



ASHE National Board Meeting Minutes  
October 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 9:00 AM. The meeting was held at The Marriott Norfolk Waterside, 235 East Main Street, Norfolk, VA 23510.

**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
	Nancy A. Morisi	Administrative Assistant
	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Frank J. Bronzo, PE	Great Lakes Region Director
	James T. Shea, 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
	Nikole A. Cao, PE	Southwest Region Director
	Samir D. Mody, PE	New Sections Committee Co-Chair
	Amanda Schumacher	Public Relations Chair
	Rachel R. Gentry, PE	Middle Tennessee Section
		Immediate Past President
<u>Absent:</u>	P. Frank O'Hare, PE	Treasurer
	Michael D. Hurtt, PE	Immediate Past President
	Michael D. Bywaletz, PE	Mid-Atlantic 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 to our first in-person Board meeting since the beginning of the pandemic and thanked them for their attendance.

**APPROVAL OF MINUTES:** Thomas S. Morisi

**April 15, 2021 National Executive Committee Meeting:** Motion by Morisi to approve the minutes from the April 15, 2021 National Executive Committee Meeting; seconded by Lilla; all members of the Executive Committee in attendance in favor.

**April 16, 2021 National Board Meeting:** Motion by Morisi to approve the minutes from the April 16, 2021 National Board Meeting; seconded by Harris; all in favor.

**May 28, 2021 National Board Meeting:** Motion by Morisi to approve the minutes from the May 28, 2021 National Board Meeting; seconded by Harris; all in favor.

**August 20, 2021 National Executive Committee Meeting:** Motion by Morisi to approve the minutes from the August 20, 2021 National Executive Committee Meeting; seconded by Lilla; 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. He expressed his pleasure having the ability to again meet people in-person.

**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. Mr. Morisi noted that he has destroyed all old paper files Treasurer files. These files were 10+ years old and beyond the length of time needed to be saved.

**TREASURER'S REPORT:** Thomas S. Morisi

Secretary Morisi reviewed the highlights of the written Treasurer's Report which is attached to and made part of these meeting minutes.

Motion by Morisi to accept the National Treasurer's Report; seconded by Jordan; 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. She noted that 11 Sections have not yet paid their assessments and have been notified they are required to pay the late fee. President Matthews directed the Directors to express the need to their respective Sections of the need for timely payments.



**COMMITTEE REPORTS:**

**Ad Hoc (Region Structure):** James T. Shea, PE presenting

The Ad Hoc (Region Structure) Committee Report is attached to and made part of these minutes. Mr. Shea has not yet seen the results of the Operation & Oversight Committee survey regarding committees. He reported, once received, the committee will review the results and determine what committee functions could be assigned to the Regions. Mr. Harris noted the following items he suggests in which the Regions take a more active role: fostering communication, assisting with new sections, and helping struggling Sections. Mr. Matthews expressed the need to see what committees could be eliminated at the National level and pushed to the Region.

**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 Lilla to add \$2,000 into expenses for Nancy Morisi travel to budget line C110.0; seconded by DiZuzio; all in favor.

**Constitution/Bylaws:** Donato DiZuzio, PE presenting

The Constitution/Bylaws Committee Report is attached to and made part of these minutes. Mr. DiZuzio reported the Committee is in the process of reviewing Section/Region bylaws and requesting necessary updates to individual bylaws. President Matthews that we need to communicate to the Sections that the bylaws must be updated. An official notice is to be sent out that revised bylaws must be electronically submitted by an established deadline; no later than the end of the fiscal year.

**Membership:** Robert G. Prophet, PE presenting

The Membership Committee Report is attached to and made part of these minutes. Mr. Prophet reported that the Committee has developed a Best Practices Manual on which they will perform a final review then distribute. President Matthews asked the Committee to work with the Ad-Hoc Committee on Regions to see how Regions can assist. He also requested we consider if the exposure grant can be tied to Section growth.

**National Conference:** Roger B. Carriker, PE presenting

The National Conference Committee Report is attached to and made part of these minutes. The Committee requested the Board discuss the requirement for the host Section to provide airport transportation to National Board member. The National Board discussed the issue and feel the requirement is not necessary and could be provided at the discretion of the Conference host. However, if the Committee would like to revise the guidelines, they may do so without Board approval.

**New Sections:** Samir D. Mody, PE presenting

The New Section Committee Report is attached to and made part of these minutes. The Committee is continuing regular conference calls with recently chartered Sections to ensure a proper start. It was noted the four recently chartered Sections added approximately 300 members. The Board directed the Committee to treat Circle City as a new Section. A contact has been made in Kansas City for a potential new Section. Following discussion regarding seed money



**ASHE National Board Meeting Minutes**  
**October 16, 2021**

for Alabama, the Committee was directed to make the request to the Treasurer for disbursement of the funds and provide the Treasurer with a contact and address to which to send the funds.

**Nominating:** Timoth W. Matthews, PE presenting

The Nominating Committee Report is attached to and made part of these minutes. President Matthews reported that the notice has been sent out requesting nominations for officers and directors and reviewed the positions that are open. Nominations are due by December 1, 2021.

**Operations and Oversight:** Stan A. Harris, PE presenting

The Operations and Oversight Committee Report is attached to and made part of these minutes. Section officer training is scheduled for November 3, 2021. Mr. Harris noted that some of the Director travel budget has been used but there is still budget remaining. Discussion was held on the results of the survey regarding committees. Mr. Harris is hoping to bring suggestions relative to committee structure to the January National Board meeting. President Matthews noted it could help the Region grow if some of the committee duties were assigned to the Region and National could investigate providing a budget to the Region to fulfill those duties. Mr. Carriker requested the updated Leadership Chart be distributed to the Board. Ms. Morisi is to distribute.

**Outreach:** Frank J. Bronzo, PE presenting

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

Motion by Bronzo to distribute exposure funds to the Regions in the amounts established during the 2020-2021 fiscal year; seconded by Morisi; all in favor.

**Professional Development:** Roger B. Carriker, PE presenting.

Mr. Carriker reported that Mr. Carter is stepping down as Chair of both the Professional Development and the Student Chapter Committees. The Committees are currently looking for a replacement. The Committee may request the Board rescind a Section's ability to issue PDH's if they do not report PDH's issued as they are required to do.

**Public Relations:** Amanda Schumacher presenting

The Public Relations Committee Report is attached to and made part of these minutes. Ms. Schumacher reviewed a Power Point presentation outlining the Committee's current objectives and how they plan to fulfill those objectives.

**Scanner:** Donato DiZuzio, PE presenting

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

**Strategic Plan:** Kathryn E. Fink, PE presenting

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

**Technology:** Scott H. Jordan, PE presenting

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



**ASHE National Board Meeting Minutes  
October 16, 2021**

**Student Chapter:** Roger B. Carriker, PE presenting

Mr. Carriker reported that a virtual forum was conducted in September and that the Committee is planning an upcoming virtual meet and greet. The targeted date for the meet and greet is November 19, 2021.

**OLD BUSINESS:**

None discussed

**NEW BUSINESS:**

**Strategic Plan:** President Matthews reported he is forming a Diversity and Growth Committee to diversify our membership and he is directing them to work directly with the Strategic Planning Committee. Members of the Committee are to be announced.

**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:**

The next meeting will be held in Jacksonville, FL on January 21<sup>st</sup> and 22<sup>nd</sup>, 2022. Meeting arrangement will be made and distributed to the Board.

**FUTURE MEETINGS:**

A meeting is planned for Cincinnati, OH on March 25<sup>th</sup> and 26<sup>th</sup>, 2022.

**ADJOURNMENT:**

Motion by Harris to adjourn the meeting; seconded by Jordan; all in favor. The meeting adjourned at 11:30 AM.

**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



**Attachment 1: Officer and Committee Reports**



**Attachment 2: Region and Section Reports**



**ASHE National Board Meeting Minutes  
October 16, 2021**

**Attachment 1: Officer and Committee Reports**





## PRESIDENT'S REPORT

October 16, 2021

### Activities (Cumulative): completed or planned

#### Travel:

1. **May:** Traveled to NC-NJ Section for Scholarship Event.
2. **June:** Traveled to Savannah for SE Region Meeting.
3. **June:** Traveled to Austin TX for Chartering Event.
4. **July:** Traveled to Chattanooga TN for TN Valley Chartering.
5. **Aug:** Traveled to Houston TX for National Board Meeting
6. **Sept:** Traveled to PA for SW PA Awards Dinner
7. **Oct:** Traveled to Norfolk, VA for National Board Meeting

#### Committee Activities:

1. **Monthly:** National Conference Committee meeting (conference call)

#### Meetings:

1. **Monthly:** Reoccurring President's with Leigh, Stan and Mike
2. **June 4<sup>th</sup>:** Attended ASHE SE Region Board Meeting
3. **June 8<sup>th</sup>:** Attended ASHE Central TX Chartering
4. **July 14<sup>th</sup>:** Attended ASHE TN Valley Chartering
5. **Aug 20<sup>th</sup>:** Attended ASHE National Board Mtg in Houston
6. **Aug 26<sup>th</sup>:** Held Coffee and Conversations Series (Virtual)
7. **Sept 24<sup>th</sup>:** Attended ASHE SE Region Board Meeting (Virtual)
8. **Sept 29<sup>th</sup>:** Attended ASHE SW PA Awards Dinner

#### Upcoming Meetings:

1. **Oct 26<sup>th</sup>:** Will attend the OTEC Conference and Present
2. **Nov 8<sup>th</sup>:** Will attend Joint ASCE/ASHE one day conference

#### Board Activities:

1. **May:** Virtual National Board Meeting
2. **May:** Virtual National Conference
3. **Aug:** National Board Meeting in Houston

#### 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 September 2, 2021. This list corresponds to that submitted for the Fall issue of the Scanner.

<b>Northeast Region</b>			<b><i>Southeast Region</i></b>	
Albany	83		Alabama	55
Altoona	200		Central Florida	91
Central New York	50		Georgia	500
Clearfield	178		Middle Tennessee	308
Delaware Valley	352		Northeast Florida	181
East Penn	124		South Florida	11
First State	185		Tampa Bay	77
Franklin	129		Tennessee Valley	54
Harrisburg	401		<b>Subtotal</b>	<b>1277</b>
Long Island	39			
Mid-Allegheny	126		<b>Great Lakes Region</b>	
N. Central New Jersey	140		Bluegrass	96
New York Metro	137		Central Dacotah	86
North East Penn	134		Central Ohio	191
Pittsburgh	536		Cuyahoga Valley	103
Southern New Jersey	177		Derby City	90
Southwest Penn	295		Lake Erie	193
Williamsport	81		Northwest Ohio	53
<b>Subtotal</b>	<b>3367</b>		Triko Valley	174
			<b>Subtotal</b>	<b>986</b>
<b>Mid-Atlantic Region</b>				
Blue Ridge	62		<b>Southwest Region</b>	
Carolina Piedmont	78		Central Texas	45
Carolina Triangle	229		Dallas-Forth Worth	19
Chesapeake	301		Houston	109
Greater Hampton Roads	81		Phoenix Sonoran	134
N. Central West Virginia	52		<b>Subtotal</b>	<b>307</b>
Old Dominion	85			
Potomac	188		<b>Total</b>	<b>7077</b>
South Carolina	64			
<b>Subtotal</b>	<b>1140</b>			

## **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.

Total membership as of the date listed is 7,077 which represents a net increase of 122 members since the report for the April 2021 National Board meeting. Since the April meeting, the South Carolina and Central Texas Sections have been chartered, adding 109 members in total.

A breakdown comparison, by Region, since the April National 2021 National Board Meeting is as follows:

- Northeast Region
  - April Membership: 3,385
  - Current Membership: 3,367
  - Total decrease: 18
  - Most of the decrease is attributed to a reconciliation with the Long Island Section. This reconciliation represents a decrease of 28 members. Without this reconciliation, there would be a net increase of 10 members.
- Mid-Atlantic Region
  - April Membership: 1,063
  - Current Membership: 1,140
  - Total increase: 77
  - Most of the increase is attributed to the addition of the South Carolina Section and their 64 members. Otherwise, there is still a net increase of 13 members.
- Southeast Region
  - April Membership: 1,276
  - Current Membership: 1,277
  - Total increase: 1
  - The only Section that changed was South Florida.
- Great Lakes Region
  - April Membership: 971
  - Current Membership: 986
  - Total increase: 15
  - Most of the increase is attributed to the Bluegrass Section with a net increase of 14. Otherwise, there is still a net increase of 1 member.
- Southwest Region
  - April Membership: 260
  - Current Membership: 307
  - Total increase: 47
  - Most of the increase is attributed to the addition of the Central Texas Section and their 45 members. Otherwise, there is still a net increase of 2 members.

## **ASSESSMENTS**

All 2020-2021 assessments have been paid.

The Administrative Assistant is tracking assessments for 2021-2022. Please refer to that report.

Recently there have been a number of Sections chartered (Alabama, Central Texas and South Carolina) prior to National receiving their dues. It is my recommendation that we require

payment prior to chartering. Otherwise, there is a great deal of confusion and it becomes a challenge to collect the initial dues. Additional confusion is created if they have not paid the initial dues by assessment time.

### **TEAMS**

It is on my list to purchase Teams for ASHE. That has not been completed yet due to a technical issue with the ASHE laptop. Once I obtain assistance with the technical issue, I will purchase and install Teams.



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## **National Treasurer's Report**

**Frank O'Hare, PE, PS, National Treasurer**

**ASHE National Board Meeting**

**October 16, 2021**

**Norfolk, VA**

1. Income and Expenses - Income and Expenses are shown as of 9/30/2021. See Attachment.
  - Operating Income Comments – No comment.
  - Operating Expenses Comments
    - The Board needs to authorize funds for Employee Expenses. This will be used mainly for Nancy Morisi's expenses, i.e., airfare when attending National Board Meetings. Suggest \$2000.00.
    - This year's budget reflects zero funding for the following committees:
      - Constitution & Bylaws
      - Membership/Member at Large Committee
      - Partnership Committee
      - Professional Development Committee
      - Strategic Planning Committee
2. Investment as of 3/31/2021. See Attachment. The investment account lost approx. \$13K during the month of September.
3. The U.S. Treasury and the State of Pennsylvania is now being paid through CPA's QuickBooks account. We are now required to pay our taxes monthly instead of quarterly due to Nancy's pay rate increase.
4. Nancy Morisi's wages are now directly deposited to her account. This has been working extremely well.
5. A personal check designated for a Section's membership assessment was returned to the sender. Co-mingling of personal funds and ASHE funds at any level are prohibited.
6. The Treasurer has not received direction for this year exposure funds distribution as of this date.
7. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for April, May, June, July, August and September. The statements were forwarded to Budget/Audit Committee Chair Leigh Lilla for review.
8. April, May, June, July, August, and September Credit Card reconciliations have been forwarded to the Budget/Audit Committee for review.

9. The draft of the FYE 2021 audit has been forwarded to Budget/Audit Committee for review and comment.
10. 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.
11. 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,
12. 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.

**13. Expenses over 60 days old will be brought to the Executive Committee or National Board for approval. The Houston Board Meeting was held on August 21<sup>st</sup>. HINT! HINT!**

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

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FYI: Expense Checks for Houston have been issued to the following:

1. Edgar Hermano	10. Mindy Sanders
2. Frank O'Hare	11. Nancy Morisi
3. Hossein Hosseiny	12. Nikole Cao
4. Jason Hewatt	13. Scott Jordan
5. Kathryn Fink	14. Stan Harris
6. Leigh Lilla	15. Tara Alexander
7. Michael Bywaletz	16. Thomas Morisi
8. Michael Hurtt	17. Tim Mathews
9. Michael Knowles	

**ASHE Treasurer's Report**  
for  
**For June 1, 2021 to September 30, 2021**

**Natonal Board Meeting, Norfolk, VA**

**PNC Checking Account**

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2020	\$	149,431.86
2	<b><u>Inflows</u></b>		
3	Income	\$	11,649.24
4	Total Inflows (Income)	\$	11,649.24
5	<b><u>Outflows</u></b>		
6	Expenses	\$	138,089.48
7	Total Outflows (Expenses)	\$	46,273.62
8	Balance 8649 - 9/30/2021	\$	114,807.48

**PNC Investment Account**

9	PNC Investment - Beginning Balance (6/1/2021)	\$	409,340.31
10	Increase (Decrease) in Fund as of 9/30/2021	\$	288.76
11	-		
12	Balance on 9/30/2021	\$	409,629.07
13			
14	Total Assets as of 9/30/2021 ....	\$	524,436.55
15	Total Assets as of 6/1/2021 ....	\$	558,772.17
16	Increase or (Decrease) in Total Assets - 6/1/2021 to 9/30/2021	\$	(34,335.62)

Respectfully submitted:

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ASHE National Treasurer

Item	Operating Income	Budgeted FYE 2022	Actual as of 09/30/2021
A.	Clothing royalties	\$ 1.00	
B.	Conference seed money returned	\$ -	
C.	Conference Income	\$ 1.00	
D.	Credit Card Cash Back Rewards	\$ 300.00	
E.	Lifetime Member Pins	\$ -	\$ 175.00
F.	New members - at large	\$ -	
G.	Member assessment	\$ 140,000.00	\$ 220.00
H.	National Project of the Year	\$ 500.00	
I.	New members initiation fees	\$ 9,000.00	\$ 1,170.00
J.	Other Income	\$ 1.00	
K.	Past Presidents' pins	\$ 1,000.00	\$ 1,500.00
L.	SPONSORSHIPS		
L100.0	Sponsorships - Multiview	\$ 5,000.00	\$ 984.24
L101.0	Sponsorships - SCANNER	\$ 28,000.00	\$ 7,600.00
	<b>Total</b>	<b>\$ 183,803.00</b>	<b>\$ 11,649.24</b>
	<b>Increase of Demand Assets from Investment</b>	<b>\$ 47,867.00</b>	
	<b>Total Inflow to Operating Budget</b>	<b>\$ 231,670.00</b>	

FYE 2022 - June 1, 2021 to May 31, 2022



Item	o n	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
A.		<b>BUDGET/AUDIT COMMITTEE</b>		
	A102.0	Treasurer's Meeting With Auditors	\$ 400.00	\$ -
		<b>TOTAL:</b>	<b>\$ 400.00</b>	<b>\$ -</b>
B.		<b>CONSTITUTION &amp; BYLAWS COMMITTEE</b>		
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
C.		<b>EXECUTIVE COMMITTEE</b>		
	C102.0	Audit & CPA fees	\$ 7,500.00	\$ 231.97
	C103.0	Awards, pins, & ribbons	\$ 4,000.00	\$ 505.90
	C104.0	Committee chair travel by President's invitation	\$ 6,000.00	\$ 1,266.80
	C105.0	Computers, purchase, repair	\$ 500.00	\$ -
	C106.0	Contingencies, legal, bank fees	\$ 500.00	\$ 39.75
	C107.0	Donations, memorials, gifts	\$ 200.00	\$ 50.00
	C108.0	Employee - taxes, fica	\$ 12,000.00	\$ 4,257.28
	C109.0	Employee - wages	\$ 31,980.00	\$ 7,850.70
	C110.0	Employee - expenses	\$ 0.00	\$ 575.90
	C111.0	Insurance - business	\$ 5,000.00	\$ 899.40
	C112.0	Misc. Expenses	\$ 500.00	\$ -
	C113.0	Office- conf. call	\$ 500.00	\$ 74.45
	C114.0	Business Office - Rent	\$ 3,500.00	\$ 1,250.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 750.00	\$ 203.09
	C117.0	Presidents travel & expenses (No board mtgs.)	\$ 10,000.00	\$ 1,958.11
	C118.0	Society travel - President's request	\$ 3,600.00	\$ 1,277.99
	C119.0	Refunds (Overpayments from Section.)	\$ -	\$ (0.04)
	C119.0	Supplies, business, software	\$ 2,000.00	\$ 90.05
		<b>TOTAL:</b>	<b>\$ 88,530.00</b>	<b>\$ 20,531.35</b>
D.		<b>MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>		
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
E.		<b>NATIONAL BOARD</b>		
	E101.1	Board Directors Lodging	\$ 10,000.00	\$ 2,684.06
	E101.2	Board Directors Travel	\$ 23,000.00	\$ 5,533.37
	E102.0	Board Meeting Expenses	\$ 10,000.00	\$ 5,355.68
		<b>TOTAL:</b>	<b>\$ 43,000.00</b>	<b>\$ 13,573.11</b>

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
F.		<b>NATIONAL CONFERENCE COMMITTEE</b>		
	F101.0	2021 conference stipend & expenses (6/9-13/2021)	\$20,000.00	\$150.00
	F102.0	Future National Conf. Advance (2024)	\$ -	\$ -
	F103.0	Sponsorships for 2022 conference	\$ 4,000.00	\$ -
	F104.0	National Conf. Comm. Travel	\$ -	\$ -
	F105.0	Past Presidents Stipend for National Conference	\$ 2,500.00	\$ -
	F106.0	Scanner Special 2020 Conference Edition	\$ -	\$ -
		<b>TOTAL:</b>	\$26,500.00	\$150.00
G.		<b>NEW SECTIONS COMMITTEE</b>		
	G101.0	Startup grant - Two(2) Sections per Year	\$ 1,200.00	\$ -
	G102.0	New Section Banners - Three(3) Sections	\$ 400.00	\$ -
	G103.0	Exhibiting	\$ 5,000.00	\$ -
	G104.0	Travel - New Sections & Chartering	\$ 2,000.00	\$ 769.13
		<b>TOTAL:</b>	\$ 8,600.00	\$ 769.13
H.		<b>NOMINATING COMMITTEE</b>		
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ -
		<b>TOTAL:</b>	\$ 2,000.00	\$ -
I.		<b>OPERATIONS OVERSIGHT COMMITTEE</b>		
	I102.0	Regional Directors Travel	\$ 4,000.00	\$ 1,106.89
	I103.0	Project of the Year	\$ 2,500.00	\$ 1,608.05
	I104.0	Society History Comm. <sup>1</sup>	\$ -	\$ -
		<b>TOTAL:</b>	\$ 6,500.00	\$ 2,714.94
J.		<b>OUTREACH COMMITTEE</b>		
	J102.0	Exposure Funds	\$ 6,000.00	\$ -
		<b>TOTAL:</b>	\$ 6,000.00	\$ -
K		<b>PARTNERSHIP COMMITTEE</b>		
		<b>TOTAL:</b>	\$0.00	\$ -
L.		<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b>		
		<b>TOTAL:</b>	\$0.00	\$ -

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
M.		<b>PUBLIC RELATIONS COMMITTEE</b>		
	M102.0	Contest	\$ 200.00	
	M103.0	Conference Exposure, Social Media	\$ 4,000.00	\$ 320.00
	M106.0	Software	\$ 1,200.00	\$ 341.68
	M105.0	Shipping - ASHE Display	\$ 500.00	
		<b>TOTAL:</b>	\$ 5,900.00	\$ 661.68
N.		<b>SCANNER COMMITTEE</b>		
	N102.0	TNT Invoices	\$ 23,000.00	\$ 6,589.41
		<b>TOTAL:</b>	\$ 23,000.00	\$ 6,589.41
O.		<b>STRATEGIC PLAN COMMITTEE</b>		
	O101.0	Strategic Planning Committee	\$ -	
		<b>TOTAL:</b>	\$0.00	\$ -
P.		<b>STUDENT CHAPTER COMMITTEE</b>		
	P101.0	Student Chapter Committee	\$ 700.00	\$ -
	P102.0	Student event promo materials	\$ -	\$ -
		<b>TOTAL:</b>	\$ 700.00	\$ -
Q.		<b>TECHNOLOGY COMMITTEE</b>		
	Q101.0	Cloud Committee Expenses (Travel)	\$ 700.00	\$ -
	Q103.0	Database upgrade	\$ 15,000.00	\$ 337.50
	Q106.0	Website hosting	\$ 4,840.00	\$ 946.50
		<b>TOTAL:</b>	\$ 20,540.00	\$ 1,284.00
		<b>TREASURER</b>		
	R.	Transfer from Checking to Investment	\$ -	
			\$0.00	
		<b>Total Expenses</b>	<b>\$ 231,670.00</b>	<b>\$ 46,273.62</b>

# Cash Flow

6/1/2021 through 9/30/2021

10/8/2021

Page 1

Category	6/1/2021-9/30/2021
<b>INFLOWS</b>	
E. Life Member Pins	175.00
G. Membership Assessments	220.00
I. New Member-Initiation Fee	1,170.00
K. Past President-Pins	1,500.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	984.24
L101.0 SCANNER Sponsorships	7,600.00
TOTAL L. Sponsorships	8,584.24
<b>TOTAL INFLOWS</b>	<b>11,649.24</b>
<b>OUTFLOWS</b>	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	231.97
C103.0 Awards, Banners, Ribbons, Misc.	505.90
C104.0 Com Chair Travel -Pres.'s Request-Board Meeti...	
Lodging	319.88
Mileage	104.16
Misc. Travel Expenses, Meals, Parking	151.53
Travel - Air,Train,Transit,Cab,Rental	691.23
TOTAL C104.0 Com Chair Travel -Pres.'s Request-Bo...	1,266.80
C106.0 Contingencies, Legal, Bank Fees	
Bank Charge-Bank Charge	24.00
Quickbooks Direct Deposit Fee	15.75
TOTAL C106.0 Contingencies, Legal, Bank Fees	39.75
C107.0 Donations. Memorials, Gifts-Charitable Donation...	50.00
C108.0 Employees - Taxes, FICA, ETC-Taxes, FICA, Un...	4,257.28
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. Morisi	7,850.70
TOTAL C109.0 Employee Wages	7,850.70
C110.0 Admin. Asst. Exp - N. Morisi	
Travel -- Air,Train,Transit,Cab,Rental	575.90
TOTAL C110.0 Admin. Asst. Exp - N. Morisi	575.90
C111.0 Insurance - Business	899.40

Cash Flow  
6/1/2021 through 9/30/2021

10/8/2021

Page 2

Category	6/1/2021- 9/30/2021
C113.0 Office-Conf. Call, Office Exps-Conf Call & Office ...	74.45
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	250.00
C114.3 Johnstown, PA-- Rent	1,000.00
TOTAL C114.0 Business Office - Expenses	1,250.00
C115.0 Postage and Delivery-Postage and Delivery Exp...	203.09
C117.0 President's Exp(Not BD Mtgs)	
Lodging-Overnight Lodging	844.70
Mileage-Mileage at IRS Rate	456.96
Misc. Travel Expenses, Meals, Parking,	166.11
Travel - Air,Train,Transit,Cab,Rental	490.34
TOTAL C117.0 President's Exp(Not BD Mtgs)	1,958.11
C118.0 Society Travel-Pres. Request	
Lodging	467.79
Mileage	795.20
Misc. Travel Expenses, Meals, Parking,	15.00
TOTAL C118.0 Society Travel-Pres. Request	1,277.99
C119.0 Refund	-0.04
C119.1 Supplies-Software, Ink,Paper,Etc.	90.05
TOTAL C. Executive Committee	20,531.35
E. National Board-Expense for National Board Meetings	
E101.0 Board Member-Board Meeting Exp	5,066.36
E101.1 Lodging - Board Meeting	2,684.06
E101.2 Board Travel Expenses	
Mileage - Board Meeting	253.68
Misc. Travel Expenses, Meals, Parking	1,383.46
Travel-Air,Train,Transit,Cab,Rental	4,185.55
TOTAL E101.2 Board Travel Expenses	5,822.69
TOTAL E101.0 Board Member-Board Meeting Exp	13,573.11
TOTAL E. National Board-Expense for National Board M...	13,573.11
F. National Conference Committee	
F101.0 National Bd. Member Stipend-National Directorq	
2021 Stipend - Virtual Conference	150.00
TOTAL F101.0 National Bd. Member Stipend-National...	150.00
TOTAL F. National Conference Committee	150.00

Cash Flow  
6/1/2021 through 9/30/2021

10/8/2021

Page 3

Category	6/1/2021- 9/30/2021
G. New Sections Committee	
G104.0 Travel-New Section & Chartering	
Lodging	178.89
Mileage	112.56
Misc. Travel Expenses, Meals, Parking	106.88
Travel-Air,Train,Transit,Cab,Rental	370.80
TOTAL G104.0 Travel-New Section & Chartering	769.13
TOTAL G. New Sections Committee	769.13
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Directors	556.97
Mileage	549.92
TOTAL I102.0 Regional Director Travel	1,106.89
I103.0 ASHE National Project of the Year-Entry Fee	1,608.05
TOTAL I. Operations Committee	2,714.94
M. Public Relations Committee	
M104.0 Promotional Material,Social Media	320.00
M106.0 Software	341.68
TOTAL M. Public Relations Committee	661.68
N. SCANNER Committee	
N102.0 TNT Invoices - Scanner Only	6,589.41
TOTAL N. SCANNER Committee	6,589.41
Q. Technology Committee	
Q101.0 Support ASHE Cloud	174.99
Q102.0 Data Base Project Admin.-Upgrade of Database	337.50
Q106.0 Website Hosting	727.51
Q107.0 Website redesign	44.00
TOTAL Q. Technology Committee	1,284.00
<b>TOTAL OUTFLOWS</b>	<b>46,273.62</b>
<b>OVERALL TOTAL</b>	<b>-34,624.38</b>



## Administrative Assistant Report

ASHE National Board Meeting-October 16,2021

**New Member Request Forms (Website):** The following is a region summary of the new member request forms (May thru September) total of 78 received and forwarded to the appropriate sections:

**May- 11 total request breakdown:**

1-Great Lakes  
2-Mid-Atlantic  
3-Northeast  
1-Southeast  
4-Southwest

5-Northeast  
4-Southeast  
7-Southwest

**June-19 total request breakdown:**

1-Great Lakes  
8-Mid-Atlantic  
5-Northeast  
1-Southwest  
4-Southwest

**August-7-total request breakdown:**

0-Great Lakes  
3-Mid-Atlantic  
1-Northeast  
2-Southeast  
1-Southwest

**July-22-total request breakdown:**

2-Great Lakes  
4-Mid-Atlantic

**September-19 total request breakdown**

3-Great Lakes  
4-Mid-Atlantic  
8-Northeast  
2-Southeast  
2-Southwest

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

**Assessments/Database reconciliation:** All 2021-2022 Assessments were sent by me

via email by 7/1/2021. The assessments were due 10/1/2021, 35 Sections have paid in full and 12 are still outstanding and will be charged the late fee. Reminder sent to those Sections on 10/13/2021.

**New Members:** 121 new member certificates and pins were mailed from May 1,2021 to present.

**New Section Charter:** Central Texas Section chartered on 6/8/2021, the new section banner, charter, member certificates and pins were mailed prior to the chartering event.

**Past President Pins** 28 Past President Pins were mailed, 12-Georgia, 5-Southwest Penn, 3-Triko Valley, 3-First State, 5-East Penn.

**Lifetime Member Pins:** 141 Lifetime Pins have been purchased by Sections since the initial order of 6/11/2020. Breakdown: Carolina Piedmont- 4, Central Florida -1, Lake Erie -25, Pittsburgh- 50, Southern New Jersey- 20, Southwest Penn-35, East Penn-1, North Central New Jersey-5

**Scanner Invoices:** 10 Checks have been received and processed from 5/1/2021-9/30/2021.

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

**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-6-National Constitution
- D-7-National Bylaws
- D-8-Code of Ethics
- D-11-National Officer-Director Nomination Guidelines
- D 17-Section Generic By-Laws
- D 17E-Section By-Laws Template (Editable)
- D-21-Region Generic By-Laws
- D-21E-Region By-Laws Template (Editable)
- D-22-National Honorary Awards Guidelines
- D-23-Robert E. Pearson Awards Guidelines
- D-24-Young Member of the Year Guidelines
- D-25-Member of the Year Guidelines
- D-26-Lifetime Achievement Awards Guidelines
- D-42-ASHE National Fee Schedule

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. Including Assessments (inquiries, reconciliation, problem solving), Membership Center Section Survey, National Treasurer Communications. Answered various emails from Section and Regions and assisted the organization in any matter that was asked of me.



Section	Invoice	Drops	Deduction for Drops	New Members	Addition for New	New Total	Check Amount	Check Received	Credit	Remarks
Alabama	\$2,340.00	0	\$0.00	65	\$2,985.00	\$2,985.00	\$2,985.00	9/28/2021	\$0.00	Paid in full 9/28/2021 #1007 (completed 9/28/2021)
Albany	\$1,660.00	5	\$100.00	4	\$180.00	\$1,740.00	\$1,740.00	9/13/2021	\$0.00	Paid in full 9/13/2021 #2021 (completed packet sent 9/14/2021)45
Altoona	\$3,740.00	12	\$240.00	0	\$0.00	\$3,500.00	\$3,500.00	9/27/2021	\$0.00	Paid in full 9/27/2021 #100040 \$20.00 credit applied from 2020
Blue Ridge	\$1,220.00									
Bluegrass	\$1,604.00									
Carolina Piedmont	\$1,560.00	16	\$320.00	7	\$315.00	\$1,555.00	\$1,560.00	10/1/2021	\$5.00	Paid in full 10/1/2021 ck#1008 overpayment of \$5.00
Carolina Triangle	\$4,600.00	27	\$540.00	10	\$450.00	\$4,030.00	\$4,030.00	10/1/2021		Paid in full 10/1/2021 ck#235 sent separate ck 515.00 for new members?
Central Dacotah	\$1,720.00	13	\$260.00	13	\$585.00	\$2,045.00	\$2,045.00	10/9/2021	\$0.00	Paid in full 10/9/2021 ck#1190
Central Florida	\$1,820.00	29	\$580.00	18	\$810.00	\$2,050.00	\$2,050.00	10/1/2021	\$0.00	Paid in full 10/1/2021 cl#1117
Central New York	\$1,000.00									
Central Ohio	\$3,820.00	9	\$180.00	11	\$495.00	\$4,135.00	\$4,135.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck#453528-need member apps and names of drops
Central Texas	\$2,965.00	7	\$140.00	69	\$3,105.00	\$2,965.00	\$2,965.00	9/27/2021	\$0.00	Paid in full 9/27/2021 #00292884464 (completed packet sent 9/28/2021)
Chesapeake	\$6,020.00	37	\$740.00	17	\$765.00	\$6,045.00	\$6,045.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck#1033
Clearfield	\$3,600.00	10	\$200.00	3	\$135.00	\$3,555.00	\$3,580.00	9/28/2021	\$0.00	Paid in full 9/28/2021 #1974 \$25.00 credit 2022-2023overpaid (completed)
Cuyahoga Valley	\$2,060.00	2	\$40.00	3	\$135.00	\$2,155.00	\$2,155.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck#1404
Dallas Fort Worth	\$380.00									
Delaware Valley	\$6,875.00	42	\$840.00	32	\$1,440.00	\$7,475.00	\$7,490.00	9/29/2021	\$0.00	Paid in full 9/29/21 #1794 possible overpayment credit applied
Derby City	\$1,760.00	7	\$140.00	0	\$0.00	\$1,620.00	\$1,620.00	9/28/2021	\$0.00	Paid in full 9/28/2021 #213(completed 10/6/2021-email sent to confirm drops)
East Penn	\$2,600.00	21	\$2,080.00	2	\$90.00	\$2,270.00	\$2,470.00	9/27/2021	\$0.00	Paid in full 9/27/2021 #475 \$30.00 credit applied from 2020 overpayment \$230.00
First State	\$3,700.00	12	\$240.00	21	\$945.00	\$4,405.00	\$4,845.00	9/28/2021		Paid in full 9/28/2021 Ovepayment \$450.50 paid late fee
Franklin	\$2,540.00	6	\$120.00	0	\$0.00	\$2,420.00	\$2,420.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck#415
Georgia	\$10,000.00	56	\$1,120.00	0	\$0.00	\$8,880.00	\$8,880.00	9/28/2021	\$0.00	Paid in full 9/29/2021 #5267
Greater Hampton Roads	\$1,640.00	6	\$120.00	7	\$315.00	\$1,835.00	\$1,835.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck#1175
Harrisburg	\$7,920.00	33	\$660.00	27	\$1,215.00	\$8,475.00	\$8,712.00	10/3/2021	\$0.00	Paid in full 10/1/2021 ck#4152 (possible overpayment)
Houston	\$2,180.00									
Lake Erie	\$3,900.00	7	\$140.00	15	\$675.00	\$4,435.00	\$4,435.00	9/28/2021	\$0.00	Paid in full 9/28/2021 #1087 (complete packet sent 10/5/2021)
Long Island	\$780.00									
Mid-Allegheny	\$2,520.00	0	\$0.00	0	\$0.00	\$2,520.00	\$2,520.00	9/13/2021	\$0.00	paid in full 9/13/2021 #207 (completed 9/14/2021)
Middle Tennessee	\$6,160.00	45	\$900.00	35	\$1,575.00	\$6,835.00	\$6,835.00	10/1/2021	\$0.00	paid in full 10/1/2021 ck#2079
New York Metro	\$2,740.00									
North Central New Jersey	\$2,800.00	5	\$225.00	13	\$260.00	\$2,765.00	\$2,765.00	9/29/2021	\$0.00	paid in full 9/29/2021 #1566 (complete packet sent 10/5/2021)
North Central WV	\$1,040.00	0	\$0.00	0	\$0.00	\$1,040.00	\$1,040.00	9/27/2021	\$0.00	paid in full 9/27/2021 #781 (completed 9/28/2021)
North East Penn	\$2,560.00								\$25.00	
Northeast Florida	\$3,620.00									
Northwest Ohio	\$1,060.00									
Old Dominion	\$1,700.00	11	\$220.00	4	\$180.00	\$1,660.00	\$1,660.00	10/1/2021	\$0.00	paid in full 10/1/2021 ck#651 (completed 10/12/2021)
Phoenix	\$2,680.00	12	\$240.00	4	\$180.00	\$2,620.00	\$2,620.00	9/30/2021	\$0.00	paid in full 9/30/2021 (direct deposit item #357360738)
Pittsburgh	\$10,700.00	38	\$760.00	0	\$0.00	\$9,875.00	\$9,875.00	10/1/2021	\$0.00	
Potomac	\$3,760.00	57	\$1,140.00	20	\$900.00	\$3,520.00	\$3,520.00	9/27/2021	\$0.00	paid in full 9/27/2021 #1750
South Carolina	\$2,630.00	0	\$2,630.00	64	\$0.00	\$2,630.00	\$2,630.00	10/1/2021	\$0.00	paid in full 10/1/2021 ck#10001 \$2630.00(did not pay at chartering)
South Florida	\$220.00	0	\$0.00	0	\$0.00	\$220.00	\$220.00	7/29/2021	\$0.00	paid in full 7/29/2021 #0102 (completed 7/29/2021)
Southern New Jersey	\$3,540.00	19	\$380.00	12	\$540.00	\$3,700.00	\$3,700.00	9/29/2021	\$0.00	paid in full 9/29/2021#2009
Southwest Penn	\$5,860.00	34	\$5,180.00	3	\$135.00	\$5,315.00	\$5,260.00	10/1/2021	-\$55.00	Underpayment 10/1/2021 \$55.00
Tampa Bay	\$1,540.00									
Tennessee Valley	\$1,080.00	6	\$120.00	56	\$2,610.00	\$3,570.00	\$3,570.00	9/29/2021	\$0.00	paid in full 9/29/2021 #122
Triko Valley	\$3,480.00	20	\$400.00	3	\$135.00	\$3,215.00	\$3,215.00	10/1/2021	\$0.00	paid in full 10/1/2021 ck#2332
Williamsport	\$1,620.00	0							\$50.00	
	<b>\$142,974.00</b>	<b>604</b>		<b>473</b>		<b>\$128,060.00</b>	<b>\$128,927.00</b>		<b>\$25.00</b>	

Online Requests Not Membership Related

6/7/2021 Request to post job opportunities  
6/8/2021 Please provide direction on how to obtain pdh certificates from the National Conference  
6/15/2021 Request for log in credentials  
6/21/2021 Why am I not getting a Scanner and log in credentials  
6/22/2021 Requested info about getting into Tampas domain and website  
6/30/2021 Requesting volunteer opportunities for civil engineers in Houston  
6/30/2021 Recently changed jobs and wanted to check if she was a member  
  
7/30/2021 Requested to share an article from the Summer 2021 Scanner written by Mike Hurtt  
7/30/2021 Request to be put on the Scanner distribution list, not a member  
7/30/2021 Logging information requested

Aug-21 No legitimate requests, all spam

Sep-21 No legitimate requests, all spam

Shania Bishop	Explained we do not post employment opportunities at this time
Sean Henderson	Forwarded to Richard Cochrane
Melissa Boyles	Provided log in credentials
Tim Herlihy	Explained that the scanner is digital unless hardcopy is requested, provided log in credentials
Tara McCarthy	Explained she was not in the database as a member forwarded to Tampa for follow up
Leo	Forwarded to Houston Section to approach for membership
Diarra Fall	Not a member forwarded info to Middle Tennessee Section
Mary Gallagher	Permission to share article granted
Scott Naiva	Explained he need to join to receive a Scanner, sent member info to Delaware Valley
Mike Hemmerich	Provided login information

Online Membership Requests  
May 2021-September 2021

05/04/21	Mid-Atlantic	Potomac	Nicholas Kim	Employer & UVA
05/06/21	Southwest	Central Texas	Joseph Roberts	Work
05/10/21	Mid-Atlantic	South Carolina	William Dovel	Scott Carney
05/10/21	Northeast	Delaware Valley	John Tercha	UPJ & Work
05/13/21	Great Lakes	Central Ohio	Brandon Brocj	Employer
05/17/21	Northeast	Altoona	Zachery Hayes	coworkers
05/20/21	Southwest	Central Texas	Kenneth McHenry	word of mouth
05/24/21	Northeast	Harrisburgh	Ahmed Clayiff	
05/24/21	Southeast	Central Florida	Randy Thomas	previous member
05/25/21	Southwest	Houston	George Amaka	
05/27/21	Southwest	Houston	Leanne Riman	coworkers
06/01/21	Northeast	Harrisburgh	Benjamin Holderman	Coworkers/online
06/01/21	Mid-Atlantic	Chesapeake	Kevin Oberle	Employer
06/01/21	Southeast	Northeast Florida	Tais Pessatti	University of Florida
06/02/21	Northeast	Southern New Jer	Benjamin Chierici	Employer
06/07/21	Mid-Atlantic	Potomac	Tim Gimple	Northern VA Golf Outing
06/07/21	Southwest	Central Texas	Rebecca Feldman	Atkins
06/07/21	Southeast	Georgia	Joseph Saurini	Employer
06/11/21	Northeast	New York Metro	Christopher Bauco	
06/15/21	Mid-Atlantic	South Carolina	Shawn Waters	Employer
06/15/21	Southeast	Tennessee Valley	Andrew Geisel	CoWorkers
06/15/21	Northeast	Central New York	Lauren A. Wheelock	Office Manager
06/15/21	Northeast	North Central Nev	Jorge Patino-Velasqui	JMT
06/21/21	Southeast	Georgia	Shawn Buckely	Colleague
06/21/21	Mid-Atlantic	Carolina Piedmon	Ehsanali Gar	Colleague
06/21/21	Mid-Atlantic	Chesapeake	Michael Sommers	Employer
06/21/21	Mid-Atlantic	South Carolina	Robert Huggins	Employer
06/21/21	Mid-Atlantic	Potomac	Mutulu Gundez	Coworkers
06/30/21	Mid-Atlantic	Greater Hampton	Christopher Largy	Colleague
06/30/21	Great Lakes	Derby City	Kendall Opfer	Linked In
07/01/21	Southeast	Georgia	Zachery Wolfe	Coworkers
07/06/21	Mid-Atlantic	Potomac	Colleen Agan	
07/06/21	Mid-Atlantic	Carolina Piedmon	Daniel Pedersen	Employer
07/07/21	Southwest	Dallas Fort Worth	Lewis Reagan	LinkedIn
07/07/21	Northeast	Pittsburgh	Robert Wilston	
07/12/21	Southwest	Cental Texas	Joshua Valdez	Employer
07/12/21	Southeast	Central Florida	Rick Fender	Online
07/12/21	Southwest	Houston	Roland Barros	AGC Meeting
07/12/21	Mid-Atlantic	Potomac & Chesa	Ronald Marshall	ASCE Publication
07/13/21	Northeast	Harrisburgh	Shane Ryan	Business Meetings
07/15/21	Great Lakes	Central Ohio	Samantha Ott	
07/15/21	Southwest	Middle Tennessee	TJ Cooper	Manager
07/29/21	Great Lakes	Northwest Ohio	Andrew Schwab	previous member
07/29/21	Mid-Atlantic	Potomac	Michael Oldham	Employer
07/30/21	Northeast	Albany	Scott Rohde	Prior ITE training conference
07/30/21	Northeast	Pittsburgh	Shane Eckels	Employer
07/30/21	Southwest	Middle Tennessee	Taylor Hagood	Employer
07/30/21	Southwest	Central Texas	Charles Mynier	
07/30/21	Southeast	Central Florida	Megan Weston	Employer
07/30/21	Northeast	Pittsburgh	Nicholas McCombie	Professional Network
07/30/21	Southeast	Tennessee Valley	Johnathan Reagan	Ray DiPasquale referred
07/30/21	Southwest	Central Texas	Stephen Johnson	Attended previous ASHE meetings
08/10/21	Southeast	Georgia	Nigel Naipaul	Peers
08/10/21	Southeast	Middle Tennessee	Gary Hunt	Coworkers
08/11/21	Mid-Atlantic	South Carolina	Brandon Payne	Coworkers
08/24/21	Mid-Atlantic	Carolina Triangle	Tyler Spring	Coworkers
08/25/21	Mid-Atlantic	Carolina Piedmon	Joseph Looney	Coworkers
08/26/21	Southwest	Phoenix Sonoran	Raphael Davis	previous member
08/30/21	Northeast	East Penn Section	Anthony Chiodo	Work
09/01/21	Northeast	Southern New Jer	A Patel	online
09/08/21	Northeast	Pittsburgh	David Sebastian	Coworker
09/08/21	Great Lakes	Central Dakota	Josh Kueber	Coworker
09/08/21	Southeast	Tampa	Cali Lopez	Coworker
09/09/21	Northeast	North Central Nev	Mark Andrew	
09/13/21	Great Lakes	Cuyahoga Valley	Sam Carnahan	Professional Referral
09/15/21	Northeast	Long Island	Mohammed Murtuza	Coworker/Google
09/15/21	Southwest	Houston	Andrew Crump	
09/15/21	Southeast	Northeast Florida	Benjamin Jimenez	Former Student Member
09/15/21	Mid-Atlantic	South Carolina	Chris Cook	Supervisor
09/15/21	Southwest	Houston	Benjamin Guo	Colleague
09/15/21	Northeast	Pittsburgh	Bolik Kulesza	
09/23/21	Great Lakes	Central Ohio	Amanda Breon	Coworkers
09/23/21	Mid-Atlantic	Carolina Triangle	Matthew Vaughan	Colleagues
09/30/21	Northeast	Albany	Daniel Gosselin	Colleagues
09/30/21	Northeast	New York Metro	John Moravek	Email Communications
09/30/21	Northeast	Mid-Allegheny	Kevin Scott	Supervisor
09/30/21	Mid-Atlantic	Chesapeake	Holly Kokstein	Coworkers KCI
09/30/21	Mid-Atlantic	Potomac	Andrew Curtis	Attends ASHE events



## 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:** 10/11/2021

**Report Period:** 2021 Q1 & Q2 – March 2021 – September 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

#### **E-Mail**

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[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com)

[jhewatt@seminoleprecast.com](mailto:jhewatt@seminoleprecast.com)

#### **Meetings held since the previous Quarterly Report:**

- No meetings held since 3/17/2021

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

- N/A

#### **Discussions to be brought before the board:**

- Status of National Board Committee Survey – Shea would like survey results to follow back up with region leadership. Discussion at National Board level also required if there is any action from the survey results.

#### **Activities:**

- Delay on upcoming activities with the regions, pending survey results and National Board discussion.

#### **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. **2021-2022 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:** 10/8/2021

**Report Period:** April 2021 to October 2021

#### Committee Members

#### E-Mail

Leigh Lilla, Chair

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

Stan Harris

[Ashenationalsecretary@ashe.pro](mailto:Ashenationalsecretary@ashe.pro)

Frank O'Hare

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Roger Carriker

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Donna McQuade

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Richard Meehan

[richard.meehan@loweengineers.com](mailto:richard.meehan@loweengineers.com)

#### Meetings held since the previous Quarterly Report

N/A

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

Motion to add \$2,000 into expenses for Nancy Morisi travel to budget line C110.0.

*Backstory to the motion, Nancy and Tom Morisi travel together for board meetings and usually drive, therefore no costs are incurred by Nancy for travel as these are expensed under Tom, further no costs were budgeted. Nancy's travel expenses had to be separated for the Houston board meeting as Nancy is traveling as an employee and Tom is traveling as a Board Member.*

Motion to reimburse Central Texas for their chartering meeting. The motion approves the expense and directs the Treasurer to charge the reimbursement in the amount of \$1066.00 to budget line item G103.0.

*Backstory to the motion, New Sections requested to utilize their budget to sponsor the Central Texas chartering ceremony. However, there is no specific line item within the new sections budget to support such an expense. Initial executive committee review findings are that the suggestion to sponsor this event was made in good faith for the betterment of the organization and could be attributed to the New Sections budget via National Board approval.*

#### 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. Stan Harris, Frank O'Hare and Leigh Lilla met August 20, 2021 to begin preparations for the 2022-2023 budget. Established goal of preliminary budget for review January 2022.

### **Ongoing Business**

N/A

### **New Business**

Review status of account upon completion of current assessments. Make determination if a transfer from checking to investments account is appropriate. Committee will convene upon assessment completion.

### **Budget update**

1. **2021-2022 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

#### **E-Mail**

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[cleggett@ncdot.gov](mailto:cleggett@ncdot.gov)  
[makinnee@urbanengineers.com](mailto:makinnee@urbanengineers.com)

**Date: 10/08/21**

**Report Period: Summer '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:**

Reviewing Albany Section Bylaws

Reviewing and provided comments to NCNJ Section Bylaws.

Uploaded 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.

Completed spreadsheet template to circulate to sections/regions via Board members. Populated 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

# ASHE Bylaws Status Report



Regions / Sections	On File / Cloud	Last Update	Remarks
<b>National</b>	Yes	2021	
<b>Northeast Region</b>	Yes	2013	Update to current template
Albany	No		In progress
Altoona	No		
Central New York	No		
Clearfield	Yes	2006	Update to current template
Delaware Valley	Yes	2007	Update to current template
East Penn	No		
First State	Yes	2006	Update to current template
Franklin	Yes	2006	Update to current template
Harrisburg	No		
Long Island	No		
Mid-Allegheny	Yes	2007	Update to current template
New York Metro	Yes	2007	Update to current template
North Central New Jersey	Yes	2006/2021	2021 Update in progress
North East Penn	No		
Pittsburgh	Yes	2006	Update to current template
Southern New Jersey	Yes	2007/2019	Update to current template
Southwest Penn	Yes	2007	Update to current template
Williamsport	No		
<b>Mid- Atlantic Region</b>	Yes	2021	
Blue Ridge	No		
Carolina Piedmont	No		
Carolina Triangle	Yes	2004	Update to current template
Chesapeake	Yes	2021	
Greater Hampton Roads	No		
N. Central West Virginia	Yes	2007	Update to current template
Old Dominion	No		
Potomac	No		
<b>Southeast Region</b>			
Alabama			
Central Florida	Yes	2007	Update to current template
Georgia	Yes	2007	Update to current template
Middle Tennessee	Yes	2007	Update to current template
Northeast Florida	Yes	2005	Update to current template
South Florida	No		
Tampa Bay	Yes	2007	Update to current template
Tennessee Valley	Yes	2007	Update to current template
<b>Great Lakes Region</b>			
Bluegrass	Yes	2017	Update to current template
Central Ohio	Yes	2016	Update to current template
Cuyahoga Valley	Yes	2007	Update to current template
Derby City	Yes	2007	Update to current template
Lake Erie	Yes	2017	Update to current template
Northwest Ohio	Yes	2006	Update to current template
Triko Valley	Yes	2007	Update to current template

# ASHE Bylaws Status Report



Regions / Sections	On File / Cloud	Last Update	Remarks
Central Dacotah	Yes	2007	Update to current template
<b>Southwest Region</b>			
Dallas-Fort Worth	No		
Houston	Yes	2019	Update to current template
Central Texas	No		
Phoenix Sonoran	No		
<b>Central Region</b>			
Area			
Area			
<b>Northwest Region</b>			
Area			
Area			
<b>West Coast</b>			
Area			
Area			



## 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**

#### **E-Mail**

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**[Kevin.Duris@trumbullcorp.com](mailto:Kevin.Duris@trumbullcorp.com)**

**[knbowen@mbakerintl.com](mailto:knbowen@mbakerintl.com)**

**[gutton@CPC-Eng.com](mailto:gutton@CPC-Eng.com)**

**[james.barr@tylin.com](mailto:james.barr@tylin.com)**

#### **Meetings held since the previous Quarterly Report**

8/16/2021 – 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 membership committee is waiting for the membership renewal numbers to come in. Once all information is available, the committee will perform an assessment on which sections are having difficulties.

The committee is continuing to monitor and reach out to some of the sections having difficulties, including DFW and South Florida.

**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.
2. Finalizing Best Practices Manual

#### **New Business**

1. Discussion during the last National Board Meeting regarding simplifying the membership renewal process. Is there a way to have someone renew to multiple sections at one time through the national website as opposed to having to renew for each section where they are a member.

#### **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**

**Nikki Parris, Chair**

**Mike Hurtt**

**Jerry Pitzer**

**Shirley Stuttler**

**Brad Winkler**

**Roger Carriker, Board Liaison**

**Jim Shea**

#### **E-Mail**

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[sstuttler@hughes.net](mailto:ssuttler@hughes.net)

[Brad.Winkler@stvinc.com](mailto:Brad.Winkler@stvinc.com)

[Roger.Carriker@wsp.com](mailto:Roger.Carriker@wsp.com)

[JShea@trcsolutions.com](mailto:JShea@trcsolutions.com)

**Date:10/8/21**

**Report Period: Summer/Fall 2021**

#### **Meetings held since the previous Quarterly Report**

1. Date – 4/20/21 Members in attendance – 12 (includes conference chairs)
2. Date – 6/8/21 Members in attendance – 14 (includes conference chairs) – this was conference debriefing from 2020 as well
3. Date – 8/24/21 Members in attendance – 12 (includes conference chairs)
4. Date – 9/20/21 Members in attendance – 14 (includes conference chairs)

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

**Discussions to be brought before the board** – National Board Complimentary Transportation – After a lot of discussions and with the rise of the use of things like Uber and Lyft, the National Conference Committee is suggesting revising the guidelines to make this optional. Below is a suggested revision to item “D” under Conference Host Responsibilities:

*Provide information via the Conference website options for transportation to and from the local designated airport (hotel shuttle service, uber/lyft, etc.) if these are available. It is not required but at the discretion of the Host Committee to provide complimentary transportation to National Board Members and their families to and from the local airport. If the Host Committee chooses to provide this service, they should assist as necessary in the coordination of the National Board Member's transportation to and from airports or train stations they will be using to attend the conference, if not driving.*

The National Conference Committee is seeking any guidance/concerns from the National Board about this recommended change.

### **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. This conference will be left on this report until the EIN is closed out which is anticipated anytime now.

2021 – This conference was virtual and huge success in terms of attendees and sponsorships. The Conference Chairs are working through paying their final bills and holding a recognition party for all the volunteers at which point they can report back information regarding profits. The conference report is being drafted and is expected by the end of the year. Once all bills have been paid, the current checking account and EIN will be closed.

2022 – Contract for hotel and golf course (Golf Club of Dublin) has been finalized. The website is live, and information is being populated as available. Initial request for sponsors/exhibitors has gone out to ASHE masses and they are following up with individual contacts. They have selected a registration company – Eventzilla which will also allow for a mobile application. Call for papers has gone out and they are waiting for applications to choose as they develop technical tracks. They have also selected a venue for the Friday night event and working on contracts – Columbus Zoo. They are still trying to determine entertainment options for the Saturday night Gala.

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). Core team has started to meet quarterly. They are starting to look at golf course

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. They are working on a logo contest to help brand the new conference – toying with 2024ward (202foreward).

### **Status of committee activities**

Guidelines up-to-date – These have been updated and just need to be updated on National Website but may need to be updated per the discussion item above

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

### **Budget update**

1. **2021 - 2022 Budget:**     \$0
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 – N/A**



## **NATIONAL CONFERENCE REPORTS – October 8, 2021**

### **2021 ASHE CONFERENCE**

Delaware Valley, East Penn & North East Penn  
John Caperilla, Todd Rousenberger & Richard Cochrane Co-Chairs  
Virtual Conference

- The 2021 conference was held virtually on May 25, 26, and 27. Most feedback was very positive.
- The committee's recognition of volunteers event will be held on October 14, 2021, at Kalahari Resort
- After that event, all expenses will be accounted for. Shortly thereafter, the final financial report will be prepared, the bank account will be closed and the IRS-990 worksheet will be submitted to the National Treasurer. A draft financial report will be submitted to NCC for review.
- Due to the virtual nature of the event, actual attendance is difficult to determine. However, 388 individuals registered. The highest number of people in attendance at any one time was 233, with 193 individuals "on-line" for more than 40 consecutive minutes.
- Constant Contact was used for registration. PayPal was used for sponsorship payments, with about 34 sponsors and 14 advertisers using PayPal
- There was one keynote sponsor, and there were sixteen sustaining sponsors, seventeen conference sponsors, and four table sponsors.
- There were 25 program book sponsors.
- There were seventeen PDHs available, but we are still issuing certificates to stragglers. We had a total of twenty sessions, pulled from 50 submissions.





### **National Conference Report - 2022 ASHE CONFERENCE**

10/7/2021 (3<sup>rd</sup> Quarter)

Central Ohio Section

Date: May 12-15<sup>th</sup>, 2022

Emily Preston & Aaron Call Co-Chairs

#### **Activities to Note Since last Report:**

- Continued to work with the Renaissance hotel (Conference venue) to finalize AV, internet, and exhibitor resources and pricing
- Updated Preliminary Conference Agenda
- Registration Vendor has been selected (EventZilla) and we are working with them on the add on to do electronic PDH's
- Committees have been meeting regularly and are working through their individual critical action plans and are continually updating their proposed budgets
- Sponsorship letter has been created and distributed to contact list and all ASHE sections
- Continual updates to Preliminary Conference Budget
- Additional material added to 2022 Website, including sponsorship info and call for papers
- Call for papers document has been created and has been distributed to the sections
- Continuing to evaluate entertainment options and request quotes for Saturday night event at the Renaissance hotel
- Confirmed the Friday night event to be at the Columbus Zoo and are currently reviewing the proposed contract
- Continued to review potential attendee gift options
- Received quotes from printers for programs
- Golf Outing course was selected, and deposit was paid. It will be at the Golf Club of Dublin on Thursday May 12<sup>th</sup>. Draft Golf registration form has been created and is being reviewed.
- Giveaways have been ordered for the conference (pens, notebooks, and Post Its) and will be ready to distribute at OTEC the last week of October. The Both has been reserved as well to advertise the Conference.
- A request to speak letter has gone out to a Potential Conference Speaker and some back up options have been identified.
- Draft registration form has been created and is currently being reviewed.

#### **Next Items to Note on the Horizon:**

- Continue to add content to the 2022 website
- Continue to update the conference budget based on final quotes from vendors
- Confirm opening session speakers
- Continue to push for Sponsors and Exhibitors
- Finalize proposed guest activities
- Finalize Saturday evening event entertainment

- Finalize contract with Transportation Provider
- Finalize contract with Columbus Zoo for Friday evening event
- Finalize Conference registration form.



October 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)**

- Bank account has been opened and seed money has been received.
- Executive committee met on September 7, 2021.
- Full committee meeting with all conference chairs scheduled for October 20, 2021.

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 – October 7, 2021 (2<sup>nd</sup> & 4th Quarters) 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

- Submitted report to IRS to close ASHE 2020 EIN. Awaiting confirmation.

### ASHE 2024 Activities & Accomplishments:

- ASHE 2024 branding/conference logo contest is underway with the goal of brand selection in November 2024. Winning individual, company, or agency will be given a \$500 cash prize.
- ASHE 2025 EIN has been received from IRS.
- SharePoint Site has been set up and is 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.
- DRAFT conference budget has been developed.

### Major Actions for Q4 2021

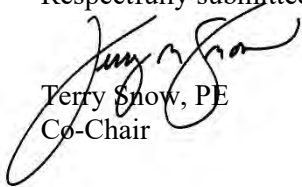
- Finalize ASHE branding/conference logo.
- Develop Draft Conference Budget.



- 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 November 2, 2021.

This concludes our 2021Q2&3 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

<u>Committee Members</u>	<u>E-Mail</u>	<u>Date</u>
Sam Mody, Chair	<a href="mailto:smody@keller-engineers.com">smody@keller-engineers.com</a>	10/9/2021
Brian O'Connor, Co-Chair	<a href="mailto:brian.oconnor@jacobs.com">brian.oconnor@jacobs.com</a>	
Jason Hewatt, Board Liaison	<a href="mailto:JasonRHewatt@gmail.com">JasonRHewatt@gmail.com</a>	
Kathy Johnson - Committee Member	<a href="mailto:kathy.johnson@mbakerintl.com">kathy.johnson@mbakerintl.com</a>	
Mark Kinnee - Committee Member	<a href="mailto:makeinnee@urbanengineers.com">makeinnee@urbanengineers.com</a>	
Ahmed Valdez, Committee Member	<a href="mailto:avaldez@akvce.com">avaldez@akvce.com</a>	
Thomas Ziegler – Committee Member	<a href="mailto:TZiegler@columbia-engineering.com">TZiegler@columbia-engineering.com</a>	

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

1. Refer to Budget Update Section on page 4

#### Activity held since the previous Quarterly Report (VIA Zoom)

1. 7/13, 8/17, 9/14 New Sections Committee Teleconferences
2. Bi-weekly (7/13-Pres.) Central Texas Board Meeting Calls
3. 7/14 Tennessee Valley In-person Charter Event
4. 8/3, 9/2 Circle City Re-start Coordination Meetings
5. 8/10 Central Texas Meeting
6. 8/19, 9/2 Tennessee Valley Webinars
7. 8/17 South Carolina Board Mtg and Technical Meeting
8. 8/26 Alabama Technical Webinar
9. 8/31 Alabama Charity Billiards Tournament
10. 9/27 Alabama Board Meeting
11. 9/28 Circle City Core Group Kick-Off

#### Established Meeting Dates already set before the next Quarterly Report

1. Date: Ongoing – Monthly Committee Meeting calls
2. Date: Ongoing - South Carolina Semi-Monthly Board Meetings
3. Date: Ongoing – Alabama, Central Texas Monthly Board Meetings
4. Date: Ongoing – Denver Initiative Bi-weekly Meetings
5. Date: 10/4 – Alabama Virtual Meeting

6. Date: 10/7 – Central Texas Voting on By-Laws; Tennessee Valley Technical Meeting
7. Date: 10/19 – South Carolina Hybrid Technical Meeting
8. Date: October TBD – South Carolina Golf Tournament
9. Date: October TBD – Circle City Core Group Follow-up
10. Date: 11/4 – Tennessee Valley Technical Meeting
11. Date: November TBD – Alabama, South Carolina Technical Webinars
12. Date: December TBD – Alabama, South Carolina Social Events

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

**Chartered 2020-2021:**

**Alabama (69 members) – President - Theresa Barksdale**

- <https://alabama.ashe.pro/>
- Financial Health - \$5,194.05
- Outstanding Actions –
  - (1) Draft By-Laws – sent to NS committee for review before voting
  - (2) Dues – check was mailed to National on 9.27.21
- Assistance from NS Committee –
  - (1) How to establish a Student Chapter?
  - (2) Calendar when Reports, Dues, 990, etc. are due to National
- August – Technical Webinar – 24 attendees
- Billiards Charity Social – 32 participants, 10 spectators – Raised \$861.64
- Scholarship Presentation – U. of South Alabama - \$800 + \$800 matching
- October 4 – Technical Webinar (ALDOT Clay McBrien in Montgomery)
- November – Technical Webinar (Roundabout Design in Birmingham)
- December – Holiday Social Event

**Central Texas (73 Members) – President – Tara Alexander**

- <https://ctx.ashe.pro/>
- Financial Health - \$3,608.83
- Outstanding Actions –
  - (1) Draft By-Laws – sent to NS Committee for review before voting by Section. They expect to submit their By-Laws to National by mid-October.
  - (2) Reimbursement of Expenses incurred for Chartering Ceremony – discussion at 10.16.21 National Board meeting.

- Assistance from NS Committee –  
Check-in with NS Committee on process/procedures, document filings, etc. as Section gains momentum and new volunteers are brought into the fold. Teams meeting will be scheduled in November/December to discuss.
- Maxed out annual sponsorship firms – 2 outstanding for payment
- September – Technical Meeting 9/14/21
- Board Meeting - 8/26/21, Next 9/23/21
- SDM re-sent a copy of the financial documentation from the Chartering event to the National Treasurer for reimbursement (New Section Budget)

**South Carolina (109 Members)** – President – Scott Carney (*Brian and Kathy*)

- <http://sc.ashe.pro/>
- Financial Health - \$6,685.30
- Outstanding Actions –
  - (1) The Section held membership drives in Columbus, Greenville and Columbia.
  - (2) Internal processes for new members, billings, and membership tracking were reviewed and refined by the Section. The Section has fully reconciled their membership totals with National.
  - (3) The Section By-Laws were revised by the Board and will be distributed to National shortly.
  - (4) A 2<sup>nd</sup> Secretary was added to the Board.
- Hybrid Technical Meeting 8/17/21 – 35 Attendees
- October – Hybrid Technical Meeting 10/19/21
- October – Golf Outing Date TBD
- November – Hybrid Technical Meeting 3<sup>rd</sup> Tuesday
- December – Social Event

**Tennessee Valley (54 members)** – President – Erin Woodson

- [www.tnvalley.ashe.pro](http://www.tnvalley.ashe.pro)
- August - Technical Meeting 8/19/21 - 45 Attendees
- September – Technical Meeting 9/2/21 – 27 attendees
- Membership will be increasing to 93 at the end of September when renewals/new members are sent to National
- October – Technical Meeting 10/7/21 (TDOT Director of Structures)
- November – Technical Meeting 11/4/21

**Tier 1 New Endeavors:**

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

- Following up to identify Champion/Core Group members
- Review Strategic Plan



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

- Core Group members - Scott Sandstrom, Michelle Gottschalk
- Developing Core Group
- Member Interest meeting 9/28
- Bank account: \$1,680.95
- **ACTION ITEMS:**
  - (1) Locate existing By-Laws from Dave Greenwood or ASHE Cloud.
  - (2) Confirm that EIN number established in 2009 is still valid.

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

- Core Group – 10 prospective members
- Develop Strategic plan
- Set up bi-weekly/monthly calls; next call scheduled on 10/15

**Tier 2**

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

- Following up in October
- Engaging Phoenix Section for Support

**Northeast Region Initiatives** –

- SDM was invited to participate during the NE Region virtual meeting held on 9.27.21.

**Boston**

- Regional Initiative – NS Committee to provide support
- Develop Strategic plan

**Hartford, CT** (Champions – Eric Jarboe/Larry Murphy) – Sam (Mark)

- Regional Initiative - NS committee to provide support
- Develop Strategic plan

**Long Range Endeavors:**

**(1) Detroit, (2) Pacific NW, (3) West Coast, (4) Kansas City**

**Budget update**

1. **2021 – 2022 Budget:** \$8,600.00.
2. **Spent – List items and \$ spent this quarter (\$0)**
  - a. \$769.13 – Travel expenses related to chartering ceremony for the CTX Section in Austin, TX.
3. **Current Budget Balance:**
  - a. \$7,830.87
4. **Budget Items Next Quarter:**
  - a. Motion will be introduced at the 10/16 National Board Meeting to approve \$1,066.00 for expenses incurred by the CTX Section for their Chartering ceremony.
  - b. Motion will be introduced at the 10/16 National Board Meeting to approve a \$300.00 grant for issuance to the Alabama Section.

5. 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](mailto: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 award Process.*

**Date:** 10-07-2021

**Report Period:** June - Oct 2021

#### **Committee Members**

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

#### **Email**

[mhurtt@chacompanies.com](mailto:mhurtt@chacompanies.com)  
[charlie.flowe@kci.com](mailto:charlie.flowe@kci.com)  
[leridlen@comcast.net](mailto:leridlen@comcast.net)  
[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com)  
[tmorisi@ashe.pro](mailto:tmorisi@ashe.pro)

#### **Meetings held since the previous Quarterly Report:**

1. None

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

1. None

#### **Discussions to be brought before the National Board:**

1. None

#### **Activities:**

1. Solicitation letters sent to Regions on 9/20/21 for nominations of National Officers for the 2022/2023 fiscal year.

#### **Budget Update:**

1. 2021 – 2022 Budget: No expenditures
  - a. National 2<sup>nd</sup> Vice President
  - b. Three National Directors: Northeast, Mid-Atlantic, and Great Lake Regions

-END-



ASHE NATIONAL HEADQUARTERS  
610 RADCON STREET  
JOHNSTOWN, PA 15904

## REQUEST FOR NOMINATIONS FOR 2022-2023 NATIONAL BOARD

**Deadline for Nominations: December 1, 2021**

September 20, 2021

To: ASHE Region President  
Cc: ASHE Region Secretaries

As Immediate Past National President of the American Society of Highway Engineers, I have the honor and responsibility to Chair the National Nominating Committee, seeking nominations for the 2022-2023 fiscal year.

Nominations are hereby solicited by the National Nominating Committee for the positions of:

1. **National 2<sup>nd</sup> Vice President**
2. **National Three-Year Directors:**
  - **Northeast Region (outgoing Kathryn Fink)**
  - **Mid-Atlantic Region (outgoing Roger Carriker)**
  - **Great Lake Region (outgoing Jim Shea)**

The requirements for the National Officer and Directors positions are presented in the attached **National Officer/Director Nomination Guidelines**.

### **National Second Vice President**

For the **National Second Vice President** position, each Region is responsible for soliciting nominations from their respective Sections and passing those nominations along to the National Nominating Committee. Additionally, each Region may choose to submit its own nomination for this office. To further clarify the nomination process, the submittals for **National Second Vice President** shall include:

1. Name of Nominee
2. Address and phone number of Nominee
3. Email Address of Nominee
4. Resume/biography of Nominee
5. A statement addressing the Nominee's willingness to serve.
6. Name of Region or Section making the nomination.
7. The nomination letter shall be signed by the submitting Region or Section president. The National Nominations Committee retains the prerogative to request minutes of the Region/Section selection procedure.

**Note: In accordance with the National Bylaws, nominations for National Second Vice President for the 2022-2023 term may only be accepted for members of sections in the Regions.**

### **National Directors**

The National Nominating Committee is soliciting nominations for **National Directors**, as listed below:

<b><u>ASHE REGION</u></b>	<b><u>NUMBER OF NOMINATIONS</u></b>	<b><u>TERM</u></b>
Northeast	1	3 years
Mid-Atlantic	1	3 years
Great Lakes	1	3 years

The submittal for the **National Directors** shall include:

1. Name of Nominee.
2. Address and phone number of Nominee.
3. Email Address of Nominee.
4. Resume/biography of Nominee.
5. A statement addressing that the Nominee's willingness to serve.
6. Name of Region placing name of nominee into nomination.
7. The nomination letter shall be signed by the submitting Region or Section president. The National Nominations Committee retains the prerogative to request minutes of the Region/Section selection procedure.

### **General procedures**

Please submit the above requested information to Michael D. Hurtt at: [mhurt@chacompanies.com](mailto:mhurt@chacompanies.com) via a single pdf file. Please submit a copy to Nancy Morisi at: [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro). Nominations are due to me by the end of the day on December 1, 2021.

Sincerely,



Michael D. Hurtt, PE  
Immediate Past National President  
& National Nominating Committee Chair  
American Society of Highway Engineers

### **Attachments**

cc: Tom Morisi  
Dave Greenwood, PE  
Charles Flowe, PE  
Larry Ridlen, PE



## 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

sharris80uk@gmail.com

#### Date: 10/7/21

Report Period: 4/10/21-10/7/21

#### Meetings held since the previous Quarterly Report

1. September 30, 2021 – Members present: Harris, Lilla, Greenwood, Matthews

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

None

#### Discussions to be brought before the board

Results of Committee Survey were discussed as follows:

- 1) Except for Ad-Hoc committees which are only intended to function for a defined time and purpose, the remaining committees are needed for the operation of the organization.
- 2) Constitution and Bylaws, consider asking Regions to review Section Bylaws
- 3) New Sections, Regions have been taking a greater role. This should be one of the main purposes of Regions. Encourage continued building of this relationship.
- 4) Operations and Oversight, consider making Strategic Plan Committee a sub-committee of OOC.
- 5) Outreach, consider making Outreach a Region led effort.
- 6) Consider moving Project of the Year sub-committee to the Nominating Committee where other awards reside.

#### Activities

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

Training sessions are scheduled for October 19 and November 3, 2021.

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

#### **Budget update**

- 1. 2020 - 2021 Budget: \$6,500**
- 2. Spent – List items and \$ spent YTD**
  - a. Project of Year and Director Travel, \$2,714.95**
- 3. Current Budget Balance: \$3,785.06**
- 4. List any Non-Budget Items that should be considered.**
  - a.**



## 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@ashepro

ASHENationalSecretary@ashe.pro

NMorisi@ashe.pro

stan.harris@stantec.com

Date: October 8, 2021

Reporting Period:

#### 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

None

#### Committee activities

The following have been recently updated and posted to the web:

- D11 - National Officer-Director Nomination Guidelines
- D22 - National Honorary Awards Guidelines
- D23 - Robert E. Pearson Awards Guidelines
- D24 - Young Member of the Year Awards Guidelines
- D25 - Member of the Year Awards Guidelines
- D26 - Lifetime Achievement Awards Guidelines

#### 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: 2021-10-08

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

None

#### Committee activities

1. All available *scanners* (1965 – 2021) have been scanned and posted to the National web site.

#### 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

10/11/2021

#### Quarterly Report Period

Fall - September / October

#### Motions or Discussions to be brought before the National Board

1. Verify budget of \$2,500.00 for the 2022 National Project of the Year (NPoY) Awards Program

#### Meetings held since the previous Quarterly Report

1. Activities completed during this quarter included:
  - a. Presented 2021 NPoY awards to the winners at the National Conference
  - b. Mailed NPoY awards to the winners
  - c. Notified all entrants in the 2021 NPoY of the judging results
  - d. Closed out 2021 .
2. Activities planned for the next quarter include:
  - a. Send Request for Entries for the 2022 NPoY Awards program.

#### 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. 2020 – 2021 Expenditures:**

Budget from National Board	\$2,500.00
Entry Fees	\$900.00
<b>Total Budget</b>	<b>\$3,400.00</b>
<b>Expenses</b>	
Award purchase	\$1,522.00
Shipping Awards	\$86.05
Conference Attendance	
<b>Total Expenses</b>	<b>\$1,608.05</b>
<b>Balance</b>	<b>\$1,792.95</b>

**2021 – 2022 Expenditures**

Budget from National Board	\$2,500.00
Entry Fees <i>(Estimated)</i>	\$800.00
<b>Total Budget</b>	<b>\$3,300.00</b>
<b>Expenses</b>	
Award purchase	
Shipping Awards	
Conference Attendance	
<b>Total Expenses</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$1,792.95</b>

**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: October 07,<sup>th</sup> 2021**

Bronzo, Chair

[Fbronzo@envdesigngroup.com](mailto:Fbronzo@envdesigngroup.com)

**Report Period:**

Lilla

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

1st QTR 2021-2022

Moody

[smody@keller-engineers.com](mailto:smody@keller-engineers.com)

Schumacher

[arc.schumacher@gmail.com](mailto:arc.schumacher@gmail.com)

Fortuna

[DawnMarie.Fortuna@gmail.com](mailto:DawnMarie.Fortuna@gmail.com)

O'Connor

[Brian.OConnor@tylin.com](mailto:Brian.OConnor@tylin.com)

#### **SUB Committee (Partnership)**

#### **Committee Sub Chair- Vacant**

SMPS Representative - Fortuna

NACE Representative – VACANT

IECA Representative – Jeff DeAngelo [JDeAngelo@benesch.com](mailto:JDeAngelo@benesch.com)

ASCET Representative – Jeanette Morenski [JMorenski@teci.com](mailto:JMorenski@teci.com)

ACRA- Vetting period-Richard Grubb

**Meetings held since the previous Quarterly Report: None**

**Motions: None**

**Discussions to be brought before the board:**

**Activities involving coordination. ACRA Partnership Agreement: Committee meeting After October 20 2021. The American Cultural Resources Association would like to develop a partnership with ASHE at the National Level.**

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

1. **2021 - 2022 Budget:** 0.00 Partnership  
2021-2022 Budget \$6,000.00 exposure
2. **Spent –**

3. **Current Budget Balance: \$6,000.00**
4. **List any Non-Budget Items that should be considered.**



## COMMITTEE STATUS REPORT PUBLIC RELATIONS COMMITTEE

### **Committee Members**

### **E-Mail**

**Date:10/11/21**

**Report Period: October**

Amanda Schumacher, Chair

[aschumacher@borton-lawson.com](mailto:aschumacher@borton-lawson.com)

Jennifer Hendricks – SAI

[jhendricks@SAIengr.com](mailto:jhendricks@SAIengr.com)

Kathy Johnson – Baker

[Kathy.Johnson@mbakerintl.com](mailto:Kathy.Johnson@mbakerintl.com)

Jason Hewatt

[jasonrhewatt@gmail.com](mailto:jasonrhewatt@gmail.com)

Jen Newman – Elevate Marketing Advisors

[Jen@elevatemarketingadvisors.com](mailto:Jen@elevatemarketingadvisors.com)

Melissa Boyles – Stacy Witbeck Contractors

[mboyles@stacywitbeck.com](mailto:mboyles@stacywitbeck.com)

Donato Di Zuzio (Board Liaison)

[DDizuzio@tandmassociates.com](mailto: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. 6/15/21

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

Resolved:

### **Discussions to be brought before the board:**

### **Activities (cumulative report):**

#### **a. ASHE Booth**

- None

#### **b. Logo & Message**

##### **i. Brand Reinforcement Roll Out**

- Push diversity in skill set & culture
- Reinforce connection
- Support growth

##### **ii. ENR ads – looking to run Q1 2022**

- \$1,150 – 2 runs of bottom banner on national newsletter
- ¼ page regional ad - \$1,785 (1 region)

##### **iii. Webinar Series Stats**

- Averaging around 50-75 registrants per session

##### **iv. PR Action items:**

- Branding Guidelines – completed (current on website)
- Organizational Chart – complete (attached)

- Why Join ASHE Brochure – making digital/interactive with Tammy
- Year in Review – completed (attached)
- Section anniversaries certs (North Central NJ, Northeast Florida, Carolina Piedmont, Northwest Ohio, North Central West Virginia, southern NJ, Pittsburgh, Harrisburg, Clearfield)
- Powerpoints

c. Campaigns: SendinBlue  
Overall



Spring Scanner:



**PROMOTE! Coffee, Cocktails & Conversation**

Next one: Early November



d. Section/Region Coordination

- PR committee member to join regional calls
  - Northeast has been attended so far – looking to get on other regional calls
- Goal is to schedule meetings with National to introduce Sections to National level

e. Committee Collaboration

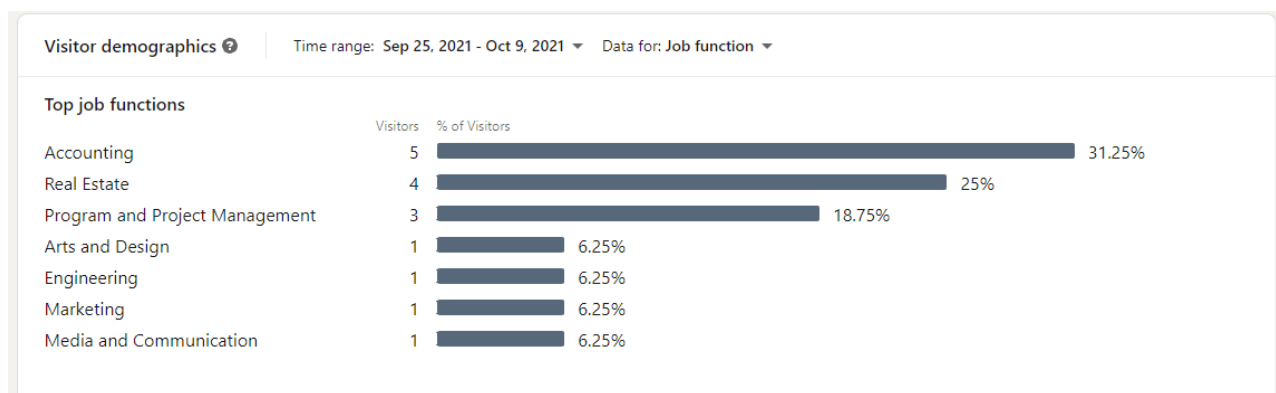
- Membership committee – membership email list sent to multibriefs to be update list



f. Social Media Campaign

- i. Continuous momentum with more local Section/activities sharing
- ii. Social media report (+ = increase from May 2020)
  - LinkedIn: 961 followers
    - a. + 94 followers
  - Twitter: 202 followers
    - a. +5 followers
  - Facebook: 181 followers
    - a. +41 followers
  - Instagram: 72 followers
    - a. +22 followers

**LinkedIn**



g. National Conferences

- i. Columbus 2022
  - Logo approved
  - Promoting via social media and email to membership
- ii. Georgia 2023
  - Logo approved

h. Multi-Briefs – ASHE Inside lane, contract renewed 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 x 6 – \$337.02 - adobe creative suite (April, may, June, July, august, September)
  - b. \$39 x 6- \$234 – sendinblue (April, may, June, July, august, September)
3. Current Budget Balance: \$5,272.45
4. List any Non-Budget Items that should be considered.



**ASHE**<sup>®</sup>



# Organization

2021-2022 National Board, Directors & Staff

## National Board Directors

**NORTHEAST REGION**

**Robert Prophet, PE**  
Director, 3 Year Term

**Donato Di Zuzio, PE**  
Director, 2 Year Term

**Kathryn Fink, PE**  
Director, 1 Year Term

**GREAT LAKES REGION**

**Frank Bronzo, PE**  
Director, 2 Year Term

**Jim Shea, PE**  
Director, 1 Year Term

**SOUTHEAST REGION**

**Scott Jordan, PE**  
Director, 3 Year Term

**Jason Hewatt**  
Director, 2 Year Term

**MID-ATLANTIC REGION**

**Michael Bywaletz, PE**  
Director, 3 Year Term

**Roger Carriker, PE**  
Director, 1 Year Term

**SOUTHWEST REGION**

**Nikole Cao**  
Director, 3 Year Term

## Regional Leadership & Directors

**NORTHEAST REGION**

**Paul McNamee, PE**  
President

**Scott Cortese, PE**  
Vice President

**Drew Bitner**  
Secretary

**Jerry Pitzer, PE**  
Treasurer

**Robert Prophet, PE**  
Past President

**DIRECTORS**

Melanie Osterhout  
Scott Eshenaur  
Tony DaRin  
Ron Link  
John Caperilla  
Todd Rousenberger  
Robert Snowden  
Max Heckman  
Paul McNamee  
Andrea Luft  
Jennifer Sheesley  
Glen Kartalis  
Don Dizuzio  
John Baldassari  
Kathryn Power  
Joe Danyo  
Ron Deems  
Jason Campell

**GREAT LAKES REGION**

**Kristen Bowen, PE**  
President

**Vacant**  
Vice President

**Jim Shea**  
Secretary

**Julie Burkert**  
Treasurer

**Caroline Duffy, PE**  
Past President

**DIRECTORS**

Kevin Damron  
Carey Yoder  
Aaron Call &  
Sean Oatman  
Matt Johnson  
Dave Stills  
Jonathan Hren  
Andy Langenderfer  
Tom Nicholson

**SOUTHEAST REGION**

**Len Pappalardo**  
President

**Sunserea Dalt**  
Vice President

**Holly Painter, PE**  
Secretary

**Donna McQuade**  
Treasurer

**Ron Osterloh, PE**  
Past President

**DIRECTORS**

Gene Lozano  
Mindy Sanders  
Eric McElroy  
Danielle DeMeza  
Naldo Gonzalez, PE  
Tom Slaughter  
Joe Deering

**MID-ATLANTIC REGION**

**Nimish Desai, PE**  
President

**John Midyette**  
1st Vice President

**John Harman, PE**  
2nd Vice President

**Nick Ramirez**  
Secretary

**Brian Post, PE**  
Treasurer

**Robert Reed, PE**  
Past President

**DIRECTORS**

Jason Deweber  
Nanette Fogleman  
Nick Ramirez, PE  
Greg Iskra PE  
Joe Modica  
Brandon LeRoy, El  
Michael Bailey, PE  
Charlie O"Connell  
Jason Hetrick

**SOUTHWEST REGION**

**James Barr**  
President

**Michael Knowles**  
Vice President

**Melissa Boyles**  
Secretary

**Susie Mason-Chen**  
Treasurer

**DIRECTORS**

Javier Infante  
Ahmed Valdez  
Alena Mikhaylova  
Suzanne Lansford  
Marcus Neubauer  
Rhys Keller

Five other Regions including North Central, Northwest, Pacific Northwest, Rocky Mountain, and South Central Regions are currently inactive due to the lack of organized Sections in the represented areas.





# Year In Review

[ 1 ] **NEW REGION!**  
Southwest Region

[ 2 ] **NEW STATES!**  
Alabama, South Carolina

[ 4 ] **NEW SECTIONS!**  
South Carolina, Alabama,  
Central TX, Tennessee

Through COVID, ASHE membership stayed engaged virtually through Sections and National webinars, including our first virtual National conference. Members stayed informed by the *scanner* and Inside Lane, and we added a new Region, States and Sections!

**In Person National 2022 Conference!**  
May 12-15, 2022 in Columbus, OH!  
Info at: <http://2022conference.ashe.pro/>



**Membership Occupation:**  
13% Government  
74% Consultants  
4% Contractor  
9% Other

Members  
Licensed:  
**58%**

[ 1 ]  
**Mission that promotes  
all transportation**



**47**  
Sections  
**18**  
in States

**Events Hosted Nationwide**

[ 350+ ]

[ 400 ]  
**Average Attendees  
at Annual National  
Conference**

[ 10K + ]

**PDH hours  
issued**

[ 52 ]  
**Issues of  
ASHE Inside  
Lane  
distributed**

[ 6 ]  
**Partnership  
Organizations**  
NACE, NAWIC, IECA,  
SMPS, ASCET, IBC

[ 4 ]  
**Issues of  
*scanner*  
(digital &  
print)**

[ \$250K ]  
**Given for  
Scholarships and  
Charitable Donations**

**Members  
6,900+**

**Breakdown of  
Members License:**

**10** AICP  
Professional Engineers **3700**  
Landscape Architect **7**  
**146** Professional Land Surveyors  
Professional Geologist **15**

**JOIN ASHE TODAY!** Go to [www.ashe.pro](http://www.ashe.pro) to become a member!  
**DON'T HAVE A SECTION NEAR YOU? START ONE! OR BECOME A MEMBER AT LARGE!**

Follow Us on...





## 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](mailto:ashaikha@gmail.com)  
[tntsince87@comcast.net](mailto:tntsince87@comcast.net)  
[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)  
[sandyivory@yahoo.com](mailto:sandyivory@yahoo.com)  
[kathrynpower@live.com](mailto:kathrynpower@live.com)  
[levi.littler@woodplc.com](mailto:levi.littler@woodplc.com)

**Date:**

**10/07/2021**

**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. Scanner editor continues to reach out to firms to increase advertiser revenue.
2. Developed the 2021 Fall Edition
3. Received the following articles and inserts for Winter 2022 scanner:
  - President's Message
  - As the Wheel Turns
  -

**Budget update:**

1. 2021 - 2022 Budget: Increases by \$11,500 for a new total = **\$37,500.00**
2. Spent

INVOICES	Period	Invoice #	Date	Amount
Printed	Summer 2021	5153	06/07/21	\$ 6,589.41
	Fall 2021	5164	10/04/21	\$ 6,715.71
	Winter 2022			
	Spring 2022			

Printed Expenses: \$ 13,305.12

Electronic	Summer 2021	N/A	Combined, see above	
	Fall 2021	N/A	Combined, see above	
	Winter 2022			
	Spring 2022			

Digital Expenses: \$ -

Committee	Scanner			
Travel				

Committee Expenses: \$

National Conference	Exhibit Booth			
	Hotel			
	Promotional			

Committee Expenses: \$

**Total Invoices: \$ 13,305.12**

3. Sponsorship Income is directly sent to and tracked by ASHE National.
4. Current net Budget Balance: **\$24,194.88**
5. List any Non-Budget Items that should be considered.
  - a. N/A



## 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**

[mhsanders@pontengineering.com](mailto:mhsanders@pontengineering.com)

[sjordan@seengineering.com](mailto:sjordan@seengineering.com)

[rcochrane@mctish.com](mailto:rcochrane@mctish.com)

[jmorisi@jmserversolutions.com](mailto:jmorisi@jmserversolutions.com)

[ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro)

[nmorisi@ashe.pro](mailto:nmorisi@ashe.pro)

[Charlie.Flowe@kci.com](mailto:Charlie.Flowe@kci.com)

[sahmed@brudis.com](mailto:sahmed@brudis.com)

[bkisner@centuryeng.com](mailto:bkisner@centuryeng.com)

[luke.sullivan@neel-schaffer.com](mailto:luke.sullivan@neel-schaffer.com)

[khatereh.vaghefi@gmail.com](mailto:khatereh.vaghefi@gmail.com)

**Date: 10/11/21**

**Report Period:**

**Fall 2021**

#### **Meetings held since the previous Quarterly Report**

1. 8/21/21 – Presentation to National Board, Houston, TX on Potential for Membership Database Upgrade

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

None

#### **Discussions to be brought before the board**

1. None

#### **Status of action items:**

##### **Website/Hosting**

- Ongoing maintenance performed by Dick Cochran 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](mailto:mhsanders@pontengineering.com)) copy Dick Cochrane ([rconchrane@mctish.com](mailto:rconchrane@mctish.com))
- Assisted 2022, 2023, and 2024 National Conferences with a variety of issues including troubleshooting WordPress and creating domains (2023.ashe.pro and 2024.ashe.pro)

##### **Cloud**

- Continue to improve use and organization of ASHE Cloud – No specific issues known.
- Add users as requested

#### 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)
- Next Steps (in no particular order):
  - 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
- Contact Mindy Sanders ([mhsanders@pontengineering.com](mailto:mhsanders@pontengineering.com)) to set up a new survey and will coordinate with Nancy to send out to appropriate audience

#### 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

**Budget update**

1. 2021-2022 Budget: \$20,540
2. Spent
  - Previous Balance: \$20,540
  - Items and \$ spent this quarter
    - a. Hosting through JMSS - \$1,640
3. Current Budget Balance: \$18,900
4. List any Non-Budget Items that should be considered.
  - a. None Noted

**Attachments:**

1. Draft RFP for Membership Portal



## Web Change Log 4/13/21 to 10/11/21

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
78	Added documents D21 and D21E – Region bylaws template	RNC	4/13/2021	RNC	4/13/2021
79	Added post for Tim Matthews's Coffee & Cocktails	Amanda S	4/12/2021	RNC	4/13/2021
80	Changed Kathryn Power to Kathryn Fink	M Hurtt	4/17/2021	RNC	4/17/2021
81	Removed April 28 event	RNC	4/29/2021	RNC	4/5/2021
82	Posted National Board Meeting minutes	T Morisi	5/7/2021	RNC	5/8/2021
83	Removed link to 2021 Conference	RNC	5/27/2021	RNC	5/27/2021
84	Added and published Project of the Year pages	Joe Rikk	5/27/2021	RNC	6/9/2021
85	Added link to summer scanner	Tammy F	6/8/2021	RNC	6/8/2021
86	Updated Southwest Region contact information	Melissa B	6/15/2021	RNC	6/15/2021
87	Updated Conference page to reflect 2021 is over	RNC	6/16/2021	RNC	6/16/2021
88	Added and posted scanners 1965 to 1979	RNC		RNC	6/21/2021
89	Added Central Texas Section to map page	Rhys Keller	7/1/2021	RNC	7/1/2021
90	Added archived scanners through 1995	RNC		RNC	7/20/2021
91	Added 2025 conference to the conference page	RNC	7/29/2021	RNC	7/29/2021
92	Changed title image on archives page and made title text transparent	RNC	8/2/2021	RNC	8/2/2021
93	Added revised D26 & D25 documents	N Morisi	8/2/2021	RNC	8/3/2021
94	Completed posting of old scanner magazines	RNC	8/21/2021	RNC	8/21/2021
95	Posted news item for Coffee	RNC	8/20/2021	RNC	8/21/2021

	Cocktails for President				
96	Added document as requested by N Morisi	N Morisi	9/21/2021	MDS	9/22/2021
97	Added Fall, 2021 scanner to archives	RNC	10/3/2021	RNC	10/3/2021
98	Posted 2022 call for papers	2022 committee	10/3/2021	RNC	10/3/2021

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](http://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 1<sup>st</sup>. The Membership Renewal process occurs between June 1<sup>st</sup> and October 1<sup>st</sup>. 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	<a href="mailto:sjordan@seengineering.com">sjordan@seengineering.com</a>	Main Point of Contact for RFP Questions
Richard Cochrane	<a href="mailto:ashenationalpresident@ashe.pro">ashenationalpresident@ashe.pro</a>	Selection Committee
Tom Morisi	<a href="mailto:ashenationalsecretary@ashe.pro">ashenationalsecretary@ashe.pro</a>	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.



**ASHE National Board Meeting Minutes  
October 16, 2021**

**Attachment 2: Region and Section Reports**



**REGIONAL REPORT**  
**Great Lakes Region**  
**Regional Directors Quarterly Report – Q2 & Q3**  
**(March 2021 – September 2021)**

<b>President:</b>	<b>Kirsten Bowen</b>	<a href="mailto:Knbowen@mbakerintl.com">Knbowen@mbakerintl.com</a>
<b>Vice President:</b>	<b>Ron Mattox</b>	<a href="mailto:Ron.Mattox@Woolpert.com">Ron.Mattox@Woolpert.com</a>
<b>Secretary:</b>	<b>Jim Shea</b>	<a href="mailto:shea@cvelimited.com">shea@cvelimited.com</a>
<b>Treasurer:</b>	<b>Jamie Scott</b>	<a href="mailto:jscott@bramhall-engineering.com">jscott@bramhall-engineering.com</a>

**Activities:**

- Great Lakes Region held a board meeting on 5/4/2021 that included the following summary:
  - Reminders have been sent to sections regarding various items including contact information updates, strategic plan survey, PDH, national conference updates, coffee & cocktails, etc.
  - GLR has completed a bylaws review/update. Revisions have been sent to Dave Greenwood and the GLR is awaiting a response/approval.
  - Circle City – Caroline Duffy hosted a meeting on 4/30/21 with employees from CDM Smith. There are a few people from this firm who are interested in leading the restart for the Circle City Section. Brian O'Connor and Kathy Johnson, ASHE National New Sections Committee, are also working with Caroline on moving the restart forward.
  - Aaron Call is in the process of organizing the Membership Committee and will be reaching out to Section Secretaries to gauge their interest in participating. Section Secretaries have been identified as potential Great Lakes Region Membership Committee members as they are most familiar with Section membership.
- Following the 5/4/2021 board meeting, the GLR hosted an Officers meeting on 9/22/2021 to discuss Region VP and Treasurer.
  - On August 9, 2021, Kirsten Bowen informed the ASHE Great Lakes Region Board that Ron Mattox had been appointed as ASHE Great Lakes Region Vice President, a position previously vacant, and that Julie Burkert had resigned as Great Lakes Region Treasurer and that Jamie Scott had been appointed. These terms will end in 2022.

Operating Budget (As of 10/5/21)		Membership (As of 10/11/2021)	
Starting Balance	\$7,431.63	Starting Membership	957
Revenue	\$1,250.00	Losses	28
Expenses	\$4.00	Gains	52
Ending Balance	\$8,677.63	Ending Membership (paid)	984

**Events scheduled during next quarter:**

- Great Lakes Board Region Mtg: At OTEC 10/25/2021

**Miscellaneous Items:**

- None

**Milestones:**

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

- None





## SECTION REPORTS

### Central Ohio

#### Regional Directors Quarterly Report – Q2 & Q3 (March 2021 – September 2021)

<b>President:</b>	<b>Justin Soltesz</b>	<a href="mailto:jsoltesz@structurepoint.com">jsoltesz@structurepoint.com</a>	2021 – 2022
<b>1<sup>st</sup> Vice President:</b>	<b>Mike Killian</b>	<a href="mailto:Mike.Killian@burgessniple.com">Mike.Killian@burgessniple.com</a>	2021 – 2022
<b>2<sup>nd</sup> Vice President:</b>	<b>Jordan Gort</b>	<a href="mailto:Jordan.Gort@strand.com">Jordan.Gort@strand.com</a>	2021 – 2022
<b>Secretary:</b>	<b>Mike Taricska</b>	<a href="mailto:Mike.Taricska@burgessniple.com">Mike.Taricska@burgessniple.com</a>	2021 – 2022
<b>Treasurer:</b>	<b>Mike Raubenolt</b>	<a href="mailto:mraubenolt@structurepoint.com">mraubenolt@structurepoint.com</a>	2021 – 2022

#### Activities:

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

- Project of the Year luncheon in June (virtual event)
- 2021 Ronald Zook ASHE Golf Outing in July

YTD Operating Budget (As of 10/2021) (Includes Investment Accounts)		Membership (As of 10/2021)	
Starting Balance	\$54,068.56	Starting Membership	190
YTD Revenue*	\$22,373.19	Losses	11
YTD Expenses*	\$11,279.62	Gains	12
Ending Balance**	\$69,008.23	Ending Membership (paid)	191

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

*\*\*Balance includes investment accounts totaling \$39,320.58. Revenue and expenses do not include gains or losses in investment accounts.*

#### Events scheduled during next quarter:

- OTEC Luncheon (October)
- OSU/ASHE Stormwater Green Infrastructure Lunch & Learn (October)
- Columbus Crew outing (November)
- Ethics Event (late November / Early December)

**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 – Q2 & Q3  
(March 2021 – September 2021)**

President:	Kevin Damron	<a href="mailto:KDamron@Palmernet.com">KDamron@Palmernet.com</a>	2016-2020
Vice President:	Alison Gwynn	<a href="mailto:Alison.Gwynn@greshamsmith.com">Alison.Gwynn@greshamsmith.com</a>	2018-2020
Secretary:	Keith Damron	<a href="mailto:Kdamron@aei.cc">Kdamron@aei.cc</a>	2019-2020
Treasurer:	Josh Coburn	<a href="mailto:JCoburn@palmernet.com">JCoburn@palmernet.com</a>	2019-2020

**Activities:** NO REPORT PROVIDED

<b><u>Operating Budget (As of 1/8/21)</u></b>		<b><u>Membership (As of 1/8/21)</u></b>	
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:**

- NO REPORT PROVIDED

**Student Chapter Update:**

- NO REPORT PROVIDED

**Miscellaneous Items:**

- NO REPORT PROVIDED

**Milestones:**

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

- NO REPORT PROVIDED



**Cuyahoga Valley Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

<b>President:</b>	<b>Dean Wolosiansky</b>	<b>dwolosiansky@lindsayprecast.com</b>
<b>Vice President:</b>	<b>Santino Piccoli</b>	<b>s.piccoli@tencategeo.com</b>
<b>Secretary:</b>	<b>Scott Basinger</b>	<b>smbasinger@starkcountyohio.gov</b>
<b>Treasurer:</b>	<b>Denny Flechtner</b>	<b>denny319@att.net</b>

**Activities:**

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

- ~~April~~ ~~Joint Mtg with ASCE~~ ~~Virtual Luncheon~~ **CANCELLED**
- May 27 Annual Golf Outing
- June 25 Trap Shoot

<b><u>Operating Budget (As of 9/24/21)</u></b>		<b><u>Membership (As of 9/24/21)</u></b>	
Starting Balance	\$12,960.37	Starting Membership	108
Revenue	\$3,924.20	Losses	0
Expenses	\$4,356.67	Gains	3
Ending Balance	\$12,527.90	Ending Membership (paid)	111

**Events scheduled during next quarter:**

- October 15 Trap Shoot
- November Billiards Tournament

**Student Chapter Update:** None.

**Miscellaneous Items:**

**Milestones:**

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



**Derby City, KY Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

<b>President:</b>	Craig Klusman	<a href="mailto:Craig.Klusman@aecom.com">Craig.Klusman@aecom.com</a>	2020-2021
<b>Vice President:</b>	Travis Thompson	<a href="mailto:Travis.Alan.Thompson@hdrinc.com">Travis.Alan.Thompson@hdrinc.com</a>	2020-2021
<b>Secretary:</b>	Brian Meade	<a href="mailto:brian.meade@aecom.com">brian.meade@aecom.com</a>	2020-2021
<b>Treasurer:</b>	Jonathan Berry	<a href="mailto:jon.berry@burgessniple.com">jon.berry@burgessniple.com</a>	2020-2021

**Activities:**

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

- April 8, 2021- ASHE Derby City Board of Directors Meeting via a TEAM virtual meeting
- April, 14, 2021 - Submitted ASHE Scanner Article
- May 11, 2021 – ASHE Derby City Chapter Meeting- 2021 Transportation Improvement Award Presentations
- June 10, 2021- ASHE Derby City Board of Directors Meeting via a TEAM virtual meeting
- August 5, 2021 – ASHE Derby City Chapter Meeting- Presentation of 2021 Transportation Improvement Award Winners – Presenter was KYTC State Highway Engineer James Ballinger
- August 25, 2021 -- ASHE Derby City Board of Directors Meeting via a TEAM virtual meeting

<b><u>Operating Budget (As of 09/30/21)</u></b>		<b><u>Membership (As of 09/30/21)</u></b>	
Starting Balance	\$11,201.48	Starting Membership	85
Revenue	\$2,465.70	Losses	7
Expenses	\$3,543.48	Gains	1
Ending Balance	\$10,123.00	Ending Membership (paid)	79
Scholarship Fund	\$776.59		
Available Balance	\$9,346.41		

**Events scheduled during next quarter:**

- April 8, 2021 - ASHE Derby City Board of Directors Virtual Meeting
- May (week of 10<sup>th</sup> or 17<sup>th</sup>), 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:

Awarded our first section Scholarship of \$1500 to Majeed Algomaiah on 8/23/21



**Lake Erie Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

**President: Sean Milroy, P.E.; smilroy@mbakerintl.com; Term ends May 2023**

**Vice President: Brian Sears, P.E.; bsears@smeinc.com; Term ends May 2023**

**Secretary: Kathy Johnson, P.E.; kgjohnson@trccompanies.com; Term ends May 2023**

**Treasurer: Steve Tyneski, P.E.; Steven.Tyneski@dot.ohio.gov; Term ends May 2023**

**Activities:**

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

- April 13, 2021; (Virtual Attendance 96) County Engineer's Update and Forum with Nichole English, PE, and Alan Brubaker, PE, PS
- June 15, 2021; Board Meeting held at OC3 PMO meeting COVID health and safety guidelines. 10 members in attendance, 2 on the phone. Major topics of discussion included decision for in-person meetings, planning the 2021-2022 program events, current state of renewals/sponsorships.
- August 18, 2021; Board Meeting held at LJB meeting COVID health and safety guidelines. 9 members in attendance, 1 on the phone. Major topics of discussion included the upcoming September in person meeting and guidelines to meet for health and safety, increased Holiday Inn fees, and missing member renewals.
- September 7, 2021; (In Person Attendance 79) ODOT Kickoff with District Deputy Directors Bob Weaver, PE, PS; Matt Walter, PE; Gery Noirot, PE; Chad Root, PE; John Picuri, PE

<b><u>Operating Budget (As of 9/30/21)</u></b>		<b><u>Membership (As of 9/30/21)</u></b>	
Starting Balance	\$32,403.53	Starting Membership	195
Revenue	\$11,987.47	Losses	7
Expenses	\$4,778.30	Gains	15
Ending Balance	\$39,612.70	Ending Membership	203

**Events scheduled during next quarter:**

- October 13<sup>th</sup> Ohio Turnpike Commission

**Miscellaneous Items:**

- 

**Milestones:**

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



**NW Ohio Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

**President: Pete Bick, [pjbick@aol.com](mailto:pjbick@aol.com)**

**Vice President: Tom Yurysta, [tyurysta@proudfootassociates.com](mailto:tyurysta@proudfootassociates.com)**

**Secretary: Amy Zimmerman, [azimmerman@dgl-ltd.com](mailto:azimmerman@dgl-ltd.com)**

**Treasurer: Richard Spino, [rspino@manniksmithgroup.com](mailto:rspino@manniksmithgroup.com)**

**Activities:**

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

- 09/16/21 – Kacey Young, ODOT D2 Capital Programs Administrator, I-75 Mega Project Update

<b><u>Operating Budget (As of 10/7/21)</u></b>		<b><u>Membership (As of 10/7/21)</u></b>	
Starting Balance	\$3480.47	Starting Membership	47
Revenue	\$1200.00	Losses	0
Expenses	\$1347.50	Gains	2
Ending Balance	\$3332.97	Ending Membership (paid)	49

**Events scheduled during next quarter:**

- Next meeting 11/18/21 and speaker TBD

**Miscellaneous Items:**

**Milestones:**



**Triko Valley Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

**President:** Brian Rhodes, [Brian.Rhodes@cincinnati-oh.gov](mailto:Brian.Rhodes@cincinnati-oh.gov), 2021-2022 term  
**First Vice President:** Joe Schmeltzer, [jschmeltzer@structurepoint.com](mailto:jschmeltzer@structurepoint.com), 2021-2022 term  
**Secretary:** David Emerick, [david.emerick@duke-energy.com](mailto:david.emerick@duke-energy.com), term continuing  
**Treasurer:** Eric Kistner, [eric.kistner@stantec.com](mailto:eric.kistner@stantec.com), term continuing

**Activities:**

The following is a summary of key activities for the second and third quarter:

- March 18, 2021 – OCA/ASHE Joint Capital Improvement Program Presentations
- April 13, 2021 – Board of Directors Meeting
- May 11, 2021 – General Membership Meeting-Lick Run Valley Conveyance System
- June 12, 2021 – Interchange Cleanup Event
- June 21, 2021 – Annual Golf Outing
- August 24, 2021 – Board of Directors Meeting
- September 21, 2021 – General Membership Meeting-Reinventing Metro and Western Hills Viaduct Funding

<b><u>Operating Budget (As of 9/30/21)</u></b>		<b><u>Membership (As of 9/30/21)</u></b>	
Starting Balance	\$14,270.61	Starting Membership	178
Revenue	\$12,935.00	Losses	2
Expenses	\$4,318.52	Gains	0
Ending Balance	\$22,887.09	Ending Membership (paid)	176

**Events scheduled during next quarter:**

- October 19, 2021 – Board of Directors Meeting
- November 16, 2021 – General Membership Meeting-Ethics
- December 2021 – Holiday Party

**Student Chapter Update:**

- No section activity

**Miscellaneous Items:**

- A new slate of officers was elected for 2021-2022.



**Central Dacotah Section  
Regional Directors Quarterly Report – Q2 & Q3  
(March 2021 – September 2021)**

<b>President:</b>	<b>Eli Ulmer</b>	<b>eulmer@nd.gov</b>
<b>VP:</b>	<b>Carey Yoder</b>	<b>cyoder@braunintertec.com</b>
<b>Secretary:</b>	<b>Matt Schaible</b>	<b>mschaible@sehinc.com</b>
<b>Treasurer:</b>	<b>Mark Kvas</b>	<b>mark.kvas@bartwest.com</b>

<b><u>Operating Budget (As of 9/2021)</u></b>		<b><u>Membership (As of 9/2021)</u></b>	
Starting Balance	\$47,814.41	Starting Membership	72
Revenue	\$57.40	Losses	1
Expenses	\$591.42	Gains	13
Ending Balance	\$47,280.39	Ending Membership (paid)	84

**Activities:**

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

- March 9<sup>th</sup>, 2021: “In-Place Rehabilitation of Bridge Substructures” by Wes Dickhut of GSI
- March 19<sup>th</sup>, 2021: Section Board Meeting
- April 13<sup>th</sup>, 2021: “Demers Ave Reconstruction Project (Downtown Grand Forks)” by Jason Peterson – NDDOT
- May 11<sup>th</sup>, 2021: “Road Safety Audit 3D Technology” by Nadav Marcus & Larry Mohr – RDV Systems
- May 17<sup>th</sup>, 2021: Section Board Meeting
- August 20<sup>th</sup>, 2021: Section Board Meeting
- September 21<sup>st</sup>, 2021: WASHTO Update and What the infrastructure Bill Means for Highways” by William Panos – NDDOT Director

**Events scheduled during next period:**

- October 12<sup>th</sup>, 2021: Monthly ASHE meeting
- November 9<sup>th</sup>, 2021: Monthly ASHE meeting
- December 14<sup>th</sup>, 2021: Monthly ASHE meeting
- January 11<sup>th</sup>, 2022: Monthly ASHE meeting

**Miscellaneous Items:**



**MID-ATLANTIC REGION:**  
**Quarterly Report (1<sup>st</sup> Quarter, 2021)**  
**April 2021 – September 2021**

Hope everyone had a great summer! As more and more people get vaccinated, things are beginning to open up. Some sections of ASHE Mid-Atlantic are beginning to start having in-person meetings or adapting to a new hybrid meeting environment.

Many congratulations to the South Carolina Section on being chartered earlier this year and becoming a part of the Mid-Atlantic Region. On behalf of the Mid-Atlantic Regional board, I would like to welcome the South Carolina Section to our region. It is wonderful to see that our region has expanded to 9 sections.

The Mid-Atlantic Regional Board conducted 3 virtual meetings (May 7<sup>th</sup>, June 11<sup>th</sup> and September 29<sup>th</sup>, 2021) during this reporting period. 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 prior to taking a summer break.

Now that summer is over, all nine Sections in the Mid-Atlantic Region are starting their regular meetings either in virtual or in-person format.

I would like to thank the National for restarting the exposure grant program. This program gives the region and sections an opportunity to use funds to spread ASHE's mission and gain potential new members. The region received \$1,200 in exposure grant funds from the National. The Mid-Atlantic Region board awarded the exposure grant funds to the Blue Ridge Section and South Carolina Section.

We continued to update the list of Sectional and Regional Officers for FY 2021-2022 and submitted to ASHE national. Updating the list of officers will be an on-going effort. All sections within the Mid-Atlantic Region have been made aware of the assessments dues that were due to the National on October 1, 2021.

Many congratulations to the Jones Branch Connector project submitted through the Potomac Section for winning the award for over for over \$20M category.

We will continue to provide our members ASHE leadership opportunities at the region level through positions on the Board as well as participation with active and important region committees. Through these activities, we hope to actively retain the leadership from the Section level and grow/foster our members' interest at the National level via Region participation.

**Regional Financial activities during the period**

The financial activity during this reporting period included a \$250 check to the ASHE 2021 National Conference for a Full-Page AD and \$600 Exposure Grant disbursements to both the Blue Ridge Section and South Carolina Section. The current balance in the Region's checking account is \$24,277.74.



## Blue Ridge Section Quarterly Report

### Activities:

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

- Virtual Annual Meeting (5/25/2021); Presentation: NRV Passenger Rail update
- Sponsorship of Slow Down, Move Over Rally, Wytheville, VA (6/10/2021)
- Section Board Meeting 8/11/2021
- Virtual Membership Meeting (8/31/2021); Presentation: Lidar, Landslides, and Southwest Virginia Geology (1PDH)
- Planning underway for Summer Event Social – Salem Red Sox Baseball game 9/14/2021
- Planning underway for Annual Scholarship Golf Tournament – Draper Golf Club 10/11/2021
- Membership renewals underway

### Other:

Operating Budget	
Starting Balance	9,742.02
Revenue	3,127.05
Expenses	2,278.02
Ending Balance (est.)	10,591.50
Scholarship \$ awarded in CY 2021 (Oct.-Dec.)	0.00

Membership	
Starting Membership	59
Gains	3
Losses	
Ending Membership	62
Student members (estimated)	0

## Carolina Piedmont Section Quarterly Report

### Activities:

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

#### Past/Upcoming Meetings:

- April 1, 2021 – Board Meeting
- June 4, 2021 – Board Meeting
- June 16, 2021 – Jean Leier presented “I-77 Mobility Partners/NC Quick Pass”
- July 1, 2021 – Spring Social at Armored Cow
- September, 2021 – Board Meeting
- October, 2021- Membership meeting/ 25<sup>th</sup> Anniversary Celebration

### 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 2021: 2 - University of North Carolina at Charlotte

### Other:

Operating Budget	
Starting Balance	\$23,019.20
Revenue	\$4,273.92
Expenses	\$625.17
Ending Balance (est.)	\$27,293.12
Scholarship \$ awarded in CY 2021	\$2,500.00

Membership	
Starting Membership	78
Gains	0
Losses	0
Ending Membership	78
Student members (estimated)	N/A

## Carolina Triangle Section Quarterly Report

President: Brian Lusk  
Vice President: Pete Thompson  
Secretary: Morgan Nelson  
Treasurer: Ronyell Thigpen

### Activities:

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

- Dinner meeting (virtual) May 13<sup>th</sup>
- Summer Board Meeting August 12<sup>th</sup>
  - Survey for return to in-person events
  - Membership renewals
  - Golf tournament
  - Fall seminar
- Board and Dinner Meeting September 23<sup>rd</sup>
  - Hybrid meeting – in-person and online

<b>Operating Budget (as of 09/15/2021)</b>	
Starting Balance (as of 06/26/2020)	\$68,847.99
Revenue	\$3,259
Expenses	\$19.90
Ending Balance (as of 09/26/2020)	\$17,087.41
Scholarship \$ awarded in CY 2020	\$0.00

<b>Membership (as of 09/13/2021)</b>	
Starting Membership (as of 6/20/2021)	230
Losses (Transfer/Dropped)	Ongoing
Gains	Ongoing
Ending Membership (as of 09/13/2021)	Ongoing
Student members (estimated)	10

The following activities are planned for next quarter

- Board of Directors and Dinner Meeting November 11<sup>th</sup>
- Golf tournament November 12<sup>th</sup>

## Chesapeake Section Quarterly Report

### Officers:

President: Carrie Nicholson, P.E.  
Vice President: Deni Deliallisi, P.E.  
Secretary: Kathy Walsh, P.E.  
Treasurer: Greg Barnes

### Activities:

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

- BOD Meeting 4/21/2021
- BOD Meeting 5/18/2021
- June 3, 2021 – Golf tournament and scholarship fundraiser
- June 26, 2021 – YM stand up paddle board outing
- BOD Meeting 7/29/2021
- BOD Meeting 9/7/2021

- September 21, 2021– Section’s Construction-themed Field Meeting and Lunch

**Other:**

<b>Operating Budget</b>	
Starting Balance (03/15/2021)	\$64,873.02
Revenue	\$26,273.05
Expenses	(\$37,126.35)
Ending Balance (08/30/2021)	\$54,019.72
Scholarship \$ awarded in CY 2021 (April-Aug 2021; included in expenses)	\$12,500

<b>Membership</b>	
Starting Membership (04/11/2021)	298
Gains	3
Losses	0
Ending Membership	301
Student members (estimated)	0

The following activities are planned for next quarter:

- I. Board of Directors and Committee Chairs will be meeting 2 weeks prior to each Technical meeting.
- II. The following Technical meetings consist of a technical session with 3 speakers followed by a networking hour and full dinner.
  - i. Traffic-themed meeting on Tuesday, October 19, 2021
  - ii. Planning-themed meeting on Tuesday, December 14, 2021
- III. *The Younger Member group will host a networking event comprising hike and brewery visit on Sunday, October 3.*

### **Greater Hampton Roads Section Quarterly Report**

**Activities:**

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

April 2021 Meeting

ASHE-GHR Section held a Virtual April Meeting, on April 29, 2021. John Arms, PE, VDOT Area Construction Manager made a presentation on the Laskin Road Reconstruction and Bridge Replacement Project in Virginia Beach, Virginia. 44 Members attended, with 10 PDH hours issued.

**Other:**

<b>Operating Budget</b>	
Starting Balance	\$25,188.06
Revenue	\$7283.69
Expenses	\$4843.63
Ending Balance (est.)	\$27,628.12
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	\$0

<b>Membership</b>	
Starting Membership	82
Gains	0
Losses	0
Ending Membership	82
Student members (estimated)	0

Planned Activities for next quarter

September 14, 2021- Virtual Meeting with James Klotz, VDOT Area Construction Manager, Brick Kiln Creek Bridge Replacement project

## Old Dominion Section Quarterly Report

### Activities:

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

Board Meeting Mid July 2021

Virtual Meeting September 9/16/2021 with Speaker from Central Va. Transportation Authority (CVTA)

\*Invoices sent to Section membership on 8/27/21. Expect to receive more renewals in coming weeks.

### Other:

Operating Budget (as of 9/15/21)	
Starting Balance	\$8,128.44
Revenue	\$2,131.39
Expenses	\$0.00
Ending Balance (est.)	\$10,259.83
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	\$0.00

Membership (as of 9/15/21)	
Starting Membership	76
Gains	3
Losses	(19)*
Ending Membership	60
Student members (estimated)	0

## NCWV Section Quarterly Report

### Activities:

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

*No activity April – August due to COVID-19 & Summer Break.*

### Other:

Operating Budget	
Starting Balance	\$15,992.82
Revenue	\$390.00
Expenses	\$26.20
Ending Balance (est.)	\$16,356.62
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	\$0.00

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

## POTOMAC Section Quarterly Report

### Activities:

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

Monthly BOD meetings

106April 14th - Roundtable with local jurisdictions

May 21st - Golf Tournament

June 9th - Implementing Complete Streets (Larry Marcus - Wallace Montgomery)

**Other:**

<b>Operating Budget</b> (as of 8/31/2021)	
Starting Balance (3/31/2021)*	\$47,957.40
Revenue*	\$16,341.40
Expenses*	\$13,173.70
Ending Balance (est.)*	\$51,125.10
Scholarship \$ awarded in CY 2021 (3/2021 Mar.) – (8/2021 Aug.)	\$6,000.00

<b>Membership</b>	
Starting Membership	106
Gains	0
Losses	0
Ending Membership	106
Student members (estimated)	0

\* Aggregate amount of Checking and Savings accounts.

### South Carolina Section Quarterly Report

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

- The Section held membership meetings in April, June and August.
- The section Board met each month with the exception of July.
- The Section held events for membership drives in Columbia, Greenville, and Charleston.
- Processes for new members, billing, and membership were review and refined.
- A revision to the by-laws was initiated.
- A second Secretary was added to the Board membership.

**Other:**

<b>Operating Budget</b>	
Starting Balance	409.12
Revenue	7059.09
Expenses	782.91
Ending Balance (est.)	6685.30
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	na

<b>Membership</b>	
Starting Membership	74
Gains	37
Losses	2
Ending Membership	109
Student members (estimated)	0



**Northeast Region Quarterly Reports  
April - September, 2021**

President.....Paul McNamee..... Paul.McNamee@kci.com  
Vice President .....Scott Cortese ..... scortese@maserconsulting.com  
Secretary .....Drew Bitner..... dbitner@twp.fairview.pa.us  
Treasurer .....Jerry Pitzer ..... jerry1368@yahoo.com

- The region had a balance of \$8,835.18 on November 1st, 2020, with income of \$1200.00 from National Exposure funds, and expenses of \$1200.00 for the pay out to Pittsburgh, NCNJ and Harrisburg Sections of Exposure funds, leaving the Current Balance of \$8,835.18.
- The Northeast Region had their Virtual Board Meeting on September 27, 2021.
- We will be scheduling a virtual meeting in January, 2021.
- Leigh Lilla, 1st National VP discussed National Overview and an Update.
- Sam Mody, National New Sections Chair, discussed that he would like to see the NE Region partner with National to create a .New Sections Committee and ask the Sections to consider possible Champions in the Hartford, Boston and in Maine areas. He would like the NE Region to take the lead like just occurred in Chattanooga, TN.
- Rob Prophet, Past President, noted that the National Website could be updated and nominations for 2022-2023 are due to National by December 1,2021.
- Paul McNamee noted that National Award Nominations may come due earlier than February this year since th National Conference is in early May.
- The NE Regional Conference will be scheduled for 2022.
- The NE Region By-laws where submitted to National in June 2020, but we have not received a response.
- The following Sections have NOT reported:
  - Altoona
  - Central NY
  - First State
  - Mid-Allegheny
  - Harrisburg
  - New York Metro
  - North Central NJ
  - Southern NJ
  - Williamsport





## SECTION REPORT

### **Albany Section Quarterly Report (from 04/01/2021 to 09/30/21)**

#### Officers:

President:	Wayne Bonesteel, PE	Wayne.bonesteel@colliersengineering.com
1 <sup>st</sup> Vice President:	Edmund Snyder, III, PE	esnyder@gpinet.com
2 <sup>nd</sup> Vice President:	Melanie Osterhout, PE	mosterhout@ospaengineering.com
Secretary:	John Saia, Jr., PE	jsaia@jsquaredconstruct.com
Treasurer:	Kevin Hajos, PE	khajos@warrencountydpw.com

#### Activities:

- April 13, 2021 at 1:00PM: **Road Safety Audit 3D Technology** with 1 PDH provided by the presenter held virtually.
- June 15, 2021, starting at 7:00 am: **Albany Section's 11<sup>th</sup> Annual Golf Outing** at Van Patten Golf Course in Clifton Park.

<u>Budget (As of 02/10/21)</u>		<u>Membership (As of 08/31/21)</u>	
Starting Balance	\$-	Starting Membership	83
Income	\$-	Members – New	4
Expenses	<u>(\$-)</u>	Members - Dropped	5
Ending Balance	\$11,402.83	Members - Reinstated	<u>0</u>
		Ending Membership (paid)	82

#### Events scheduled during the next quarters:

- October 13, 2021: **Annual Meeting.** The Albany Section will swear in new board members. 5 PM to 8 PM at the Hank Hudson Brewing Company.
- October 20-21, 2021: Sponsor for 2021 **Statewide Conference on Local Bridges**, Syracuse, NY.
- December 2021: **Holiday Social Gathering** benefiting the US Marine Corps' Toys-for-Tots campaign; Date, location and time TBD.
- January 2022: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section.
- February 2022: **Engineer's Week** (ASHE Albany Section sponsors a booth); Date and time TBD.
- March 2022: **Membership Meeting** with PDH; Location TBD.





- April 2022: **Membership Meeting** with PDH; Location TBD.
- May 2022: **Membership Meeting** with PDH; Location TBD.
- June 2022: **Albany Section's 12<sup>th</sup> Annual Golf Outing** at Van Patten Golf Course in Clifton Park

**Student Chapter Update:**

Not Applicable

**Miscellaneous Items:**

None

**Milestones:**

None

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**End of Report**



## SECTION REPORTS

### **Altoona Section Regional Directors Quarterly Reports # 1 of FY 2021-2022 (October 7, 2020 - October 5, 2021)**

#### Officers:

<b>President:</b>	<b>Dave Hoglund, PE</b>	<a href="mailto:dhoglund@rettew.com">dhoglund@rettew.com</a>
<b>Vice President:</b>	<b>Barb Hoehne, PE</b>	<a href="mailto:Barbara.Hoehne@stvinc.com">Barbara.Hoehne@stvinc.com</a>
<b>Secretary:</b>	<b>Michele Girolami</b>	<a href="mailto:michele.girolami@gibson-thomas.com">michele.girolami@gibson-thomas.com</a>
<b>Treasurer:</b>	<b>Ed Stoltz</b>	<a href="mailto:e57s@verizon.net">e57s@verizon.net</a>

#### Activities:

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

- July 12, 2021 – Golf Outing & Picnic at Scotch Valley Country Club.
- September 15, 2021 – Outdoor event at Slingers (an axe throwing venue)

<u>Operating Budget (As of 10/5/2021)</u>		<u>Membership (As of 10/5/2021)</u>	
Starting Balance (10/7/2020)	\$19,270.18	Starting Membership (10/7/2020)	197
Revenue	29,407.81	Losses	-9
Expenses	13,548.35	Gains	+3
Ending Balance (10/5/2021)	\$35,129.64	Ending Membership (paid)	191

#### Events tentatively scheduled during next quarter:

- October 20, 2021 – Self-guided tour of the Flight 93 National Memorial, followed by dinner and drinks at The Alley.
- November 19, 2021 – Rocky Gap Casino Trip.
- December 15, 2021 – Holiday event at the US Hotel.

**\*All activities are tentative due to public policy / guidance related to COVID-19**

#### Miscellaneous Items:

- None at this time

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**End of Report**



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## **SECTION REPORTS**

### **Clearfield Section Northeast Region Quarterly Report (July 2021- Sep 2021)**

#### **Officers**

President	Ed Jones	ed.jones@lrkimball.com
Vice President	Jennie McCracken	Jennifer.mccracken@aecom.com
Secretary	Diane Purdy	dppurdy@urbanengineers.com
Treasurer	Karen Michael	michakl7427@gmail.com

#### **Activities**

##### **July**

Summer Break – No event

##### **August**

The Annual Picnic event was cancelled due to COVID-19 restrictions and guidance by the Governor's office and CDC to practice social distancing. The Annual Golf Outing was held at Beechwoods Golf Course, Falls Creek. We had a successful event with 104 members and guests in attendance. This event generated \$2700 to fund our scholarship program and sponsor Section events throughout the year.

##### **September**

The September event consisted of a tour of SR 80-A18 (SR 26 Local Interchange). This local interchange project is the first phase of a three-phase project to build the local access, a high-speed interchange connection between I-99 and I-80 and to make improvements on Jacksonville Road in Centre County. The I-80 Local Access Interchange will provide direct access between SR 26 and I-80 at a standard diamond interchange and will only be utilized by local traffic for SR 26. The contractor, HRI Inc of State College, was given notice to proceed in June 2020 for this \$52 million project in Centre County. Twenty four (24) people were in attendance for the tour, followed by dinner at Robin Hood Brewing Co in Bellefonte on 09.23.2021.

## Operating Budget and Membership

<b>Operating Budget (As of 10.05.2021)</b>		<b>Membership (As of 10.05.2021)</b>	
Starting Balance	\$ 3,705.73	Starting Membership	180
Revenue	\$25,380.63	Losses	12
Expenses	\$15,453.91	Gains	6
Ending Balance	\$13,632.45 *	Ending Membership	174

\*Ending balance includes \$13,000 transfer from savings to pay scholarships (\$5,500) and to pay National Dues (\$3,580)

## Upcoming Events

Date	Event	Location
10.21.2021	Axemann Brewery Tour	Bellefonte
November	TBA	Virtual
December	No Event	

## Miscellaneous Items

- Generate funds for scholarship program

## Milestones

- Live events for golf outing and active construction site

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## End of Report

Submitted by:  
**Diane Purdy, PE**  
**Secretary**  
**ASHE Clearfield Section**



## **SECTION REPORTS**

**Delaware Valley Section  
Quarterly Report  
(May 2021 to September 2021)  
Submitted by: John Caperilla, Regional Director**

### **Officers:**

President:	Corey Hull	<a href="mailto:chull@jmt.com">chull@jmt.com</a>
1 <sup>st</sup> Vice President:	Nate Parrish	<a href="mailto:nparrish@hntb.com">nparrish@hntb.com</a>
2 <sup>nd</sup> Vice President	Isaac Kessler	<a href="mailto:isaac.kessler@rve.com">isaac.kessler@rve.com</a>
Secretary:	Amber Midgely	<a href="mailto:amber.midgely@aecom.com">amber.midgely@aecom.com</a>
Treasurer:	Steve Disciullo	<a href="mailto:steven.disciullo@mbakerintl.com">steven.disciullo@mbakerintl.com</a>

### **Activities:**

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

- The Board agreed that all Section Meetings will be virtual due to COVID-19 pandemic until January 2022.
- June 30, 2021 – Board Meeting held virtually.
- September 1, 2021 – Technical Session, Rapid Deck Replacement of the Approach of the Burlington-Bristol Bridge & Replacement of Abingdon Road Bridge over I-95 in Harford County, MD using BIM Methodology”.
- September 2, 2021 – Board Meeting held virtually.
- September 15, 2021 – Virtual Meeting, Lafayette Street Extension Project
- September 22, 2021 – Technical Session, Get to Know S.U.E., You Might Like Her”. Joint Event with ASCE Philadelphia Section, Construction Institute.

<b><u>Operating Budget (As of 8/31/21)</u></b>		<b><u>Membership (As of 6/3/21)</u></b>	
Starting Balance (6/1/20)	\$47,960.91	Starting Membership (6/3/20)	382
Revenue (YTD)	\$15,035.00	Losses	0
Expenses (YTD)	\$4,680.36	Gains	5
Ending Balance	\$58,315.55	Ending Membership (paid)	387

**Events scheduled during next quarter:**

- October 4, 2021 Annual Golf Outing
- October 13, 2021 – Virtual Meeting – Yassmin Gramian – Pennsylvania Secretary of Transportation
- October 16, 2021 – Adopt-A-Highway Fall Clean-Up
- November 10, 2021 – Virtual Meeting - American Street

**Miscellaneous Items:**

- Two articles from the Section were published in the 2021 Summer ASHE Scanner.

**Milestones:**

- None.

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**End of Report**



## **SECTION REPORTS**

### **Franklin Section Regional Directors Quarterly Report (July 2021 – September 2021)**

#### **Officers:**

<b>President:</b>	<b>Justin Gibbons</b>	<b>jgibbons@qespavements.com</b>
<b>Vice President:</b>	<b>Megan McDermott</b>	<b>mmcdermott@msconsultants.com</b>
<b>Secretary:</b>	<b>J.T. Lincoln</b>	<b>jlincoln@dewberry.com</b>
<b>Treasurer:</b>	<b>Darin Hettich</b>	<b>dhettich@gpinet.com</b>

#### **Activities:**

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

- July 20, 2021  
Dinner Meeting with presentation by The Markosky Engineering Group, Inc. (36 attendees)
- August 17, 2021  
Virtual Section Meeting with presentation by Erie Western PA Port Authority
- September 17, 2021  
10<sup>th</sup> Annual ASHE Franklin Golf Outing at Wanango Country Club (86 attendees)

<b><u>Operating Budget (As of 9/30/2021)</u></b>		<b><u>Membership (As of 9/30/2021)</u></b>	
Starting Balance (6/30/21)	\$10,808.92	Starting Membership (7/1/21)	129
Revenue	\$6,164.42	Losses	0
Expenses	\$11,711.16	Gains	0
Ending Balance (9/30/21)	\$5,262.18	Ending Membership (9/30/21)	129

#### **Events scheduled during next quarter:**

- October 5, 2021  
Section Board Meeting
- October 19, 2021  
Section Meeting at Hunters Station with presentation by Larson

#### **Miscellaneous Items:**

2022 will be the 60<sup>th</sup> anniversary for ASHE Franklin

#### **Milestones:**

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

- None

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**End of Report**

## **SECTION REPORT**

### **North East Penn Section Regional Directors Report (July, 2021 – September, 2021)**

#### **Officers**

<b>President:</b>	Jeffrey DeAngelo	<b>E-mail address:</b>	jdeangelo@mericle.com
<b>Vice President:</b>	Butch Frati	<b>E-mail address:</b>	bfrati@wilkes-barre.pa.us
<b>Secretary:</b>	Bob Naugle	<b>E-mail address:</b>	rnaugle@pennoni.com
<b>Treasurer:</b>	Ryan Rostocki	<b>E-mail address:</b>	RRostocki@borton-lawson.com

#### **Activities:**

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

- Tour of Interstate 84 Bridge Rehabilitation Project, 9/15/2021.

<b>Operating Budget (As of 09/30/21)</b>		<b>Membership (As of 09/30/21)</b>	
Starting Balance (7/21)	\$35,551.21	Starting Membership (7/21)	132
Revenue	\$36,171.45	Losses	0
Expenses	\$17,220.33	Gains	3
Ending Balance	\$54,502.33	Ending Membership (paid)	135
		Student Membership if known	

#### **Events scheduled during next quarter:**

- Tour of New Enterprise Stone and Lime Asphalt Plant  
Laflin, PA
- Acrow Modular Bridging – History, Benefits, Application & Project Examples  
Colarusso's, Moosic, PA

#### **Student Chapter update**

- Nothing to report at this time.

#### **Miscellaneous Items:**

- Nothing to report at this time.

#### **Milestones:**

- Nothing to report at this time

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**End of Report**





## **SECTION REPORTS**

### **Pittsburgh Section Regional Directors Quarterly Report (April – September 2021)**

#### **Officers**

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

#### **Activities:**

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

- September 22, 2021 Virtual Meeting with Doug Seeley (PDT 11-0)
- June 15, 2021 In Person Narcissi Winery Meeting w/Jason Zang (PDT 11-0)
- April 24, 2021 Adopt a Highway
- August 28, 2021 Scholarship Motorcycle Ride
- August 27, 2021 Pirate Game
- April 28, 2021 Joint Virtual Meeting with Yassmin Gramain
- April 14, 2021 University of Pittsburgh Transportation Forum
- May 28, 2021 Golf Outing at Birdsfoot

<b><u>Operating Budget(As of 9/30/2021)</u></b>		<b><u>Membership (As of 9/30/2021)</u></b>	
Starting Balance	\$85,828.19	Starting Membership	536
Revenue	\$16,661.90	Losses	0
Expenses	\$5,378.96	Gains	38
Ending Balance	\$97,111.13	Ending Membership (paid)	498

#### **Events scheduled during next quarter:**

- October 2021 Virtual Meeting

#### **Miscellaneous Items:**

- Actively involved in CLC Virtual Meetings
- Soliciting Scholarship Applicants

#### **Milestones:**

- None at this time

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**End of Report**

## ASHE East Penn Section

### Regional Director Quarterly Report (April 1, 2021– September 30, 2021)

Officers:	Name:	Email:
President:	Amanda Schumacher	<a href="mailto:aschumacher@borton-lawson.com">aschumacher@borton-lawson.com</a>
1 <sup>st</sup> Vice President:	Chris Stanford	<a href="mailto:cstanford@mbakerintl.com">cstanford@mbakerintl.com</a>
2 <sup>nd</sup> Vice President:	Derek Steward	<a href="mailto:Derek.Steward@LehighHanson.com">Derek.Steward@LehighHanson.com</a>
Secretary:	Tom Dominiecki	<a href="mailto:tdominiecki@gfnet.com">tdominiecki@gfnet.com</a>
Treasurer:	Carl McGloughlin	<a href="mailto:cmcgloughlin@jmt.com">cmcgloughlin@jmt.com</a>

#### Quarter Activities:

ASHE East Penn did not submit a quarterly report for the 2<sup>nd</sup> quarter. Therefore, the following is a summary of key activities for the last two quarters:

- Tuesday, April 6, 2021 at noon:  
Lehigh Valley International Airport Master Plan  
Speaker: Thomas R. Stoudt, Executive Director, Lehigh-Northampton Airport Authority  
Microsoft Teams virtual meeting, joint event with ASCE-Lehigh Valley Section
- Tuesday, May 4, 2021 at noon:  
ASHE East Penn Projects of the Year and Installation of Officers  
Speaker: Tom McNavage (AECOM) and Nicki Jacobs/Jason Besz (GPI)  
Microsoft Teams virtual meeting
- Thursday, September 16, 2021 at noon:  
Pennsylvania Turnpike Commission Update  
Speaker: Gary Graham, Assistant Chief Engineer, Pennsylvania Turnpike Commission  
Microsoft Teams virtual meeting
- Saturday, September 18, 2021 at 6:35 PM:  
Lehigh Valley Iron Pigs Baseball Game at Coca-Cola Park, Allentown, PA
- Friday, September 24, 2021 at 9:00 AM:  
25<sup>th</sup> Annual Golf Classic, Gilbertsville Golf Club, Gilbertsville, PA

<u>Budget (As of 9/28/2021)</u>		<u>Membership (As of 9/30/2021)</u>	
Starting Audited Balance (6/1/2021)	\$46,387.92	Starting Membership (3/31/2021)	129
Income	\$31,515.98	Members – New	3
Expenses	(\$8,695.48)	Members - Dropped	20
Ending Balance	\$69,208.42		
		Ending Membership (paid)	112

**Events scheduled during the next quarter:**

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

- Tuesday, October 5, 2021 at noon:  
SR 209 Section RSM  
Speakers: Michael McGuire, PE and Joe Krupansky, PG, Gannett Fleming, Inc.  
Microsoft Teams virtual meeting
- Thursday, October 21, 2021 at 4 PM:  
ASHE East Penn Fall Happy Hour  
Bru Daddy's Brewing Co., 732 Hamilton Street, Allentown, PA
- Tuesday, November 2, 2021 at noon:  
PennDOT District 5-0 Construction Projects  
Speaker: Kevin Milnes, PE, District 5-0, ADE-Construction  
Microsoft Teams virtual meeting
- Tuesday, December 7, 2021 at noon (tentative)  
Lehigh Valley Planning Commission Presentation  
Speaker: Becky Bradley, LVPC  
Microsoft Teams virtual meeting

**Student Chapter Update:**

- Not Applicable

**Miscellaneous Items:**

- 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.
- 4 scholarships, at \$5000 per scholarship, were awarded to the following individuals, listed with their high school and college:
  - Lauren Brown, Twin Valley HS/Villanova
  - Justin Lescavage, Pottsville Area HS/Villanova
  - Braden Petrilak, Pleasant Valley HS/Drexel
  - Jacob Sutton, Palmerton Area HS/Kings College

**Milestones:**

- None

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**End of Report**

**Long Island Section  
Regional Directors Quarterly Report  
(July 1, 2021 through September 30, 2021)**

**Officers:**

President:	Michael Trotta	mtrotta@posillicoinc.com
Vice President:	Jim Bazata	jbazata@gpinet.com
Secretary:	Andrea R. Luft, CCM	aluft@jklengineers.com
Treasurer:	OPEN POSITION	

**Activities:**

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

- None

<b><u>Budget (As of 09/30/2021)</u></b>		<b><u>Membership (As of 09/30/2021)</u></b>	
Starting Balance	\$4,596.05	Starting Membership	39
Income	\$0.00	Members – New	0
Expenses	<b>\$0.00</b>	Members - Dropped	0
Ending Balance	\$4,596.05	Members - Reinstated	0
		Ending Membership (paid)	39

**Events held during this quarter:**

- August 3, 2021 – Posillico Wash Plant presentation;

**Events schedule for next quarter:**

- November 12 – LIDAR Survey presentation (GdB);
- TBD - Posillico Wash Plant Tour;
- TBD - GZA Groundwater Monitoring presentation;

**Student Chapter Update:**

- Not Applicable

**Miscellaneous Items:**

- Trying to reintroduce scholarships;
- National Conference 2022 on radar for sponsorship;
- Scanner Article due July 15 for Fall 2022;

**Milestones:**

- None

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**End of Report**

**QUARTERLY SECTION REPORT**  
**SWPA Section**  
**(July 2021, August 2021 & September 2021)**

**President:** Ken Shimko – [kshimko@pa.gov](mailto:kshimko@pa.gov)  
**Vice President:** Dave Kozel – [kozeld@erdmananthony.com](mailto:kozeld@erdmananthony.com)  
**Secretary:** Melissa Heffern – [mheffern@spkengr.com](mailto:mheffern@spkengr.com)  
**Treasurer:** Carl Buchanan – [cbuchanan@spkengr.com](mailto:cbuchanan@spkengr.com)  
**Region Rep:** Matt Kusic – [mkusic@saiengr.com](mailto:mkusic@saiengr.com)

**Activities scheduled during this quarter:**

- July – -----
- August 26, 2021 – Summer Board Meeting – Rizzo’s Restaurant “Crabtree”
- August 30, 2021 – Fall Golf Scramble – Pleasant Valley Golf Club
- September 29, 2021 – Bella Terra Winery – Recognition Life Member’s

<b><u>Operating Budget (As of 7/1/21)</u></b>		<b><u>Membership (As of 7/1/21)</u></b>	
Starting Balance (7/1)	\$125,724.75	Starting Membership (7/1)	263
Revenue	\$0.00	Losses	
Expenses	\$0.00	Gains	
Ending Balance	\$125,724.75	Ending Membership (paid)	263

**Events scheduled during next quarter:**

- October – Spyridon/By George “Monessen – Presentation Pending
- November – To Be Determined
- December - – To Be Determined

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**End of Report**

## Drew Bitner

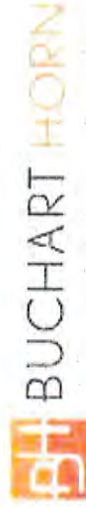
**From:** Nash, Robert [RNash@bucharthorn.com]  
**Sent:** Thursday, October 07, 2021 4:02 PM  
**To:** Scott D. Cortese; tdchiara; Donato Di Zuzio; Kuczynski, Gregory T.; Drew Bitner  
**Subject:** RE: Quarterly Report

The following is ASHE NCNJ Financial Report:

Opening Balance July 1, 2021	\$85,859.15
Deposits	\$10,960.00
Expenses	\$5,028.86
Closing Balance September 30, 2021	\$91,790.29

Bob

**Robert S Nash, PE, PTOE, CME**  
*Senior Project Manager – Transportation*



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C: (908) 447-7205

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

**Officers**

<b>President:</b>	<b>Tim Bolden</b>	<b>timb@gibson-thomas.com</b>
<b>Vice President:</b>	<b>Jason Hursh</b>	<b>jhursh@larsondesigngroup.com</b>
<b>Secretary:</b>	<b>Bob Leonard</b>	<b>leonardrj@erdmananthony.com</b>
<b>Treasurer:</b>	<b>Gene Chabak</b>	<b>gchabak@larsondesigngroup.com</b>

**Activities:**

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

- October 7, 2021- Adopt a Highway Fall cleanup
- October 21, 2021 – Member Social, Federal Taphouse Harrisburg
- November, 2021 - Lunch Meeting – District 8-0 Update

<b><u>Operating Budget (As of 10/1/21)</u></b>		<b><u>Membership (As of 10/1/21)</u></b>	
Starting Balance (5/17/21)	\$77,433.26	Starting Membership (4/9/2021)	408
Revenue	??	Losses	34
Expenses	??	Gains	27
Ending Balance	??	Ending Membership (paid)	401

**Events scheduled during next quarter:**

- December, 2021 Speaker is Mark Compton, CEO Pa Turnpike Commission

**Miscellaneous Items:**

- The section created and filled a position for Marketing Coordinator to coordinate social media posts, website content and genaral outreach and branding effort

**Milestones:**

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

- **None this period**

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**End of Report**

## **REGION REPORT**

### **Southeast Region Regional Directors Report (from – 4/1/21 to 9/30/21)**

#### **Regional Officers**

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

#### **Reporting Regions:**

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

#### **Activities:**

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

- Quarterly meeting held 6/4/21 in person in Savannah and 9/24/21 virtually

<b><u>Operating Budget (As of 8/31/21)</u></b>	
Starting Balance	\$ 3060.53
Revenue	\$ 0.00
Expenses	\$ 531.00
Ending Balance	\$ 2529.53

#### **Events scheduled during next quarter:**

- SE Regional Board Meeting TBD virtually

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**End of Report**



## **SECTION REPORT**

### **Northeast Florida Section Regional Directors Report (from 3/01/20 to 9/01/21)**

#### **Officers**

<b>President:</b>	<b>Brett Harbison, PE</b>	<b>BHarbison@meskelengineering.com</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Richard Westheimer, PE</b>	<b>WestheimerR@etminc.com</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Scott Kroper, PE</b>	<b>Scott.Kroper@rsandh.com</b>
<b>Secretary:</b>	<b>Kenneth Kelley, PE</b>	<b>Kenneth.Kelley@stvinc.com</b>
<b>Treasurer:</b>	<b>Donna McQuade</b>	<b>McQuadeD@pondco.com</b>

#### **Activities:**

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

- April 22, 2021 – ASHE NEFL Luncheon with Jeff Sheffield (North Florida TPO)
- May 20, 2021 – ASHE NEFL Luncheon with Nina Sickler, PE, and James Mahoney, RLA (Pond & Company) to discuss the Emerald Trail Project
- July 22, 2021 – ASHE NEFL Summer Social at Seven Bridges Grille and Brewery
- September 16, 2021 – ASHE NEFL Luncheon with Doug Holdener, PE (Director of the Florida Concrete Pipe Association)

<b><u>Operating Budget (As of 8/31/21)</u></b>		<b><u>Membership (As of 9/01/21)</u></b>	
Starting Balance	\$ 94,515.70	Starting Membership	135
Revenue	\$ 7,900.25	Losses	0
Expenses	\$ 12,544.23	Gains	0
Ending Balance	\$ 89,871.72	Ending Membership (paid)	135

#### **Events scheduled during next quarter:**

- October 21, 2021 – ASHE NEFL Luncheon with Greg Evans (FDOT D2 Secretary)
- November 9, 2021 – ASHE NEFL Luncheon with Mark Lamping (Jacksonville Jaguars)
- December 2, 2021 – ASHE NEFL Annual Holiday Party and Awards Presentation at the Jacksonville Zoo.

#### **Miscellaneous Items:**

- Sponsorship and Membership renewals are ongoing.
- Board of Directors member Danielle DeMeza, PE, was selected as ASHE National 2020 Young Member of the Year.
- Annual Scholarship Golf Tournament has been moved to the spring, date TBD.

**Milestones:**

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

- August 25, 2021 – Announced newly slated Board of Directors
- Board of Directors returned to in-person meetings

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**End of Report**

## SECTION REPORT

### Central Florida Section Regional Directors Report (May– August 2021)

#### Officers

<b>President:</b>	<b>Sherman Klaus, PE</b>	<a href="mailto:sklaus@balmoralgroupp.us">sklaus@balmoralgroupp.us</a>
<b>Vice President:</b>	<b>Erin Kelley</b>	<a href="mailto:ekelley@icj-insurance.com">ekelley@icj-insurance.com</a>
<b>Secretary:</b>	<b>Sarah Riffe</b>	<a href="mailto:sriffe@arostar.net">sriffe@arostar.net</a>
<b>Treasurer:</b>	<b>Gary Kuhns, PE</b>	<a href="mailto:glkuhns@g-e-c.com">glkuhns@g-e-c.com</a>

#### 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**

- **Transportation Tuesday.** ASHE members can meet up with other members and the board committee once a month for happy hour at a nearby local spot.
- **Sixth Annual Clay Shoot:** On Thursday October 7<sup>th</sup> we will be holding our Sixth Annual Clay Shoot at Blackjack Sporting Clays in Sumter County. We are expecting a great turnout for this event that has proven to be one of our most successful events. Anybody wishing to sign up, please give Gene Lozano a call ((407) 416-2255) or send him an email ([genelozano@hotmail.com](mailto:genelozano@hotmail.com)) and we'll get you a registration form immediately. Cut off for registration is September 30<sup>th</sup>.
- **Holiday Event:** ASHE CFL will have its annual holiday event on December 7<sup>th</sup> from 5:30 pm – 9:30 at Dubsdread in Orlando, FL. This event is open to ASHE members and non-members and includes awards to outstanding ASHE CFL members, dinner, drinks, trivia, among other activities.
- **ASHE CFL and FES future joint events:** ASHE CFL will be teaming up with the Florida Engineering Society (FES) on future events such as a charity Bowl event, possible lunch and learns, social events such as Transportation Tuesday, among others.

Operating Budget <sup>(1)</sup>		Membership <sup>(2)</sup>	
Starting Balance (9/7/21) (Checking and PayPal Account)	\$19,009.68	Starting Membership (4/1/21)	92
Revenue Expected	\$ 3,500.00	Losses (Non-renewed during membership drive)	-
Expenses Expected	\$2,000.00	Gains	3
Ending Balance Expected	\$20,509.68	Ending Membership As of (9/1/21)	95

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 - current and new!!

It's been awhile since the last President Message, so I hope you all had a great summer (it's over?!) and are getting into some fall activities. The ASHE Central Florida Board is still operating mostly in the virtual realm, but it has been nice to be out again and see my fellow ASHE members and Board Members at some recent events.

Our annual Membership Drive has officially ended, so hopefully you have all renewed, or are brand new members of ASHE Central Florida. If you missed the deadline, you can still join; just go to <https://www.centralfl.ashe.pro/ashe-central-florida-membership/> and sign up. I wanted to give a BIG thanks to our Membership Chair, Erin Kelley, and Section Secretary, Sarah Riffe for their phenomenal efforts on organizing, notifying, hounding, and compiling on this ever-important task.

Our Programs Committee has been even more busy than usual and are working on some exciting events in the coming months. We are going to have an action packed 4th Quarter with lots of opportunities for you to network and socialize! Our monthly Transportation Tuesday is back to being in full swing with the next one being on September 28th at The Guesthouse in the Mills 50 area. As a reminder, this event is open to members and non-members, and is a great networking opportunity. October will see the return of our annual Clay Shoot (October 7th). As an inexperienced shooter, I can say that participating in this event is a blast for everyone! Our Programs Committee is also organizing our Holiday Gala (December 7th at Dubsdread – save the date!), and some joint events with other professional organizations in the Orlando area.

Our Board has been getting some inquiries recently about posting job openings. So, starting with this month's President's Message, we'll add employment solicitations at your request. If you are interested, please send an email to [ashecf@gmail.com](mailto:ashecf@gmail.com) and include the positions you are seeking along with a web link for potential candidates to access.

I'm sure your lives have been missing my bad jokes, so here is September's Corny Joke:

Four engineers get into a car to go to the ASHE Clay Shoot, but the car will not start.

The Mechanical Engineer says: "It's a broken starter."

The Electrical Engineer says: "Dead battery."

The Chemical Engineer says: "I'm pretty sure it's impurities in the gasoline."

The IT Engineer says: "Hey guys, how about we all get out of the car and get back in?"

Best wishes,

Sherman Klaus, P.E.

ASHE Central Florida Section President

## **DID YOU KNOW?**

**All ASHE Central Florida members are invited to join the Central Florida Section Board Members at the monthly Board Meeting. Interested in attending? The meetings occurs over lunch on the third Tuesday of each month at the CFX Headquarters building. Please email [ashecf@gmail.com](mailto:ashecf@gmail.com) if you plan on joining us!**

### **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.

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**End of Report**

## **SECTION REPORT**

### **South Florida Section Regional Directors Report (April 2021 - September 2021)**

#### **Officers**

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

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

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**End of Report**

## **SECTION REPORT**

### **Tampa Section Regional Directors Report (from 07/01/21 to 09/31/21)**

#### **Officers**

<b>President:</b>	<b>Lance Croft, PG</b>	<b>lcroft@mc2engineers.com</b>
<b>Vice President:</b>	<b>Jonathan Knudsen, PE</b>	<b>JKnudsen@universalengineering.com</b>
<b>Secretary:</b>	<b>Bruno Arriola, PE</b>	<b>BArriola@drmp.com</b>
<b>Treasurer:</b>	<b>Sergio Gomez, M.Sc.</b>	<b>sgomez@mc2engineers.com</b>

#### **Activities:**

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

2021.07.12 ASHE Executive Committee Meeting (ECM) Call-In  
2021.08.09 ASHE Executive Committee Meeting (ECM) Call-In  
2021.09.13 ASHE Executive Committee Meeting (ECM) Call-In  
2021.09.23 Annual Tampa Bay Transportation Supersession  
2021.10.01 ASHE Quarterly Report completed and distributed

<b><u>Operating Budget (As of 07/01/21)</u></b>		<b><u>Membership (As of 09/31/21)</u></b>	
Starting Balance	\$ 25,129.91	Starting Membership	61
Revenue	\$ 0.00	Losses	0
Expenses	\$ 0.00	Gains	0
Ending Balance	\$ 25,129.91	Ending Membership	61

#### **Events scheduled during next quarter:**

- ASHE Executive Committee Meeting (ECM) Call-In, 5:00 p.m., second Monday each month

#### **Miscellaneous Items:**

- N/A

#### **Milestones:**

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

- N/A

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#### **End of Report**

## **SECTION REPORT**

**Georgia Section**  
*(from March 1, 2021 – August 30, 2021)*

### **Officers**

<b>President:</b>	<b>Shawn Fleet, P.E.</b>	<a href="mailto:sfleet@heath-lineback.com">sfleet@heath-lineback.com</a>
<b>1<sup>st</sup> Vice President:</b>	<b>Sarah Blackburn, P.E.</b>	<a href="mailto:sarah.blackburn@greshamsmith.com">sarah.blackburn@greshamsmith.com</a>
<b>2<sup>nd</sup> Vice President:</b>	<b>Lindsey Dunnahoo, P.E.</b>	<a href="mailto:lindsey.dunnahoo@aecom.com">lindsey.dunnahoo@aecom.com</a>
<b>Secretary:</b>	<b>Jennifer Lott, P.E.</b>	<a href="mailto:jlott@aulickengineering.com">jlott@aulickengineering.com</a>
<b>Treasurer:</b>	<b>Bradley Cox, P.E.</b>	<a href="mailto:bradcox.ashega@gmail.com">bradcox.ashega@gmail.com</a>
<b>Director Y3:</b>	<b>Chris Rideout, P.E.</b>	<a href="mailto:Jcrideout@croveng.com">Jcrideout@croveng.com</a>
<b>Director Y2:</b>	<b>Karyn Mathews, P.E.</b>	<a href="mailto:Karyn.Matthews@arcadis.com">Karyn.Matthews@arcadis.com</a>
<b>Director Y1:</b>	<b>Jenny Jenkins, P.E.</b>	<a href="mailto:jcjenkins@vhb.com">jcjenkins@vhb.com</a>
<b>Past President:</b>	<b>Richard Meehan, P.E.</b>	<a href="mailto:richard.meehan@loweengineers.com">richard.meehan@loweengineers.com</a>

### **Activities:**

The following is a combined summary of key activities for the 4th quarter of 20/21 and 1st quarter of 21/22:

- **March Erosion Control Level II NPDES Recertification Class**
  - 30 Registered Participants
- **April Erosion Control Level II NPDES Recertification Class**
  - 23 Registered Participants
- **April Lunch Event – (Not Held)**
- **June 18, 2021 - ASHE Virtual and In-person Luncheon – Tim Matthews & Albert Shelby GDOT Update**
  - 95 Registered Participants
  - .5 PDH Credit Issued
  - Officer Installations
- **July 29, 2021 – Social Event a Terrapin Tap House**
  - 25 Approximately Attendees
- **August 19, 2021 - ASHE Luncheon Buckhead Maggiano's- Josh Rowan, PE, Commissioner, ATLDOT, The new Atlanta Department of Transportation**
  - 65 Registered Participants
  - .5 PDH Credit Issued
  - Jim Mcgee Scholarship Award Presentation (Two scholarships of \$2000 to students enrolled in their 3<sup>rd</sup> or 4<sup>th</sup> year of undergraduate study at an ABET accredited program at a school in the state of Georgia)
- **August 26, 2021 – ASHE Bowling Tournament, Bowlero Roswell**
  - 141 Registered Participants

### **Budget & Membership:**



<b>Operating Budget (As of 08/31/21)</b>		<b>Membership (As of 8/31/21)</b>	
Starting Balance (3/1/2021)	\$130,280.04	Starting Membership (3/1/2021)	479
Revenue	\$48,413.53	Losses	0
Expenses	\$15,158.73	Gains	126
Ending Balance (8/31/2021)	\$163,534.84	Ending Membership (paid)	605

**Events scheduled during next quarter:**

- **September 16, 2021 – ASHE Golf Tournament**
  - 141 Registered Participants
- **September 30, 2021 – ASHE/KP Run/Walk/Roll 5K at Piedmont Park – (Event cancel due to Covid19)**
- **October 15, 2021- ASHE Luncheon - Lewis Cooksey, PE, Gwinnett DOT**
- **November 15, 2021 – Transportation Summit Social, 40 Watt - Athens**
- **December 2, 2021 - Holiday Party – Azalea Drive**

**Miscellaneous Items:**

- Selected to host the 2023 ASHE National Conference; Preliminary Planning Started & Venue Booked.

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**End of Report**

## **SECTION REPORT**

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

#### **Officers**

<b>President:</b>	<b>Daniel Jordan</b>	<a href="mailto:Daniel.Jordan@hdrinc.com">Daniel.Jordan@hdrinc.com</a>
<b>1<sup>st</sup> Vice President:</b>	<b>Alex Carpenter</b>	<a href="mailto:acarpenter@hmbpe.com">acarpenter@hmbpe.com</a>
<b>2<sup>nd</sup> Vice President:</b>	<b>Jessica Rich</b>	<a href="mailto:jessica.rich@dot.gov">jessica.rich@dot.gov</a>
<b>Secretary:</b>	<b>Leanna Whitwell</b>	<a href="mailto:lwhitwell@ttlusa.com">lwhitwell@ttlusa.com</a>
<b>Treasurer:</b>	<b>Jeff Shaver</b>	<a href="mailto:jshaver@cecinc.com">jshaver@cecinc.com</a>

#### **Activities:**

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

- We have held one 1-hour virtual lunch meeting presentations
- Held annual golf tournament on June 14<sup>th</sup>
- We held one in person lunch meeting with 75 attendees

Operating Budget (As of 08/31/2021)		Membership (As of 08/31/2021)	
Starting Balance	\$71,600.33	Starting Membership	312
Revenue	\$21,067.70	Losses	0
Expenses	\$15,130.32	Gains	0
Ending Balance	\$77,537.71	Ending Membership	312

#### **Events scheduled during next quarter:**

- Will continue mix in person and virtual lunch meeting presentations
- Will hold Nashville Sounds Baseball Social event in September
- COVID task force committee will continue planning for when we have meetings in person and keep abreast of CDC, venue, and local government requirements as they change.

#### **Miscellaneous Items:**

None

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**End of Report**

## **SECTION REPORT**

### **TN Valley Section Regional Directors Report (from 6/30/2021 – 9/30/2021)**

#### **Officers**

<b>President:</b>	<b>Erin Woodson</b>	<b>Erin.Woodson@arcadis.com</b>
<b>Vice President:</b>	<b>Jeremy Sims</b>	<b>Jeremy.Sims@tn.gov</b>
<b>Secretary:</b>	<b>Haley Slifko</b>	<b>Haley.Slifko@tn.gov</b>
<b>Treasurer:</b>	<b>Sandra Knight</b>	<b>SKnight@bradleycountyttn.gov</b>

#### **Activities:**

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

- 07/14/2021 – Chartering Meeting – Guest speakers TDOT Commissioner Clay Bright and ASHE National President Tim Matthews
- 07/22/2021 – Board Meeting
- 08/19/2021 – August Member Meeting – “Surface Transportation Reauthorization” TDOT Chief Engineer Paul Degges
- 08/26/2021 – Board Meeting
- 09/02/2021 – September webinar – The City of Chattanooga Smart City Division of IT – Kevin Comstock (City of Chattanooga)
- 09/30/2021 – Board Meeting

<b><u>Operating Budget (As of 09/30/2021)</u></b>		<b><u>Membership (As of 09/30/2021)</u></b>	
Starting Balance (06/30/2021)	\$5467.15	Starting Membership (06/30/2020)	82
Revenue	\$ 8340.14	Losses	6
Expenses	\$ 4889.96	Gains	23
Ending Balance	\$8917.33	Ending Membership (paid)	106

#### **Events scheduled during next quarter:**

- 10/07/2021 – October Hybrid Meeting with TDOT Director of Structures Ted Kniazewycz on the Hernando DeSoto Bridge in Memphis
- 10/28/2021 – Board Meeting
- 11/04/2021 – Lunch Meeting
- 11/25/2021 – Board Meeting

#### **Milestones:**

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

- 07/14/2021 – We were finally able to hold our chartering meeting! TDOT Commissioner Clay Bright and ASHE National President Tim Matthews spoke at this event with around 70 attendees.

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**End of Report**

## **SECTION REPORT**

### **Alabama Section Regional Directors Report (February 2021 – September 2021)**

#### **Officers**

<b>President:</b>	<b>Theresa Barksdale</b>	<a href="mailto:tbarksdale@hmbpe.com">tbarksdale@hmbpe.com</a>
<b>Vice President:</b>	<b>John Jennings</b>	<a href="mailto:jenningsj@dot.state.al.us">jenningsj@dot.state.al.us</a>
<b>Secretary:</b>	<b>Ashley Ann Adams</b>	<a href="mailto:ashlevann.adams@volkert.com">ashlevann.adams@volkert.com</a>
<b>Treasurer:</b>	<b>John Michael Walker</b>	<a href="mailto:walkerjoh@dot.state.al.us">walkerjoh@dot.state.al.us</a>

#### **Activities:**

The following is a summary of key activities since chartering:

- Section Chartering Event was held in March
- Held three 1-hour virtual lunch meetings with speakers that offered PDHs
- Held one 1-hour hybrid in-person/virtual lunch meeting with a speaker that offered PDHs
- Held a charity Poker Event in May in conjunction with the ALDOT Pre-Construction Conference that allowed the presentation of \$1,250 to ARBA for their Ed & Charlotte Rogers Scholarship Fund
- Held a charity Pool Tournament in August in conjunction with the ALDOT CEME Conference that allowed the presentation of \$1,600 to the Wynne and Katherine Fuller Scholarship Fund (\$800 was contributed from ASHE and a match of \$800 from another source)

Operating Budget (As of 09/30/2021)		Membership (As of 09/30/2021)	
Starting Balance	\$0	Starting Membership	0
Revenue	\$13,365.68	Losses	0
Expenses	\$8,171.63	Gains	69
Ending Balance	\$5,194.05	Ending Membership	69

#### **Events scheduled during next quarter:**

- Will hold two 1-hour hybrid in-person/virtual lunch meetings with speakers that will offer PDHs
- Will hold a Holiday Social event in December.

**Miscellaneous Items:**

None

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**End of Report**



#### **SOUTHWEST REGION BOARD OF DIRECTORS**

**James Barr, P.E. (PHX Sonoran)**  
Southwest Region President  
[James.barr@tylin.com](mailto:James.barr@tylin.com)

**Michael Knowles, CPSM (DFW)**  
Southwest Region Vice President  
[MKnowles@mckimcreed.com](mailto:MKnowles@mckimcreed.com)

**Susie Mason (PHX Sonoran)**  
Southwest Region Treasurer  
[smason@GFNET.com](mailto:smason@GFNET.com)

**Melissa Boyles (PHX Sonoran)**  
Southwest Region Secretary  
[melissa.boyles@jacobs.com](mailto:melissa.boyles@jacobs.com)

**Nikole Cao, P.E. (Houston)**  
Southwest Region Director  
Southwest Region National Director  
[NCao@bgeinc.com](mailto:NCao@bgeinc.com)

**Ahmed Valdez, P.E. (Houston)**  
Southwest Region Director  
[avaldez@akvce.com](mailto:avaldez@akvce.com)

**Suzanne Lansford, P.E. (PHX Sonoran)**  
Southwest Region Director  
[suzanne@townlighting.com](mailto:suzanne@townlighting.com)

**Markus Neubauer, P.E. (DFW)**  
Southwest Region Director  
[mneubauer@pkce.com](mailto:mneubauer@pkce.com)

**Rhys Keller, P.E. (CTX)**  
Southwest Region Director  
[RKeller@jmt.com](mailto:RKeller@jmt.com)

**Ryan S. Thomas, PE, VMA, CSPF**  
Southwest Region Director  
[Ryan.Thomas@woodplc.com](mailto:Ryan.Thomas@woodplc.com)

#### **SOUTHWEST REGION QUARTERLY REPORT: OCT 8, 2021**

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

- The Southwest Region continued to meet virtually this quarter
- Central Texas Chartering was a success and the membership is growing
- The Board has extended terms for one year, as per National's action
- Assessments from all Sections have been received excluding DFW for which assessments were waived
- The region has seen a drop in membership of approximately 30%
- Most Sections have begun a shift back to in-person meetings but are offering flexibility for speakers who would prefer to present virtually.

#### **Southwest Board of Directors:**

- James Barr, President
- Michael Knowles, Vice President
- Susie Mason, Treasurer
- Melissa Boyles, Secretary
- Nikole Cao, National Director
- Directors Representing Sections:
  - Ahmed Valdez, Houston
  - Suzanne Lansford, Sonoran (Phoenix)
  - Markus Neubauer, DFW
  - Rhy Keller, Austin (CTX)
  - Ryan Thomas, Austin (CTX)

Formal goals recognized by the Board include:

- Increasing ASHE exposure in the Southwest;
  - Facilitating increased Southwest ASHE exposure by hosting an annual regional event such as a conference or other activity
- Facilitating the establishment and supporting new Sections (such as the Austin Section)
- Supporting local Section charitable activities such as the award of scholarships
- Promoting and facilitating all benefits of ASHE membership and engagement including but not limited to industry education, networking, and fostering professional relationships through social activities

#### **Upcoming Activities:**

- Sonoran Section to host National President at ASCE/ASHE joint meeting Nov 8, 2021 preceded by activities with the Section Board of Directors and ending with the monthly Section meeting.
- Discussions are on-going for a regional summit to held in Phoenix in 2022.

See Attached for Section Reports



## Officers:

Name	Role	Organization	E-Mail	Phone
<b>BOARD MEMBERS</b>				
James Barr P	Immediate Past President	T.Y. Lin	James.barr@tylin.com	480-968-8814
Ryan Hudson P	President	City of Mesa	Ryan.hudson@mesaaz.gov	480-644-2627
Suzanne Lansford P	1 <sup>st</sup> Vice President	Town Lighting Engineers	Suzanne.lansford@townlighting.com	480-364-5123
Josiah Roberts A	2 <sup>nd</sup> Vice President	AECOM	<a href="mailto:Josiah.roberts@aecom.com">Josiah.roberts@aecom.com</a>	602-648-2439
Susie Mason P	Treasurer	Gannett Fleming	<a href="mailto:smason@gfnet.com">smason@gfnet.com</a>	602-553-8817 ext 8222
Melissa Boyles P	Secretary	Stacy and Witbeck, Inc.	<a href="mailto:Mboyles@stacywitbeck.com">Mboyles@stacywitbeck.com</a>	480-518-2353

## Activities:

The following is a summary of the Sonoran Section activities for this quarter.

The Section transitioned to in-person meetings effective September 14, 2021; previously the Section continued meeting on a monthly basis via Zoom.

- Sep 14, 2021 - Topic: Phoenix-Mesa Gateway Airport Update: Long Range Plan, PMGA Skybridge
- Aug 26, 2021 – 12th Annual Membership Appreciation Event at Octane Raceway
- July 13, 2021 – Dave Locher, PE, ADOT TSMO Systems Maintenance Manager and Susan Anderson, PE, PTOE, ADOT Assistant State Engineer — I-17 Wrong Way Detection

## Events Scheduled in the Next Quarter:

- The advertisement of available scholarships will be issued by Oct 8, 2021 with an anticipated award date of December 14, 2021.
- Monthly breakfast programs are scheduled for Oct 12, Nov 9, and Dec 14, 2021.
- The joint ASCE/ASHE Conference will be held Nov 8, 2021
  - The ASHE National President will be in Phoenix Nov 6-8, 2021 with an invitation to be a special guest at the monthly Section breakfast Nov 9, 2021.

Student Chapter Update: Nothing to report this quarter.

Miscellaneous Items: Nothing to report this quarter.

Milestones: Nothing to report this quarter.

Finances/Membership: Current Balance \$47,962.35 Current Membership 131



## ASHE Central Texas Section Quarterly Report (2021 June thru August)

### Officers

Name:	Role:	Name:	Role:
Tara Alexander	President	Peter Ring	Director 1
Niki Deskus	Vice President	Joe Cantalupo	Director 2
Jonathan Tronson	2 <sup>nd</sup> Vice President	Adeliza Ramirez	Director 3
Michael Farn	Secretary	Rhys Keller	Regional Director
Fadi Estifan	Treasurer	Ryan Thomas	2 <sup>nd</sup> Regional Director
		Clay Gann	Committee chairperson

### **Activities:**

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

- 6/8/2021 – CTX in-person Charter Ceremony in Austin Texas
- 7/20/2021 – Monthly event, 1 hr PDH on “Measuring COVID-19’s Impact on Austin’s Mobility” by Charlie Henry
- 8/10/2021 – Monthly event, 1 hr PDH on “Movability on Commuter Options” by Kate Harrington

### **Membership (As of 9/30/21)**

- Starting: 0
- Losses: 0
- Gains: 73
- Ending Total: 73

### **Operating Budget (As of 9/30/21)**

- Beginning Balance: \$300.00
- Revenue: \$8,284.41
- Expenses: \$4,975.58
- Ending Balance: \$3,608.83

### **Anticipated/Scheduled Events during next quarter:**

- 9/14/2021 - Monthly event, 1 hr PDH on “Metrorail Project Connect Overview” by Sharmila Mukherjee
- 10/19/21 – Monthly event, 1 hr PDH on “TBD” by Arin Gray
- 11/5/21 – Joint volunteering event with ASCE “Habitat for Humanity”
- 11/13/21 – Adopt-A-highway NE of Austin
- 11/16/21 – Monthly event, TBD

### **Miscellaneous Items:**

- Working toward finalizing By-Laws, pending CTX board’s approval before sending to national for final review/concurrence. Expect to send to national by mid-October 2021
- Pending charter event reimbursement (food/rental) from New Section Committee, expect to hear decision from national’s board meeting in October for approval

**Milestones:**

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

- Central Texas section officially kicked off on 6/8/2021 with over 75+ attendees.

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**End of Report. Prepared by Michael Farn, CTX Secretary**

# ASHE Dallas-Fort Worth Chapter Report

October 5, 2021

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GRIT – The only trait that has been shown to be the key factor between those who succeed and those who fail.

The Dallas-Fort Worth Chapter could very well be nicknamed that.

Over the past year, we started out strong, then stumbled and fell. But then with the help of those within the organization such as James and Melissa (SW Region), we reached out to one another on DFW board, helped each other up, dusted off our boots, had a heart-to-heart discussion and put it behind us.

We've never been stronger, and you can see that with our weekly, sometimes daily discussions. Covering all topics from guest presenters, to doing joint events with other organizations such as WTS, quarterly breakfast series for the C-Suite Level and networking events.

We added two new board members within the past month that are going to be helping us address key areas of weakness –media and handing out CEU's for events. We may soon have a graphics person as well. But in the meantime, Melissa has been kind enough to stay committed to the cause of supporting us.

Little by little and piece by piece we are rebuilding with a stronger foundation.

Here are the current numbers from our website

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## Membership

Membership is slowly increasing with new members joining weekly as things begin to open in Texas. We have been working with National in getting our membership straightened out, we are discovering errors such as members not in the National Database. This would explain why members were not receiving our *Scanner* magazine.

- 32Members (were down to the mid-teens not that long ago)
  - Additional 7 members who have registered but not yet paid dues.
  - Verbal commitment from several others through networking and word of mouth
  - Reviewing past members and making contact on an individual basis, one-on-one, to bring them back
  - We are having discussions about doing a membership drive (this is on-going)
  - We are discussing multiple ways of increasing our interaction with members such as a monthly spotlight on a new member as well as a member who's been with us for a while. Items like this need to be weighed so we are not over committing someone. We all have a lot on our plate and need to be careful not to burn out. Getting new board/committee members will greatly help bring these ideas to life. Realistic goals.
  - Our website has seen an increase in traffic as well as our social media platforms
  - As we have seen an increased in membership in the recent month, we are waiting to submit national and region dues by the end of August to capture any new members received this month.

# ASHE Dallas-Fort Worth Chapter Report

October 5, 2021

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## Events

We are publishing the next event immediately following the current event through an email blast as well as social media via Facebook and LinkedIn. With a new addition to the board for handling social media posts, this will become more consistent.

We are getting commitments from speakers several months in advance and we are always in discussion of who else we think our members would like to see. From technology and it's impact on the highways to construction on I-35 and some of the big projects here in Texas.

We are getting ready to publish a calendar on our website and social media that people can print and add to their calendar. We will also be handing them out at our in-person events.

The challenge once again is COVID. Our speaker for Tuesday informed earlier this week they cannot do in-person events now. So we had a Teams meeting, shared ideas of what to do, and then went to work doing it. We are now virtual with it being free to members and \$15 for non-members. We haven't lost any attendees and actually gained a few more for the event.

Upcoming Event – Brittney Farr – Director of Government Relations - DCTA

- October 26th

Past Event – Madeline Shepherd – Fort Motor Company (Virtual)

- 18 Registered
  - 14 Members
  - 4 Non-Members

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## Board and Committees

We have recently added two new board members to our board to handle two aspects that we had been trying to fill:

- Media Chair – manages social media, website, member communication and newsletter.
- Handing out CEU's to help attract more members.
- Each Board member is now fully engaged in their roles and there is consistent open dialogue between them

# Houston Section

Immediate Past President (Adam White, Terracon, [adam.white@terracon.com](mailto:adam.white@terracon.com), 832-658-0866)

President (Alena Mikhaylova, Geneva Pipe, [amikhaylova@genevapipe.com](mailto:amikhaylova@genevapipe.com), 817-201-2900)

First Vice President (Brandon Circle, Ramos Consulting, [bcircle@ramosconsultingllc.com](mailto:bcircle@ramosconsultingllc.com), 480-338-5304)

Second Vice President (Jonathan Braun, Harris County Engineering Department, [jonathan.braun@eng.hctx.net](mailto:jonathan.braun@eng.hctx.net), 832-978-5234)

Secretary (Gabriel Odreman, RPS Infrastructure, Inc., [gabriel.odreman@rpsgroup.com](mailto:gabriel.odreman@rpsgroup.com), 832-940-8121)

Treasurer (Joel Herrera, HNTB, [joherrera@hntb.com](mailto:joherrera@hntb.com), 832-359-8870)

Activities this Quarter:

Hel two virtual meeting and one in person meetings.

September In-Person Meeting– Greg Snider – Texas Department of Transportation

Events Scheduled in the Next Quarter:

October – Info Brief Series

November – TBD

December - Off

Student Chapter Update:

N/A

Miscellaneous Items:

N/A

Milestones:

Finances/Membership: Current Balance **\$47,065.08** Current Membership **105 (could not confirm this number from the section )**