stayed with Conf.
4	Credit Card Cash Back Rewards	\$ 300.00	\$ 300.00	\$ 328.10	Historical
5	Member assessment	\$ 140,000.00	\$ 140,000.00	\$ 145,853.00	7000 @ \$20
6	New members initiation fees	\$ 9,000.00	\$ 9,000.00	\$ 7,240.00	200 @ \$45 (Growth Goal - 100 Replacements and 100 new members)
7	Other Income	\$ 1.00	\$ 1.00	\$ 2,921.09	From Stipend reimbursement
8	Past Presidents' pins	\$ 1,000.00	\$ 1,500.00	\$ 450.00	Historical
9	Life Member pins			\$ 720.00	
10	Project of the Year	\$ 500.00	\$ 800.00	\$ 1,000.00	
11	Refund - exposure	\$ -	\$ -	\$ -	
12	Sponsorships w/ Multi-View	\$ 5,000.00	\$ 7,000.00	\$ 3,235.39	
13	Sponsorships w/ Scanner	\$ 28,000.00	\$ 27,000.00	\$ 30,800.00	
14	Voided checks	\$ -	\$ -		
15	<b>TOTAL</b>	<b>\$ 183,803.00</b>	<b>\$ 193,603.00</b>	<b>\$ 192,547.58</b>	
16	<b>Reduction Of Assets</b>	<b>\$ 47,867.00</b>			<b>R</b>
17	<b>Total Inflow to Operating Budget</b>	<b>\$ 231,670.00</b>			

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

FYE 2020 Budget to be approved by ASHE National Board at

**ASHE NATIONAL - 2021 / 2022 BUDGET (DRAFT Jan Budget)**

Item	OPERATING EXPENSES	Budget FYE 2022	Budget FYE 2021	Actual as of 3/31/21	Notes for 2021-22 Budget Preparation by Tim Matthews
<b>A</b>	<b>BUDGET/AUDIT COMMITTEE</b>	2021/2022 Chair: Leigh Lilla			<a href="mailto:llilla@nelson-construction.com">llilla@nelson-construction.com</a>
1	Budget/Audit Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Treasurer's Meeting With Auditors	\$ 400.00	\$ 400.00	\$ -	Travel if needed
3	Finance Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
	<b>SUBTOTAL:</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	
<b>B</b>	<b>CONSTITUTION &amp; BYLAWS COMMITTEE</b>	2021/2022 Chair: David Greenwood			<a href="mailto:greenwoodda@cdmsmith.com">greenwoodda@cdmsmith.com</a>
1	Constitution and Bylaws Committee	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
	<b>SUBTOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>C</b>	<b>EXECUTIVE COMMITTEE</b>	2021/2022 Chair: Tim Matthews			<a href="mailto:tmatthews@dot.ga.gov">tmatthews@dot.ga.gov</a>
1		\$ -	\$ -	\$ -	See Employee wages (C9)
2	Audit & CPA fees	\$ 7,500.00	\$ 7,500.00	\$ 7,615.66	
3	Awards, pins, & ribbons	\$ 4,000.00	\$ 3,000.00	\$ 3,994.97	Move two banners to New Sections (G2). Plaques paid under each award program. Past president plaque paid here.
4	Committee chair travel - President's invitation to NBM	\$ 6,000.00	\$ 6,000.00	\$ -	Travel by committee chairs to BOD Meeting at President's request. 3 meetings, 2 chairs at each, average cost of \$1000 each
5	Computers, purchase, repair	\$ 500.00	\$ 1,000.00	\$ 348.73	Minimal maintenance cost (all equipment has been purchased under previous years' budgets)
6	Contingencies, legal, bank fees	\$ 500.00	\$ 500.00	\$ 36.00	Bank Biz fee, PNC fee for audit information (say \$500)
7	Donations, memorials, gifts	\$ 200.00	\$ 200.00	\$ 118.84	No change
8	Employee - taxes, fica	\$ 12,000.00	\$ 12,000.00	\$ 10,568.72	Assume 29% of wages based on Current numbers
9	Employee - wages	\$ 31,980.00	\$ 31,200.00	\$ 20,826.87	Admin 1560 hrs @ \$20.50 assumes a 2.5% raise
10	Executive committee meeting	\$ -	\$ -	\$ -	All Ex-Com meetings done thru WebEx
11	Insurance - business	\$ 5,000.00	\$ 5,000.00	\$ 6,258.20	ASHE organizational-wide policy approved by Nat Board.
12	Misc.	\$ 500.00	\$ 500.00	\$ 40.34	Use \$500
13	Office- conf. call, office expenses	\$ 500.00	\$ 500.00	\$ 95.10	Use \$500
14	Office rental	\$ 3,500.00	\$ 3,500.00	\$ 3,250.00	\$250/mn for Admin office + \$500.00/year Internet for Treasurer.
15	Postage & delivery	\$ 750.00	\$ 750.00	\$ 835.04	

Item	OPERATING EXPENSES	Budget FYE 2022	Budget FYE 2021	Actual as of 3/31/21	Notes for 2021-22 Budget Preparation by Tim Matthews
16	President's travel & expenses	\$ 10,000.00	\$ 7,000.00	\$ 412.11	President's travel to Sections, Regions, and other events (other than BOD meetings)
17	Society travel - at President's request	\$ 3,600.00	\$ 2,500.00	\$ -	Others travel on behalf of Pres as authorized by Pres. 6 meetings @ \$600 per trip
18	Refunds (Overpayments from Section)	\$ -	\$ -	\$ 260.00	
19	Supplies, business, software	\$ 2,000.00	\$ 1,000.00	\$ 1,443.45	See Office Expenses (C13)
20					
<b>SUBTOTAL:</b>		<b>\$ 88,530.00</b>	<b>\$ 82,150.00</b>	\$ 56,104.03	
<b>D</b>	<b>MEMBERSHIP / MEMBER AT LARGE COMMITTEE</b>	2021/2022 Chair: Rob Prophet			<a href="mailto:jlila@nelson-construction.com">jlila@nelson-construction.com</a>
1	Hart, Member of the Year, and Young Member of the Year	\$ -	\$ -	\$ -	Award expense moved to Nominating Committee in FYE 2019 (H1)
2	Membership Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
3	Membership Database Project	\$ -	\$ -	\$ -	Expenses moved to Technology in FYE 2019 (Q3)
<b>SUBTOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>	\$ -	
<b>E</b>	<b>NATIONAL BOARD</b>	2021/2022 Chair: Tim Matthews			<b>4 BOD Meetings in FYE 2021 (Aug '20, Sept '20, Jan '21, Mar '21)</b>
1	Board Directors Lodging	\$ 10,000.00	\$ 9,000.00	\$ -	3 Board Meetings (lodging is covered in Stipend for National Conference for 90% of Board)
2	Board Directors Travel	\$ 23,000.00	\$ 22,000.00	\$ -	4 Board Meetings (travel to Naitonal Conference is included in this cost)
3	Board Meeting Expenses	\$ 10,000.00	\$ 10,000.00	\$ -	Meals, meeting rooms, misc. 4 Board Meetings (Conference Host pays for meeting room for Sunday Board Meeting)
<b>SUBTOTAL:</b>		<b>\$ 43,000.00</b>	<b>\$ 41,000.00</b>	\$ -	Historically \$13K per event
<b>F</b>	<b>NATIONAL CONFERENCE COMMITTEE</b>	2021/2022 Chair: Nikki Parris			<a href="mailto:nicole.parris@atkinglobal.com">nicole.parris@atkinglobal.com</a>
1	Conference stipend & expenses	\$ 20,000.00	\$ 20,000.00	\$ -	Add stipends payment for 2022 Conference to be paid under FYE 2022 budget
2	Advance for 2024 conference	\$ -	\$ 8,000.00	\$ 8,000.00	2023 Conference Georgia
3	Sponsorships for 2022 conference	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Sponsorship paid from this budget for 2022 Conference
4	National conference comm.	\$ -	\$ 800.00	\$ 297.46	Travel to potential site by National Conf. Comm. Members.
5	Past President Stipends to National Conference	\$ 2,500.00	\$ 2,500.00	\$ -	\$230 stipends for past national presidents' (10) registration to attend conference (FYE 2022 budget)
<b>SUBTOTAL:</b>		<b>\$ 26,500.00</b>	<b>\$ 35,300.00</b>	\$ 12,297.46	
<b>G</b>	<b>NEW SECTIONS COMMITTEE</b>	2021/2022 Chair: Sam Mody			<a href="mailto:smody@keller-engineers.com">smody@keller-engineers.com</a>
1	Startup grant - Two (2) Sections per Year	\$ 1,200.00	\$ 1,200.00	\$ 600.00	Not to be paid back.
2	New Section Banners - One(1) Sections	\$ 400.00	\$ 400.00	\$ 1,049.40	2 banners @ \$500 each

Item	OPERATING EXPENSES	Budget FYE 2022	Budget FYE 2021	Actual as of 3/31/21	Notes for 2021-22 Budget Preparation by Tim Matthews
3	Exhibit for other National Organization Conferences	\$ 5,000.00	\$ 5,000.00	\$ -	SASHTO Florida?
4	Travel - New Sections & Chartering	\$ 2,000.00	\$ 2,000.00	\$ -	Includes two start-up and two follow-ups. Travel is for Chair and Committee Members.
<b>SUBTOTAL:</b>		<b>\$ 8,600.00</b>	<b>\$ 8,600.00</b>	\$ 1,649.40	
<b>H</b>	<b>NOMINATING COMMITTEE</b>	2021/2022 Chair: Mike Hurtt			<a href="mailto:MHurt@chacompanies.com">MHurt@chacompanies.com</a>
1	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ 2,000.00	\$ -	Travel expenses, lodging, meals, and plaques for award recipients.
<b>SUBTOTAL:</b>		<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	\$ -	
<b>I</b>	<b>OPERATIONS OVERSIGHT COMMITTEE</b>	2021/2022 Chair: Stan Harris			<a href="mailto:stan.harris@stantec.com">stan.harris@stantec.com</a>
1	Operation Oversight Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Regional Directors Travel	\$ 4,000.00	\$ 4,000.00	\$ 805.05	Five-year average is \$2,500. Increase to emphasis need for Director Travel
3	National Project Awards Subcommittee (Joe Rikk)	\$ 2,500.00	\$ 2,500.00	\$ -	Includes travel to conference? and plaques
4	Resource Center Subcommittee (Shirley Stuttler)	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
<b>SUBTOTAL:</b>		<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>	\$ 805.05	
<b>J</b>	<b>OUTREACH COMMITTEE</b>	2021/2022 Chair: Frank Bronzo			<a href="mailto:fbronz@envdesigngroup.com">fbronz@envdesigngroup.com</a>
1	Outreach Committee Travel	\$ -	\$ 2,000.00	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Exposure Funds	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
<b>SUBTOTAL:</b>		<b>\$ 6,000.00</b>	<b>\$ 8,000.00</b>	\$ 6,000.00	
<b>K</b>	<b>PARTNERSHIP COMMITTEE</b>	2021/2022 Chair: Dawn Fortuna			<a href="mailto:dfortuna@rickengineering.com">dfortuna@rickengineering.com</a>
1	Booth exchange (cost at ASHE Conference)	\$ -	\$ 500.00	\$ -	Two booths @ \$400 each (for 2020 conference, paid under this budget)
2	Travel to partner events	\$ -	\$ 2,000.00	\$ -	Per Partnership chair request
<b>SUBTOTAL:</b>		<b>\$ -</b>	<b>\$ 2,500.00</b>	\$ -	
<b>L</b>	<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b>	2021/2022 Chair: Matheu Carter			<a href="mailto:matheu@udel.edu">matheu@udel.edu</a>
1	Professional Development Committee Travel	\$ -	\$ -	\$ -	No money spent FYE 2019, no money budgeted FYE 2020.
2	Certification-related fees & education costs	\$ -	\$ -	\$ -	Biennial Florida fee due April 2021 (no cost this budget)
<b>SUBTOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>	\$ -	
<b>M</b>	<b>PUBLIC RELATIONS COMMITTEE</b>	2021/2022 Chair: Amanda Schumacher			<a href="mailto:arc.schumacher@gmail.com">arc.schumacher@gmail.com</a>
1	Committee Travel	\$ -	\$ 1,200.00	\$ -	Events tied to Public Relations (ie. Partner conferences)

Item	OPERATING EXPENSES	Budget FYE 2022	Budget FYE 2021	Actual as of 3/31/21	Notes for 2021-22 Budget Preparation by Tim Matthews
2	Contest	\$ 200.00	\$ 100.00	\$ -	
3	Conference Exposure		\$ 800.00	\$ -	Exposure moved to M.4
4	Organizational Exposure, Social Media	\$ 4,000.00	\$ 3,000.00	\$ 316.60	including ADOBE Suite (\$57/month), sendinblue essential email system (\$39/month), membership spotlights, Section connection (some travel involved)
5	Shipping - ASHE Display	\$ 500.00	\$ 1,000.00	\$ -	increase in requests - more engagement from Sections requesting and New Sections
5	Software	\$ 1,200.00	\$ 600.00	\$ 1,023.72	
<b>SUBTOTAL:</b>		<b>\$ 5,900.00</b>	<b>\$ 6,700.00</b>	<b>\$ 1,340.32</b>	
<b>N</b>	<b>SCANNER COMMITTEE</b>	2021/2022 Chair: Anis Shaikh			<a href="mailto:ashaikh@hntb.com">ashaikh@hntb.com</a>
1	Scanner/Technical Committee Travel	\$ -	\$ 600.00	\$ -	
2	TNT Invoices	\$ 23,000.00	\$ 25,000.00	\$ 37,353.02	
3	National Conf. Exhibit Booth - TNT Graphics	\$ -		\$ -	
3A	National Conf. Expenses and Promotional Items	\$ -		\$ -	(\$400 for hotel room compensation & \$300 for promotional items)
4	Scanner Printer & Mail	\$ -	\$ -	\$ -	Included under N2 above
5	TNT Graphics Editor Fee - Scanner	\$ -	\$ -	\$ -	Included under N2 above
6	TNT Graphics Office Expenses	\$ -	\$ -	\$ -	Included under N2 above
7	TNT Graphics - Electronic Version	\$ -	\$ -	\$ -	Included under N2 above
8	TNT Graphics - Email Blast	\$ -	\$ -	\$ -	Included under N2 above
<b>SUBTOTAL:</b>		<b>\$ 23,000.00</b>	<b>\$ 25,600.00</b>	<b>\$ 37,353.02</b>	
<b>O</b>	<b>STRATEGIC PLAN COMMITTEE</b>	2021/2022 Chair: Jerry Pitzer			<a href="mailto:jerry1368@yahoo.com">jerry1368@yahoo.com</a>
1	Strategic Planning Committee Travel	\$ -	\$ 500.00	\$ -	No money budgeted
<b>SUBTOTAL:</b>		<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ -</b>	
<b>P</b>	<b>STUDENT CHAPTER COMMITTEE</b>	2021/2022 Chair: Matheu Carter			<a href="mailto:matheu@udel.edu">matheu@udel.edu</a>
1	Student Chapter Committee Travel	\$ 700.00	\$ 1,000.00	\$ -	
2	Student event promo materials		\$ -	\$ -	
<b>SUBTOTAL:</b>		<b>\$ 700.00</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	
<b>Q</b>	<b>TECHNOLOGY COMMITTEE</b>	2021/2022 Chair: Mindy Sanders			<a href="mailto:mhsanders@pontengineering.com">mhsanders@pontengineering.com</a>
1	Cloud Committee	\$ -	\$ 1,000.00	\$ 524.97	

Item	OPERATING EXPENSES	Budget FYE 2022	Budget FYE 2021	Actual as of 3/31/21	Notes for 2021-22 Budget Preparation by Tim Matthews
2	Website Cloud/Hosting/Domain	\$ 4,840.00	\$ 1,500.00	\$ 1,012.50	From Database subcommittee - JM Server Solutions
3	Database Upgrade	\$ 15,000.00	\$ 15,000.00	\$ -	(Potential) Est. for Natl. DB Upgrade, similar to GA, allow online payments & event registration, etc.
4	National Conf. Exhibit Booth - J.M. Solutions	\$ -	\$ -	\$ -	
5	Technology Committee Travel	\$ 700.00	\$ 300.00		
6		\$ -	\$ 1,700.00	\$ 2,102.53	Includes domain at \$40. JM Server Solutions
<b>SUBTOTAL:</b>		<b>\$ 20,540.00</b>	<b>\$ 19,500.00</b>	<b>\$ 3,640.00</b>	
<b>R</b>	<b>TREASURER</b>	2021/2022 Chair: Frank O'Hare			<a href="mailto:ashenationaltreasurer@ashe.pro">.ashenationaltreasurer@ashe.pro</a>
1	Funds To Reserve Fund	\$ -	\$ -	\$ 15,000.00	
<b>SUBTOTAL:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	
<b>TOTAL EXPENSES:</b>		<b>\$ 231,670.00</b>	<b>\$ 239,750.00</b>	<b>\$ 134,189.28</b>	
<p>Note 1: The new Administrative Assistant (admin) position will be activated on February 1, 2019. The current Assistant to the Secretary will transition all duties to the Admin thru the remainder of the ASHE fiscal year. The Assistant to the Secretary Position will be eliminated on May 31, 2019.</p>					
<p>Note 2: The new Administrative Assistant (admin) position will be activated on February 1, 2019. The current Assistant to the President will transition all duties to the Admin thru October 2019, coinciding with the September / October BOD Meeting. The Assistant to the President Position will be eliminated on October 31, 2019.</p>					