



ASHE National Board Meeting Minutes
January 22, 2022

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 2:00 PM. The meeting was held at the Double Tree by Hilton, Jacksonville Riverfront, 1201 Riverplace Boulevard, Jacksonville, FL 32207.

PLEDGE OF ALLEGIANCE: Timothy W. Matthews, PE

President Matthews led the Pledge of Allegiance

ROLL CALL: Thomas S. Morisi

<u>Present:</u>	<u>Name</u>	<u>Office</u>
	Timothy W. Matthews, PE	President
	Leigh B. Lilla, PE	First Vice-President
	Stan A. Harris, PE	Second Vice-President
	Thomas S. Morisi	Secretary
	P. Frank O'Hare, PE	Treasurer
	Michael D. Hurtt, PE	Immediate Past President
	Nancy A. Morisi	Administrative Assistant
	Frank J. Bronzo, PE	Great Lakes Region Director
	James T. Shea, PE	Great Lakes Region Director
	Donato DiZuzio, 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
	Amanda Schumacher	Public Relations Committee Chair
	Nicole G. Parris, PE	Conference Committee Chair
	Holly S. Painter, PE	SE Region
	Sunserea Dalton	SE Region
<u>Absent:</u>	Roger B. Carriker, PE	Mid-Atlantic Region Director
	Michael D. Bywaletz, PE	Mid-Atlantic Region Director
	Robert G. Prophet, PE	Northeast Region Director

Note: Actions of the National Executive Committee 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 the National Board Meeting. He thanked the members of the SE Region for attending.



ASHE National Board Meeting Minutes
January 22, 2022

APPROVAL OF MINUTES: Thomas S. Morisi

October 15, 2021, National Executive Committee Meeting: Motion by DiZuzio to approve the minutes from the October 15, 2021, National Executive Committee Meeting; seconded by Harris; all in favor.

October 16, 2021, National Board Meeting: Motion by Bronzo to approve the minutes from the October 16, 2021, National Board Meeting; seconded by O'Hare; all in favor.

PRESIDENTS REPORT: Timothy W. Matthews, PE

President Matthews reviewed the highlights of the written President's Report which is attached to and made part of these minutes.

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 reported that less than half of the committee reports were received by the due date. Some were received the day before the meeting. The purpose of receiving reports prior to the meeting is so that Board members have an opportunity to review them for discussion at the meeting. National Board liaisons are to enforce the due date with the committee chairs.

TREASURER'S REPORT: P. Frank O'Hare, PE

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

Motion by O'Hare to accept the National Treasurer's Report; seconded by Hurtt; all in favor.

Motion by O'Hare to set the ASHE mileage rate at \$0.585/mile; seconded by Hurtt; all in favor.

Motion by O'Hare to send \$300.00 to the Alabama Section and charge to the New Sections Committee Budget G103.0 Exhibiting at National Conferences; seconded by DiZuzio; 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 all assessments have been paid and that eight Sections paid late fees totaling over \$1,000.00.

COMMITTEE REPORTS:

Public Relations: Amanda Schumacher presenting

The Public Relations Committee Report is attached to and made part of these meeting minutes. Ms. Schumacher noted that the ASHE podcast is now live with the introductory episode now posed and asked the Board to promote it. The first interview has been recorded and is in editing process. Ms. Schumacher is looking for people to help with the editing process. She would like to increase the frequency of the podcast from monthly to weekly.

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

The Ad Hoc (Region Structure) Committee Report is attached to and made part of these meeting minutes. Mr. Shea reported that, based on the survey conducted, most if not all committees feel they are relevant at the National level. President Matthews intends to dedicate the next National Board Meeting to reviewing all committees and if they are necessary at the National level or could be pushed to the Region. Mr. Shea will do additional research with the Regions prior to the next meeting.

Budget/Audit: Leigh B. Lilla, PE presenting

The Budget/Audit Committee report is attached to and made part of these meeting minutes. Ms. Lilla reported she met with the Treasurer yesterday to discuss the proposed budget and will prepare a draft budget for the March National Board Meeting. It was noted that the 2025 Conference will not be requesting an \$8,000 advance.

Constitution/Bylaws: Donato DiZuzio, PE presenting

The Constitution/Bylaws Committee Report is attached to and made part of these meeting minutes.

Membership: Thomas S. Morisi presenting

The Membership Committee Report is attached to and made part of these meeting minutes. Mr. Morisi noted that the committee prepared a Membership Best Practices Manual which is included in the report.

National Conference: Nicole G. Parris, PE presenting

The National Conference Committee Report is attached to and made part of these meeting minutes. Ms. Parris reported that National will receive \$4,000 from the 2020 Conference as their share of the Conference profits. She has reached out to several committees to see if they want a booth at the 2022 Conference.

New Sections: Jason Hewatt presenting

The New Sections Committee Report is attached to and made part of these meeting minutes. Mr. Hewatt noted the Committee is having monthly meetings and that additional members have been added to the Committee. The Committee is very engaged and is doing well. They have become involved with revitalizing some Sections, DFW in particular. This takes away from their time to look for new startups.

Nominating: Michael D. Hurtt, PE presenting

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

Motion by the Nominating Committee as follows:



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Whereas the National Nominating Committee solicited Nominations for the open position of National 2nd Vice President for the 2022-2023 ASHE Fiscal Year via open letter to all ASHE Sections, and having only received only one qualified nomination by the December 1, 2021 deadline, the ASHE National Nominating Committee moves to nominate **Donato DiZuzio, PE, Northeast Region, North Central New Jersey Section for National 2nd Vice President.**

Furthermore, where as The National Nominating Committee solicited Nominations for the open positions of 3-year National Directors for the Northeast, Mid-Atlantic, and Great Lakes Regions, for the 2022-2023 ASHE Fiscal Year via open letter to all ASHE Regions, and having received said selection by each of the three affected Regions for 3-year National Director to serve their respective Regions on the ASHE National Board, the ASHE Nominating Committee moves for the recommendation of approval of **JT Lincoln, Northeast Region, Franklin Section for 3-year National Director; Jim Shea, Great Lakes Region, Lake Erie Section, for 3-year National Director; and Nimish Desai, Mid-Atlantic Region, Chesapeake Section; for 3-year National Director.**

Furthermore, whereas with this Motion's approval of the elevation of Northeast Region National Director Donato DiZuzio to National 2nd Vice President, the remaining 1-year term of Mr. DiZuzio's 3-year term as National Director will be vacated, and as such, will require to be filled. The Northeast Region has provided the National Nominating Committee their selection for filling this now open position. The ASHE Nominating Committee moves for the recommendation of approval of **Glen Kartalis, Northeast Region, Metro New York Section; for 1-year National Director.**

Motion seconded by O'Hare; all in favor.

Motion by the Nominating Committee as follows:

Whereas with the approval of the above motion from the National Nominating Committee at the January 22, 2022 National Board Meeting, the National Nominating Committee moves to approve the following **Slate of Officers** for the 2022-2023 ASHE Fiscal Year:

Officers:

National President: Leigh B. Lilla, PE, Tampa Section
National First Vice President: Stan A. Harris, PE, Triko Valley Section
National Second Vice President: Donato DiZuzio, PE, North Central New Jersey Section
National Immediate Past President: Timothy W. Matthews, PE, Georgia Section
National Secretary: Thomas S. Morisi, Altoona Section
National Treasurer: P. Frank O'Hare, PE, Central Ohio Section.

One-Year Directors:

Frank J. Bronzo, PE, Cuyahoga Valley Section, Great Lakes Region
Jason Hewatt, Georgia Section, Southeast Region
Glen Kartalis, New York Metro Section, Northeast Region

Two-Year Directors:

Robert G. Prophet, PE, Delaware Valley Section, Northeast Region
Michael D. Bywaletz, PE, Carolina Piedmont Section, Mid-Atlantic Region
Scott H. Jordan, PE, Georgia Section, Southeast Region
Nikole A. Cao, PE, Houston Section, Southwest Region

Three-year Directors:

JT Lincoln, PE, Franklin Section, Northeast Region
Nimish Desai, PE Chesapeake Section, Mid-Atlantic Region
James T. Shea, PE Lake Erie Section, Great Lakes Region

Motion seconded by Morisi; all in favor.

Operations and Oversight: Stan A. Harris, PE presenting

The Operations and Oversight Committee Report is attached to and made part of these meeting minutes.

Outreach: Frank J. Bronzo, PE presenting

The Outreach Committee Report is attached to and made part of these meeting minutes. Mr. Bronzo reported that the reports on exposure funds are due back in May. The Northeast and Great Lakes Regions asked for more than the allocation. Funds for the Northeast Region are too low for a Region with 18 Sections. The Committee will examine if a change in the distribution amount is required.

Professional Development: No Report**Scanner:** Donato DiZuzio, PE presenting

The Scanner Committee Report is attached to and made part of these meeting minutes. Mr. DiZuzio reported that TNT Graphic would like to put together a formal proposal to replace the Inside Lane. The Committee will investigate and make a recommendation for an email vote to meet the 30-day notice required by the Multiview contract.

Motion by Committee to reinstate \$1,100 (\$700 for expenses and \$400 for booth) for travel and exhibit booth at the Conference; seconded by Morisi; all in favor.

Strategic Plan: Kathryn E. Fink, PE presenting

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

Technology Committee: Scott H. Jordan, PE presenting

The Technology Committee Report is attached to and made part of these meeting minutes. Mr. Jordan reported there that a draft of the database RFP is included in the report. President Matthews established an end of February deadline to send out the RFP. The Committee is looking for people to which to send the RFP. Mr. Hurtt questioned who would help roll out the new database. That decision has not been made.



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Student Chapter: No Report

OLD BUSINESS:

None discussed

NEW BUSINESS:

Mr. O'Hare noted that Board members are to send expense reports to him for approval. Committee Chairs need to send their expense reports to the President for approval.

Mr. Morisi noted that, due to the timing of the Conference and issues with the supply chain, the member counts for Section awards will be taken on March 1, 2022, instead of April 1, 2022.

Mr. Matthews reported he and Ms. Lilla are looking into moving the National Board Meeting at the Conference from Sunday morning to Saturday morning. There is nothing in the governing documents that would prevent this from happening. They are checking with the Conference Committee to see if this is feasible.

Mr. Matthews requested that the National Directors prepare written reports on their activities between each meeting. The first reports will be presented at the March National Board Meeting.

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 Cincinnati, OH on March 25th and 26th, 2022.

FUTURE MEETINGS:

Meeting to be held at the Conference in Columbus, OH.

ADJOURNMENT:

Motion by DiZuzio to adjourn the meeting; seconded by Hurtt; all in favor. The meeting adjourned at 11:20.

ATTACHMENTS:

The following Attachments are included and made part of these meeting minutes:

- Attachment 1: Officer and Committee Reports
- Attachment 2: Region and Section Reports

Respectfully Submitted,

Thomas S. Morisi
National Secretary



**ASHE National Board Meeting Minutes
January 22, 2022**

Attachment 1: Officer and Committee Reports



PRESIDENT'S REPORT

January 22, 2022

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
8. **Oct:** Traveled to Columbus for OTEC Conference
9. **Nov:** Traveled to Phoenix AZ for ASCE/ASHE Conference
10. **Dec:** Traveled to Chattanooga TN for ASHE Fundraiser

Committee Activities:

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

Meetings:

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

Upcoming Meetings:

1. **Jan 21st:** Will attend SE Region Board Meeting
2. **Jan 22nd:** ASHE National Board Meeting

Board Activities:

- 1.

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 January 5, 2022. This list corresponds to that submitted for the Fall issue of the Scanner.

Northeast Region			Southeast Region	
Albany	84		Alabama	55
Altoona	191		Central Florida	85
Central New York	50		Georgia	443
Clearfield	174		Middle Tennessee	294
Delaware Valley	344		Northeast Florida	181
East Penn	112		South Florida	11
First State	194		Tampa Bay	45
Franklin	123		Tennessee Valley	106
Harrisburg	369		Subtotal	1220
Long Island	51			
Mid-Allegheny	126		Great Lakes Region	
N. Central New Jersey	139		Bluegrass	95
New York Metro	136		Central Dacotah	96
North East Penn	134		Central Ohio	191
Pittsburgh	523		Cuyahoga Valley	104
Southern New Jersey	170		Derby City	84
Southwest Penn	269		Lake Erie	203
Williamsport	75		Northwest Ohio	53
Subtotal	3264		Triko Valley	158
			Subtotal	984
Mid-Atlantic Region				
Blue Ridge	64		Southwest Region	
Carolina Piedmont	68		Central Texas	71
Carolina Triangle	216		Dallas-Forth Worth	35
Chesapeake	281		Houston	129
Greater Hampton Roads	83		Phoenix Sonoran	131
N. Central West Virginia	51		Subtotal	366
Old Dominion	87			
Potomac	150		Total	6898
South Carolina	64			
Subtotal	1064			

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. The total includes membership applications in hand which have not yet been input into the database.

Total membership as of the date listed is 6,898 which represents a net decrease of 179 members since the report for the October 2021 National Board meeting.

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

- Northeast Region
 - October Membership: 3,367
 - Current Membership: 3,264
 - Total decrease: 103
 - Of the 18 Sections, 12 showed membership decreases, 3 showed increases, and 3 stayed the same. The largest decrease was the Harrisburg Section which dropped by 34 and the largest increase was the Long Island Section which increased by 12.
- Mid-Atlantic Region
 - October Membership: 1,140
 - Current Membership: 1,064
 - Total decrease: 76
 - Of the 9 Sections, 5 showed membership decreases, 3 showed increases, and 1 stayed the same. The largest decrease was the Potomac Section which dropped by 38 and the largest increase included 3 Sections which increased by 2 members each.
- Southeast Region
 - October Membership: 1,277
 - Current Membership: 1,220
 - Total decrease: 57
 - Of the 8 Sections, 4 showed membership decreases, 1 showed increase, and 3 stayed the same. The largest decrease was the Georgia Section which dropped by 57 and the largest increase was the Tennessee Valley Section which increased by 53 members (doubled).
- Great Lakes Region
 - October Membership: 986
 - Current Membership: 984
 - Total decrease: 2
 - Of the 8 Sections, 4 showed membership decreases, 2 showed increases, and 2 stayed the same. The largest decrease was the Triko Valley Section which dropped by 16 and the largest increase was the Central Dacotah Section which increased by 10.
- Southwest Region
 - October Membership: 307
 - Current Membership: 366
 - Total increase: 59
 - Of the 4 Sections, 1 showed membership decrease, and 3 showed membership increases. The largest decrease was the Phoenix Sonoran Section which dropped 3 and the largest increase was the Central Texas Section which increased by 26.

ASSESSMENTS

All 2021-2022 assessments have been paid with the exception of Houston and Blue Ridge which, as of the date of this report, both are in the process of sending checks to National.

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

As a quick comparison to last year (as of the date of this report), I offer the following:

- Drops Last Year: 702
- Drops This Year: 647
- Adds Last Year: 247
- Adds This Year 494
- Dues Collected Last Year: \$139,731.50
- Dues Collected This Year: \$147,127.00

BIZNET

ASHE was incorporated in the Commonwealth of Pennsylvania. To maintain that incorporation, the organization must maintain a permanent address in the Commonwealth of Pennsylvania. Biznet is and has been doing this for years. We recently received an invoice from Biznet for this service which I directed the Administrative Assistant to pay between meetings. The total cost of payment was \$399.00 for three years. There was a substantial saving instead of paying annually.

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.



National Treasurer's Report

Frank O'Hare, PE, PS, National Treasurer

ASHE National Board Meeting

January 22, 2022

Jacksonville, FL

1. Income and Expenses - Income and Expenses are shown as of 12/31/2021. See Attachment.
 - o Operating Income Comments – No comment.
 - o Operating Expenses Comments
 - Two thousand dollars (\$2,000) has been added to the FYE Budget for Employee Expenses as directed by the National Board.
 - A check for \$ 1,066.00 was sent to the Central Texas Section's Treasurer as authorized by the Executive Committee, 10/15/2021. The New Section's Budget was charged for this expense. There was not an expense report and/or receipts submitted for this expense from the person occurring the expense. A credit card statement without a name was submitted. Combining of personal funds and ASHE funds is a big red flag in accounting procedures.
2. Investment as of 12/31/2021. See Attachment. The investment account gained approx. \$11 K. this FY.
3. The Treasurer received direction for this year exposure funds distribution and the funds have been distributed to the Regions. (We have a few new Region Treasurers.)
4. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for October, November, and December. The statements were forwarded to Budget/Audit Committee Chair Leigh Lilla for review.
5. October, November, and December Credit Card reconciliations have been forwarded to the Budget/Audit Committee for review.
6. Sent CPA Assoc. the necessary vendor tax information in order to prepare the IRS 1099.
7. The Budget/Audit Committee has reviewed the audit for FYE 2021.
8. 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. Put your new address on your expense report.
9. Send checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address

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

Motion 2: Motion to set ASHE Mileage Rate at \$0.585/mile

Beginning on January 1, 2022, the standard IRS mileage rate for the use of a car will be: 58.5 cents per mile driven for business use. It has been customary for ASHE to round down the ½ cent to a whole number. With the use of spreadsheets for our expense report, it seems that the \$0.585/mile is not that cumbersome.

Motion 3: Motion to send \$300.00 to the Alabama Section and charge the New Section Committee Budget G 103.0 Exhibiting @ National Conferences.

In FYE 2021, the Alabama Section was chartered. Other Sections chartered during FYE 2021 received a \$300.00 start up fee. It seems fair to send Alabama their start up fee.

Motion 4: If needed.

Expense Report Discussion

The Expense Report needs to be **one** pdf file not multiple files. Spreadsheet + receipts to be in one pdf file. Use the commands on the pdf writer to insert files.

Your expense report file name needs to clearly show your last name. Three good examples.

11-10-21 Expense Report - TMorisi

2021_10_15-16 ASHE Nat BoD Mtng Expenses R Carriker

Expense Report (01-15-16 Board Meeting - Hurtt)

Actual files received:

November 2019 National Director Travel

ASHE Expense Form for SMPS National Conference

ASHE National Expense Report - National Board Meeting - Norfolk, VA

Reports need to be signed. An electronic signature is okay. PDF writers have this feature.

The math is the responsibility of the submitter.

Expenses over 60 days old will be brought to the Executive Committee or National Board for approval. The 2014 fiasco.

If you have a new name, phone or address, note the new name, phone or address in the email transmittal and put it on the expense report. Your new information will be forwarded to the National Secretary.

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

Natonal Board Meeting, Jacksonville, FL

PNC Checking Account

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2020	\$	149,431.86
2	<u>Inflows</u>		
3	Income	\$	170,941.25
4	Total Inflows (Income)	\$	170,941.25
5	<u>Outflows</u>		
6	Expenses	\$	138,089.48
7	Total Outflows (Expenses)	\$	100,484.25
8	Balance 8649 - 12/31/2021	\$	219,888.86

PNC Investment Account

9	PNC Investment - Beginning Balance (6/1/2021)	\$	409,340.31
10	Increase (Decrease) in Fund as of 12/31/2021	\$	11,355.32
11	-		
12	Balance on 12/31/2021	\$	420,695.63
13			
14	Total Assets as of 12/31/2021	\$	640,584.49
15	Total Assets as of 6/1/2021	\$	558,772.17
16	Increase or (Decrease) in Total Assets - 6/1/2021 to 12/31/2021	\$	81,812.32

Respectfully submitted:

ASHE

Treasurer

ASHE National Treasurer

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Treasurer
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Treasurer
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Item	Operating Income	Budgeted FYE 2022	Actual as of 12/31/2021
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	\$ -	\$ 210.00
F.	New members - at large	\$ -	
G.	Member assessment	\$ 140,000.00	\$ 135,582.50
H.	National Project of the Year	\$ 500.00	
I.	New members initiation fees	\$ 9,000.00	\$ 15,160.00
J.	Other Income	\$ 1.00	
K.	Past Presidents' pins	\$ 1,000.00	\$ 2,400.00
L.	SPONSORSHIPS		
L100.0	Sponsorships - Multiview	\$ 5,000.00	\$ 3,938.75
L101.0	Sponsorships - SCANNER	\$ 28,000.00	\$ 13,650.00
	Total	\$ 183,803.00	\$ 170,941.25
	Increase of Demand Assets from Investment	\$ 47,867.00	
	Total Inflow to Operating Budget	\$ 231,670.00	

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

Item	o n	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
A.	BUDGET/AUDIT COMMITTEE			
	A102.0	Treasurer's Meeting With Auditors	\$ 400.00	\$ -
		TOTAL:	\$ 400.00	\$ -
B.	CONSTITUTION & BYLAWS COMMITTEE			
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -
		TOTAL:	\$ -	\$ -
C.	EXECUTIVE COMMITTEE			
	C102.0	Audit & CPA fees	\$ 7,500.00	\$ 7,327.94
	C103.0	Awards, pins, & ribbons	\$ 4,000.00	\$ 866.30
	C104.0	Committee chair travel by President's invitation	\$ 6,000.00	\$ 3,158.44
	C105.0	Computers, purchase, repair	\$ 500.00	\$ -
	C106.0	Contingencies, legal, bank fees	\$ 500.00	\$ 93.00
	C107.0	Donations, memorials, gifts	\$ 200.00	\$ 150.00
	C108.0	Employee - taxes, fica	\$ 12,000.00	\$ 6,646.40
	C109.0	Employee - wages	\$ 31,980.00	\$ 14,201.98
	C110.0	Employee - expenses ¹	\$2,000.00	\$ 905.80
	C111.0	Insurance - business	\$ 5,000.00	\$ 4,561.80
	C112.0	Misc. Expenses	\$ 500.00	\$ 851.00
	C113.0	Office- conf. call	\$ 500.00	\$ 74.45
	C114.0	Business Office - Rent	\$ 3,500.00	\$ 2,125.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 750.00	\$ 567.53
	C117.0	Presidents travel & expenses (No board mtgs.)	\$ 10,000.00	\$ 3,951.88
	C118.0	Society travel - President's request	\$ 3,600.00	\$ 1,857.24
	C119.0	Refunds (Overpayments from Section.)	\$ -	\$ (0.04)
	C119.0	Supplies, business, software	\$ 2,000.00	\$ 888.22
		TOTAL:	\$ 90,530.00	\$ 48,226.94
D.	MEMBERSHIP/MEMBER AT LARGE COMMITTEE			
		TOTAL:	\$ -	\$ -
E.	NATIONAL BOARD			
	E101.1	Board Directors Lodging	\$ 10,000.00	\$ 5,499.52
	E101.2	Board Directors Travel	\$ 23,000.00	\$ 12,038.26
	E102.0	Board Meeting Expenses	\$ 10,000.00	\$ 8,147.68
		TOTAL:	\$ 43,000.00	\$ 25,685.46

Item	o n	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
F.		NATIONAL CONFERENCE COMMITTEE		
	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	\$ 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	\$ -	\$ -
		TOTAL:	\$26,500.00	\$4,150.00
G.		NEW SECTIONS COMMITTEE		
	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	\$ 1,066.00
	G104.0	Travel - New Sections & Chartering	\$ 2,000.00	\$ 769.13
		TOTAL:	\$ 8,600.00	\$ 1,835.13
H.		NOMINATING COMMITTEE		
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ -
		TOTAL:	\$ 2,000.00	\$ -
I.		OPERATIONS OVERSIGHT COMMITTEE		
	I102.0	Regional Directors Travel	\$ 4,000.00	\$ 1,842.36
	I103.0	Project of the Year	\$ 2,500.00	\$ 1,608.05
	I104.0	Society History Comm. ¹	\$ -	\$ -
		TOTAL:	\$ 6,500.00	\$ 3,450.41
J.		OUTREACH COMMITTEE		
	J102.0	Exposure Funds	\$ 6,000.00	\$ -
		TOTAL:	\$ 6,000.00	\$ -
K.		PARTNERSHIP COMMITTEE		
		TOTAL:	\$0.00	\$ -
L.		PROFESSIONAL DEVELOPMENT COMMITTEE		
		TOTAL:	\$0.00	\$ -

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 09/30/2021
M.		PUBLIC RELATIONS COMMITTEE		
	M102.0	Contest	\$ 200.00	
	M104.0	Promotional Materials, Social Media	\$ 4,000.00	\$ 320.00
	M106.0	Software	\$ 1,200.00	\$ 627.19
	M105.0	Shipping - ASHE Display	\$ 500.00	
		TOTAL:	\$ 5,900.00	\$ 947.19
N.		SCANNER COMMITTEE		
	N102.0	TNT Invoices	\$ 23,000.00	\$ 13,305.12
		TOTAL:	\$ 23,000.00	\$ 13,305.12
O.		STRATEGIC PLAN COMMITTEE		
	O101.0	Strategic Planning Committee	\$ -	
		TOTAL:	\$0.00	\$ -
P.		STUDENT CHAPTER COMMITTEE		
	P101.0	Student Chapter Committee	\$ 700.00	\$ -
	P102.0	Student event promo materials	\$ -	\$ -
		TOTAL:	\$ 700.00	\$ -
Q.		TECHNOLOGY COMMITTEE		
	Q101.0	Cloud Committee Expenses (Travel)	\$ 700.00	\$ -
	Q103.0	Database upgrade	\$ 15,000.00	\$ 1,239.81
	Q106.0	Website hosting	\$ 4,840.00	\$ 1,644.19
		TOTAL:	\$ 20,540.00	\$ 2,884.00
		TREASURER		
R.		Transfer from Checking to Investment	\$ -	
			\$0.00	
		Total Expenses	\$ 233,670.00	\$ 100,484.25
1. See National Board Meeting Minutes of 10/16/2021 adding this item to budget.				

Cash Flow
6/1/2021 through 12/31/2021

1/10/2022

Page 1

Category	6/1/2021- 12/31/2021
INFLOWS	
E. Life Member Pins	210.00
G. Membership Assessments	135,582.50
I. New Member-Initiation Fee	15,160.00
K. Past President-Pins	2,400.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	3,938.75
L101.0 SCANNER Sponsorships	13,650.00
TOTAL L. Sponsorships	17,588.75
TOTAL INFLOWS	170,941.25
OUTFLOWS	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	7,327.94
C103.0 Awards, Banners, Ribbons, Misc.	866.30
C104.0 Com Chair Travel -Pres.'s Request-Board M...	157.10
Lodging	476.98
Mileage	288.40
Misc. Travel Expenses, Meals, Parking	399.91
Travel - Air,Train,Transit,Cab,Rental	1,836.05
TOTAL C104.0 Com Chair Travel -Pres.'s Reque...	3,158.44
C106.0 Contingencies, Legal, Bank Fees	
Bank Charge-Bank Charge	65.00
Quickbooks Direct Deposit Fee	28.00
TOTAL C106.0 Contingencies, Legal, Bank Fees	93.00
C107.0 Donations. Memorials, Gifts-Charitable Don...	150.00
C108.0 Employees - Taxes, FICA, ETC-Taxes, FIC...	6,646.40
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. Morisi	14,201.98
TOTAL C109.0 Employee Wages	14,201.98
C110.0 Admin. Asst. Exp - N. Morisi	
Travel -- Air,Train,Transit,Cab,Rental	905.80
TOTAL C110.0 Admin. Asst. Exp - N. Morisi	905.80
C111.0 Insurance - Business	4,561.80
C112.0 Miscellaneous Expenses	851.00
C113.0 Office-Conf. Call, Office Exps-Conf Call & O...	74.45
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	375.00
C114.3 Johnstown, PA-- Rent	1,750.00

Cash Flow
6/1/2021 through 12/31/2021

1/10/2022

Page 2

Category	6/1/2021- 12/31/2021
TOTAL C114.0 Business Office - Expenses	2,125.00
C115.0 Postage and Delivery-Postage and Delivery ...	567.53
C117.0 President's Exp(Not BD Mtgs)	
Lodging-Overnight Lodging	1,674.61
Mileage-Mileage at IRS Rate	526.40
Misc. Travel Expenses, Meals, Parking,	462.90
Travel - Air,Train,Transit,Cab,Rental	1,287.97
TOTAL C117.0 President's Exp(Not BD Mtgs)	3,951.88
C118.0 Society Travel-Pres. Request	
Lodging	624.89
Mileage	795.20
Misc. Travel Expenses, Meals, Parking,	15.00
Travel - Air,Train,Transit,Cab,Rental	422.15
TOTAL C118.0 Society Travel-Pres. Request	1,857.24
C119.0 Refund	-0.04
C119.1 Supplies-Software, Ink,Paper,Etc.	888.22
TOTAL C. Executive Committee	48,226.94
E. National Board-Expense for National Board Meetings	
E101.0 Board Member-Board Meeting Exp	8,147.68
E101.1 Lodging - Board Meeting	5,499.52
E101.2 Board Travel Expenses	
Mileage - Board Meeting	2,055.16
Misc. Travel Expenses, Meals, Parking	2,116.50
Travel-Air,Train,Transit,Cab,Rental	7,866.60
TOTAL E101.2 Board Travel Expenses	12,038.26
TOTAL E101.0 Board Member-Board Meeting Exp	25,685.46
TOTAL E. National Board-Expense for National Boa...	25,685.46
F. National Conference Committee	
F101.0 National Bd. Member Stipend-National Direc...	
2021 Stipend - Virtual Conference	150.00
TOTAL F101.0 National Bd. Member Stipend-Nati...	150.00
F103.0 Sponsorship	4,000.00
TOTAL F. National Conference Committee	4,150.00
G. New Sections Committee	
G103.0 Exhibiting @ National Conferences	1,066.00
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

Cash Flow
6/1/2021 through 12/31/2021

1/10/2022

Page 3

Category	6/1/2021- 12/31/2021
TOTAL G104.0 Travel-New Section & Chartering	769.13
TOTAL G. New Sections Committee	1,835.13
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Directors	707.81
Mileage	583.52
Misc. Travel Expenses, Meals, Parking,	70.22
Travel -- Air,Train,Transit,Cab,Rental	480.81
TOTAL I102.0 Regional Director Travel	1,842.36
I103.0 ASHE National Project of the Year-Entry Fee	1,608.05
TOTAL I. Operations Committee	3,450.41
M. Public Relations Committee	
M104.0 Promotional Material,Social Media	320.00
M106.0 Software	627.19
TOTAL M. Public Relations Committee	947.19
N. SCANNER Committee	
N102.0 TNT Invoices - Scanner Only	13,305.12
TOTAL N. SCANNER Committee	13,305.12
Q. Technology Committee	
Q101.0 Support ASHE Cloud	408.31
Q102.0 Data Base Project Admin.-Upgrade of Data...	787.50
Q106.0 Website Hosting	1,644.19
Q107.0 Website redesign	44.00
TOTAL Q. Technology Committee	2,884.00
TOTAL OUTFLOWS	100,484.25
OVERALL TOTAL	70,457.00



Administrative Assistant Report

ASHE National Board Meeting-January 22,2022

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

October-7 total:

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

November-15 total:

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

December-14 total:

Great Lakes: 2
Northeast: 7
Mid-Atlantic: 3
Southeast: 1
Southwest: 1

Website requests (non-membership): There were 6 non-membership requests, report is attached.

Assessments: Assessments have been paid with the exception of Blue Ridge and Houston. Blue Ridge stated a check was mailed 1/6/2022 and Houston stated a check was mailed 1/5/2022. The assessment collection was a challenge this year hopefully this will improve next year. The following Sections had to pay late fees:

Houston

Long Island

Tampa Bay

Blue Ridge

New York Metro

Williamsport

Central New York

Northwest Ohio

Two refund credits were issued:

Tennessee Valley-overpaid \$400.00

First State-overpaid \$500.50

Assessment tracking report is attached.

New Members: 494 new member certificates and pins were mailed from September 1,2021 to present.

Replacement Banner: A replacement banner was requested by North Central New Jersey and shipped to the Section on 12/17/2021. An invoice was sent to the Section Treasurer, and we are awaiting payment from the Section.

Lifetime Member Pins: 144 Lifetime member pins have been purchased since initial order in June 2021. North Central New Jersey ordered four for their new lifetime members.

Scanner Invoices: 8 Checks have been received and processed from 10/1/2021 to 12/31/2021.

Cloud Files-Continue to organize and sort, progress has been made. Updated leadership chart was uploaded to the cloud on 11/2/2021.

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.

Memorials: Two memorial donations were sent this month on behalf of the ASHE National Board. A donation of \$100.00 was made on 12/6/2021 to The Zion Lutheran Church Faith Riders, Hollidaysburg PA. This was in remembrance of Robert E. Yeager. A gift of a memorial tree planted in honor of Leo Ivory, husband of Past National President Sandra Ivory, was made on 12/21/2021.

Section/Region Communication: Sent various communications from committees, National Board Members in accordance with the Communication Plan. Including Assessments (inquiries, reconciliation, problem solving), Nominations Letter for National Officers and Regional Directors, National Award Nominations Letter. National Treasurer Communications. Answered various emails from Section and Regions and assisted the organization in any manner that was asked of me.

Website Membership Requests Oct-Dec. 2021

Total 7 Oct

11/01/21	Great Lakes	Lake Erie	Norris Kamugisha Novat Baraba	Website/School
11/01/21	Northeast	Harrisburg	Matthew Miekley	Colleagues
11/01/21	Southwest	Tennessee Valley	Mandi Bays	Internship with TDOT
11/01/21	Southwest	Houston	Vijay Kakara	Colleague
11/01/21	Mid-Atlantic	South Carolina	Joseph Olson	Coworkers
11/01/21	Great Lakes	Central Ohio	Paul Fullerman	
11/01/21	Northeast	NY Metro	Donald Walby	
11/01/21	Southeast	Northeast Florida	John Shepard	
11/10/21	Mid-Atlantic	Old Dominion	Carlos Vesquez	
11/10/21	Mid-Atlantic	Potomac	Hunter Streb	Coworkers
11/10/21	Mid-Atlantic	Potomac	Jakob Swartley	Coworker
11/10/21	Northeast	NY Metro & NCNJ	Kristin Phillip	NYC Dept Design
11/10/21	Northeast	Pittsburgh	Steven Bristol	Employer
11/17/21	Southeast	Central Florida	Henry Chirinos	
11/17/21	Great Lakes	Triko Valley	James Samples	Co-worker

Total 15 Nov

12/06/21	Northeast	Altoona	Harry Rainey	Employer
12/06/21	Great Lakes	Central Ohio	Troy Sabo	
12/06/21	Northeast	Delaware Valley	Callan Daley	Coworkers
12/06/21	Northeast	Harrisburg	Garrett Amsbaugh	Coworkers
12/06/21	Southeast	Alabama	Nathan Forbes	Employer
12/06/21	Mid-Atlantic	Chesapeake	Jacob Smith	
12/06/21	Northeast	Delaware Valley	Genevieve Kraidman	Coworkers
12/16/21	Southwest	Central Texas	Michael Skoviera	Coworkers
12/16/21	Great Lakes	Central Ohio	Jonathan Shurilla	Employer
12/16/21	Northeast	Delaware Valley	Kyle Breiman	
12/21/21	Mid-Atlantic	Chesapeake	Rian Wambach	College Professor
12/21/21	Mid-Atlantic	Carolina Triangle	Tyler Blang	Colleagues
12/21/21	Northeast	Delaware Valley	Steven Perman	Colleagues
12/29/21	Northeast	East Penn	John Stenroos	Former member

Total 14 Dec

01/04/22	Northeast	Long Island	Dan Barden
01/04/22	Northeast	Southern New Jersey	Sean Coffey

Non-membership Website Requests Oct-Dec. 2021

10/1/2021 Member inquiring how to replace pin	Samantha Marsh	Explained process
10/7/2021 How to get conference pdh's	Sean Henderson	Forwarded to Richard Cochrane
10/18/2021 Change email in the database due to retirement	Gene Balter	Updated email and sent message to Derby City Section to update their records
11/22/2021 Request to post job openings National and Local Section	Tammie Fleck	Explained National does not post openings, forwarded to Altoona Section for local inquiry
12/6/2021 Conference Committee getting a warning the domain has reached disk quota	Theodore Beidler	Forwarded to Jacob Morisi to investigate, he responded it was a phising email they were not to respond
12/29/2021 Request to post job openings	Julie Warholak	Explained we do not post openings at this time

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	9	\$180.00	0	\$0.00	\$3,560.00	\$3,560.00	9/27/2021	\$0.00	Paid in full 9/27/2021 #100040
Blue Ridge	\$1,518.00	10	\$200.00	5	\$225.00	\$1,545.50	\$1,545.50	1/12/2022		Paid in full, late fee paid
Bluegrass	\$1,640.00	6	\$270.00	7	\$140.00	\$1,770.00	\$1,770.00	10/12/2021	\$0.00	Paid in full 10/12/2021 #1053(completed pkt sent 11/16/2021)
Carolina Piedmont	\$1,560.00	16	\$320.00	7	\$315.00	\$1,560.00	\$1,560.00	10/1/2021		Paid in full 10/1/2021 ck#1008 (completed pkt sent 11/16/2021)
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 (packet sent 11/23/2021)
Central Florida	\$1,820.00	29	\$580.00	18	\$810.00	\$2,050.00	\$2,050.00	10/1/2021	\$175.00	Paid in full 10/1/2021 cl#1117 Competed 11/30/2021 pkt sent -credit due to overpay
Central New York	\$1,000.00	0	\$0.00	0	\$0.00	\$1,100.00	\$1,100.00	12/14/2021	\$0.00	Paid in full plus late fee ck#1156
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 (completed mail 12/8/2021)
Clearfield	\$3,600.00	10	\$200.00	3	\$135.00	\$3,555.00	\$3,580.00	9/28/2021	\$25.00	Paid in full 9/28/2021 #1974 \$25.00 credit 2022-2023overpaid (completed)
Cuyahoga Valley	\$2,060.00	2	\$40.00	2	\$135.00	\$2,155.00	\$2,155.00	10/1/2021	\$25.00	Paid in full 10/1/2021 ck#1404 \$25.00 credit overpayment (completed)
Dallas Fort Worth	\$380.00	9	\$180.00	20	\$900.00	\$1,200.00	\$1,200.00	10/26/2021	\$0.00	Paid in full 10/26/2021 ck#1065 (completed 12/8/2021 pkt sent)
Delaware Valley	\$6,875.00	42	\$840.00	24	\$1,080.00	\$7,440.00	\$7,490.00	9/29/2021	\$50.00	Paid in full 9/29/21 #1794 Overpayment \$50.00 (completed 11/8/2021)
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	\$210.00	Paid in full 9/27/2021 #475 (credit of \$210.00 from 2021-2022 overpayment)
First State	\$3,700.00	12	\$240.00	21	\$945.00	\$4,405.00	\$4,845.00	9/28/2021	\$0.00	Paid in full 9/28/2021 credit \$500.50 refunded 1/10/2022
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 (completed 10/21/2021)
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 #526-Drops made 11/29/2021 complete
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 need new member apps emailed12/16/2021
Houston	\$2,398.00	40	\$800.00	20	\$900.00	\$2,508.00	\$2,508.00	1/12/2022	\$0.00	Paid in full 1/12/2022 ck#5012 late fee included
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	\$858.00	0	\$0.00	8	\$360.00	\$1,280.00	\$1,280.00	11/22/2021	\$0.00	Paid in full, late fee included (completed 1/5/2022)
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 (waiting on 5 applications, mailed the other certificates)
New York Metro	\$3,014.00	0	\$0.00	0	\$0.00	\$3,014.00	\$3,217.50	10/19/2021		Paid in full, late fee included-emailed to see if there are any adds
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)
Northeast Penn	\$2,535.00	0	\$0.00	1	\$45.00	\$2,838.00	\$2,838.00	10/22/2021	\$25.00	paid in full 10/22/2021 ck#1614 late fee paid (completed 11/8/2021)
Northeast Florida	\$3,620.00	0	\$0.00	0	\$0.00	\$3,620.00	\$3,620.00	11/18/2021	\$0.00	paid in full 11/22/2021
Northwest Ohio	\$1,060.00	6	\$120.00	2	\$90.00	\$1,133.00	\$1,133.00	11/29/2021	\$0.00	paid in full 11/29/2021 late fee included ck#1231(need apps and drops)
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 (need applications and names to drop)emailed 11/15/21
Phoenix	\$2,680.00	12	\$240.00	4	\$180.00	\$2,620.00	\$2,620.00	9/30/2021	\$50.00	paid in full 9/30/2021 (direct deposit item #357360738)\$50 credit due to overpaid
Pittsburgh	\$10,700.00	38	\$760.00	0	\$0.00	\$9,875.00	\$9,875.00	10/1/2021	\$0.00	Paid in full 10/1/2021 ck# 7054 (new members added separate ck 12/2/2021)
Potomac	\$3,760.00	57	\$1,140.00	20	\$900.00	\$3,520.00	\$3,520.00	9/27/2021	\$50.00	paid in full 9/27/2021 #1750 overpayment \$50.00 (completed 10/13/2021)
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 (completed 11/10/2021 packet sent)
Southwest Penn	\$5,860.00	34	\$680.00	3	\$180.00	\$5,355.00	\$5,440.00	10/1/2021	\$0.00	paid in full 10/1/2021 #1527 #1528 (pkt sent 11/18/2021)
Tampa Bay	\$1,540.00	14	\$280.00	0	\$0.00	\$1,260.00	\$1,060.00	12/14/2021	\$0.00	paid in full plus late fee
Tennessee Valley	\$1,080.00	6	\$120.00	43	\$2,610.00	\$3,570.00	\$3,570.00	9/29/2021	\$0.00	paid in full 9/29/2021 #122 \$400.00 credit refunded 1/10/22
Triko Valley	\$3,480.00	20	\$400.00	2	\$135.00	\$3,215.00	\$3,215.00	10/1/2021	\$0.00	paid in full 10/1/2021 ck#2332 (completed 11/9/2021)
Williamsport	\$1,620.00	11	\$220.00	6	\$270.00	\$1,782.00	\$1,782.00	12/27/2021	\$50.00	paid in full 12/27/2021 ck#1041 late fee included (\$30.00 credit remains)
	\$143,853.00	697		519		\$151,180.50	\$152,221.00		\$660.00	



COMMITTEE STATUS REPORT

Ad Hoc COMMITTEE

Committee formed to evaluate the purpose of the Regions and National's role in defining or dictating the role of the Regions. Evaluate the current status of activities and roles of the Regions. Discuss how the regions can be strengthened and if any National duties should be deferred to the Regions. Discussion of if financial support should be given to the Regions. Discuss the delineation of the Regions and possible addition of Directors.

Date: 10/11/2021

Report Period: 2021 Q4 – October - December

Committee Members

Jim Shea, Co-Chair

Tim Matthews

Leigh Lilla

Mike Hurtt

Kathryn Fink

Stan Harris

Scott Jordan

Amanda Schumacher

David Greenwood

Jason Hewatt

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llilla@nelson-construction.com

MHurtt@chacompanies.com

kpower@pa.gov

sharris80uk@gmail.com

sjordan@seengineering.com

ASchumacher@borton-lawson.com

greenwoodda@cdmsmith.com

JasonRHewatt@gmail.com

Meetings held since the previous Quarterly Report:

- No meetings held this quarter

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

- N/A

Discussions to be brought before the board:

- N/A

Activities:

- Jim Shea is reviewing the results of the committee survey ASHE National conducted and sorting through the response to determine how each committee feels they are best utilized. He is preparing a summary to facilitate conversation with committee and region leadership.

Ongoing Business:

- Jim Shea has set up quarterly meetings with this committee and the Region presidents to develop an action plan for improving the effectiveness of committee reporting and

assignments. Goal is to have recommendations to present to National Bord by end of the year.

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: 01/22/22

Report Period: October 2021 to January 2022

Committee Members

E-Mail

Leigh Lilla, Chair

llilla@nelson-construction.com

Stan Harris

Ashenationalsecretary@ashe.pro

Frank O'Hare

ashenationaltreasurer@ashe.pro

Roger Carriker

roger.carriker@wsp.com

Donna McQuade

mcquaded@pondco.com

Michael Bywaletz

mbywaletz@gmail.com

Richard Meehan

richard.meehan@loweengineers.com

Meetings held since the previous Quarterly Report

N/A

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

N/A

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.

Leigh Lilla, Frank O'Hare & Stan Harris to meet in Jacksonville to wrap budget for 2022 – 2023 year.

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

greenwoodda@cdmsmith.com
stan.harris@stantec.com
DDizuzio@tandmassociates.com
cleggett@ncdot.gov
makinnee@urbanengineers.com

Date: 01/12/22

Report Period: Fall '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. Spreadsheet circulated with latest section/regional bylaws currently on record. The intent of the spreadsheet was to have the Board members circulate to the Regions and Regions to Sections to request the latest bylaws first and then have each region section update according to the latest bylaw templates. I do not think this occurred.

Activities:

Reviewed and provided comments for Great Lakes region Bylaws

Previously reviewed and provided comments to NCNJ Section Bylaws.

Previously 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.

Previously submitted spreadsheet template to circulate to sections/regions via Board members. Populated with breakdown by section/region of what we have on file/on cloud. Follow-up by Board members required.

Reviewed and provided comments to amended Lake Erie Section Bylaws.

Reviewed and provided comments to Central Texas Bylaws.

Reviewed and provided comments to South Carolina Section Bylaws

Reviewed and provided comments to amended Middle Tennessee Bylaws.

Majority of comments provided to sections and regions involved the use of the new section/region templates on the website and also the incorporation of harassment/criminal activity language and impact on membership.

Budget update

- 1. 2021 - 2022 Budget: \$0.00**
- 2. Spent – List items and \$ spent this quarter**
 - a. N/A**
- 3. Current Budget Balance: N/A**
- 4. List any Non-Budget Items that should be considered.**
 - a. N/A**



COMMITTEE STATUS REPORT

MEMBERSHIP COMMITTEE

Monitor membership and membership data for ways to increase the membership and improve retention. Ensure that the membership database meets the needs of the users and of the Society. Administer members-at-large. In conjunction with the Student Chapter Committee, monitor student section and membership to assure retention of student members.

Date: 1/11/22

Report Period: October - December

Committee Members

Robert Prophet, chair

Leigh Lilla

Tom Morisi

Nancy Morisi

John Derr

Kevin Duris

Kirsten Bowen

Greg Dutton

James Barr

E-Mail

rprophet@trafficpd.com

llilla@nelson-construction.com

Ashenationalsecretary@ashe.pro

nmorisi@ashe.pro

jderr@GFNET.com

Kevin.Duris@trumbullcorp.com

knbowen@mbakerintl.com

gutton@CPC-Eng.com

james.barr@tylin.com

Meetings held since the previous Quarterly Report

10/18/2021 – Greg Dutton, Nancy Morisi, Tom Morisi, John Derr, James Barr, Leigh Lilla and Rob Prophet

11/15/2021 – Greg Dutton, Nancy Morisi, Tom Morisi, John Derr, James Barr, Leigh Lilla and Rob Prophet

12/20/21 – Meeting cancelled.

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

Resolved: N/A

Discussions to be brought before the board

- The membership committee will be reviewing the membership numbers after all sections have submitted. There are 47 total sections. As of 10/19/21, 11 sections have not submitted their membership data yet. These sections are listed below. Nancy has reached out to the sections to make them aware. She noted that the sections will be charged a 10% late fee for not submitting on time.
 - Blue Ridge
 - Central NY
 - DFW

- Houston
- Long Island
- NY Metro
- NE Florida
- NE Penn
- NW Ohio
- Tampa Bay
- Williamsport
- Membership breakdown. The main items of note are the increase in the percentage of consultants and the reduction in the percentage of contractors.
 - 2014 (Total members 6,500)
 - 13% Government
 - 69% Consultants
 - 6% Contractor
 - 12% Other
 - 2021 (Total members 6,900)
 - 13% Government
 - 74% Consultant
 - 4% Contractor
 - 9% Other
- Need to engage the owners of the companies to make them aware of the benefits of being an ASHE member. We discussed attending contractor based events and potentially being a sponsor/exhibitor (i.e. APC in Pennsylvania, OTech, ARTBA, Transportation Builder Conference, etc.). Often the exhibitor space is fairly expensive and may be cost prohibitive. Consider some type of partnering with these groups.
 - Leigh followed up regarding the FTBA golf and conference. She noted that this conference is the week of the ASHE meeting in Jacksonville – cost prohibitive to exhibit, \$3k plus for a non member organization, but cheap-ish for non members to attend – could get a group to go and wear ASHE shirts or something.
 - Rob followed up with Paul McNamee (Harrisburg Section) regarding being an exhibitor at APC. Paul noted that the Section decided to do a half page ad in the program instead of a booth. Paul noted they had mixed results with the booth in the past and want reassess it. Getting people to man it was an issue as well. Booth is \$1500.
- Rob distributed the Best Practices Manual to all committee members on 10/16. Requesting that committee members review and provide comments. Will then send on to National Board.
- Rob noted that the National Board is looking is looking to shift responsibility for New Sections from the National Board to the Regions. National will provide support but will rely on the Region to take the lead. Membership Committee can work with New Sections and Regions. Rob to coordinate with Sam Mody.
- Rob is going to follow up with Mindy from the Technical Committee regarding the revisions to the National website. The Technical Committee is currently soliciting firms to handle this effort. Part of the update will be to improve the membership submission and renewal process. Nancy noted that the payments will still be through the sections. It was noted that each section should continue to set rates based on their geographic fiscal constraints and knowledge.

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.

Best Practices Manual finalized and submitted to Board (concurrent with this report)

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. 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.

New Business

Budget update

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



American Society of Highway Engineers

BEST PRACTICES MANUAL – MEMBERSHIP

Developed by the ASHE Membership Committee

First Edition

January 11, 2022

Best Practices Membership-Current-New-Future

Table of Contents

1. Introduction
2. Membership Goals
 - Retaining Existing Members
 - Attracting New Members
 - Future Membership Growth
3. Public Sector
 - Increase DOT participation
 - Increase County and Municipal participation
4. Private Sector
 - Increase contractor participation
5. Section Health Checks
 - Assessment Tracker
 - National visits
 - Communication
6. National/Regional Involvement
 - Training Sessions
 - Coffee & Cocktails with the President Initiative
 - Advertising through Public Relations Committee

1. Introduction

The purpose of the ASHE Membership Committee is to aid Sections, Regions and National with anything related to membership in the ASHE Organization. There is a great emphasis placed on recruiting new members, keeping current members and how to continue to grow into the future. This manual is a tool to provide Sections, Regions, and National with the means and methods to reach these goals. Many of these best practices are currently in place within the various sections and have been met with high levels of success.

2. Membership Goals

The continued growth of the ASHE membership is critical to the success of the organization. This growth can happen in several ways, including the growth of existing sections as well as the addition of new sections. The following are potential strategies that may be utilized to help retention of existing members and to add new members:

- Hold “members only” events. This could include technical sessions to get PDH credits or meetings where certain high value speakers are presenting. Encourage non-members to become a member to attend these events. Provide membership applications at the entrance to the meeting room. If meeting is held virtually, send the membership application or link to the website to the perspective member prior to attending the meeting.
- Simplify the process of registering and signing in members during dinner meetings. Make the process as simple as possible. This could include electronic check-in, electronic payments, preparing name tags in advance of events and using re-useable name tags that are collected at the end of each event. Consider using PayPal or other similar sites to have members register and pay in advance of the event.
- Hold younger member forum events to encourage younger member attendance. This could include meetings at local restaurants, bars etc. either prior to the regularly scheduled dinner meeting or on a separate day. Where possible, consider aligning these events with ASCE (YMF) or other societies.
- Hold Joint Events with other Sections or other Societies (i.e. ASCE, NSPE, WTS, Contractors Associations, etc.). During these events, encourage the non-members to consider joining the Section.
- Identify potential speakers during the summer prior to the start of the season. Try to set dates as early as possible so members know what is coming up in advance, send out “save the date” emails as early as possible.

- Minimize the duration of time between events. Hold events on a regular basis (i.e. second Wednesday of every month) so it becomes engrained as the norm for the membership.

Potential strategies have been discussed on how to attract new members to ASHE:

- Continue and build upon the “Bring a Colleague, Make a Friend” campaign. Reach out directly to private and public sector employees and invite them to attend and join.
- The Membership Committee is working with Public Relations Committee to create marketing brochures that could be sent to the Regions for distribution. Sections or Regions can request marketing brochures that can be sent to agencies, companies or government offices.
- The National Website does have a place to request membership information. These requests are sent to the Section closest to the potential member for follow-up. A quick response from the Section will help attract a new member.

Potential strategies have been discussed on how to create future growth:

- If a membership request is not near any existing Section, we send information for the closest Section to the potential new member. That information is then sent to the New Sections Committee to reach out and see if there is enough interest to start a New Section.
- If there is considerable interest from a specific location where a section does not currently existing, reach out to the National Board or Regional Representatives about starting a new section in this area.

3. Public Sector

The National President would like to increase the number of government members. Potential strategies have been discussed on increasing Public Sector participation:

- Work with the PR Committee to create marketing brochures to target various DOT District Leaderships. The Regions can then distribute them to DOT District Leaderships.
- National, Regional and Section Leadership to setup meetings with District DOT Leadership to discuss benefits of ASHE. Include National Board members during the meetings with DOT leadership.

- Membership drives where initiation fees are reduced or eliminated for DOT staff. This is not a one size fits all, please make sure that this is not a violation of local state requirements with respect to receiving gifts.
- Consider blanket membership enrollment for all state employees. For example, the DOT can purchase a number of memberships at a reduced rate then disperse them to their staff (statewide).
- It was noted in many states, the dinner meetings are not near the DOT offices. Consider moving some or all dinner meetings closer to DOT offices to reduce travel time. Consultants will follow along if DOT staff are there.
- Many DOT staff end their day well before dinner meetings. Consider changing to breakfast or lunch meetings to align closer with DOT staff schedules.
- Encourage and invite DOT staff to be on Section Board of Directors. Set aside a Board Position specifically for DOT staff.
- Reach out to the local DOT office to see if they would be willing to host an event. This can be a “lunch and learn” where CEUs or PDHs are provided.

4. Private Sector

Potential strategies for increasing membership from Private Sector with an emphasis on contractor participation.

- Allow contractors to showcase their projects. This could be during dinner meetings/technical sessions or through field walks. Invite local college students or younger members to attend field walks. This could be a collaboration with the Student Chapter Committee.
- Have consultants discuss projects that are still in the design development stage so the contractors can get information on upcoming projects. May need approval from clients or DOT.
- Encourage contractors and design consultants to meet in areas where design/build projects are common.
- Consider blanket membership enrollment for all firms. For example, the firm can purchase a number of memberships at a reduced rate then disperse them to their staff. Set a minimum of 10, 15 or 25 memberships.

5. Section Health Check

Potential strategies for National or Regions to identify Sections that may be struggling, need help or growing.

- The assessment tracker is a tool that the National Secretary uses to track assessments and membership decline or growth. If Sections are not adding members or dropping members at the time of assessment it may be an indicator that the Section is struggling.
- If the Section is struggling or just not responding to any requests a member of the National Board will personally visit or set up a video meeting to start a conversation on what kind of help is necessary and make a plan to follow thru.
- Communication is key, most problems are solved simply by talking to one another. Brainstorming with Sections and Regions could help struggling Sections to succeed. This may be as simple as setting up a conference call and inviting growing sections and struggling sections to brainstorm ideas and best practices.

6. National and Regional Involvement

Potential strategies that would require National or Regional involvement to help increase ASHE's overall membership and Section success.

- Offer training sessions so Section leadership is strong and they are aware of best practices. Identify if leadership is an issue and find ways to help.
- Continue Coffee and Cocktails with the President initiative to open the doors of communication in a fun, non-threatening environment.



COMMITTEE STATUS REPORT

NATIONAL CONFERENCE COMMITTEE

Work with conference sponsors to ensure successful annual National Conferences meeting the Society's business requirements and supporting the Society's mission.

Committee Members

E-Mail

Date: 1/10/2022

Nikki Parris, Chair

nicole.parris@atkinsglobal.com

Report Period: Winter 2022

Mike Hurtt

mhurt@chacompanies.com

Jerry Pitzer

jerry1368@yahoo.com

Shirley Stuttler

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

Brad Winkler

Brad.Winkler@stvinc.com

Roger Carriker, Board Liaison

Roger.Carriker@wsp.com

Jim Shea

JShea@trcsolutions.com

Meetings held since the previous Quarterly Report

1. Date – 10/19/21 Members in attendance – 7 (includes conference chairs)
2. Date – 11/17/21 Members in attendance – 11 (includes conference chairs)
3. Date – 12/16/21 Members in attendance – 10 (includes conference chairs)

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

Discussions to be brought before the board – None

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

2020 – Carolina Triangle was awarded 2024 so any items regarding 2020 will be noted there on future reports. This conference will be left on this report until the EIN is closed out which is anticipated anytime now.

2021 – The conference report is being drafted and is expected in January/February. All expenses have been accounted for and the 2021 conference expects to share in the profits with National. Once all expenses (mainly checks) have cleared, 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. Sponsorship/Exhibitor requests have gone out and they have \$54K in sponsorships committed to date. They have selected a registration company – Eventzilla which will also allow for a mobile application. Call for papers has gone out and they received 40 papers to choose from as they develop technical tracks. Friday night event will be at the Columbus Zoo (contracts have been finalized). Saturday night will include a magician, casino games, and various active game such as ping pong and cornhole. Guest tours have been finalized and will be updated on website

when registration goes live (expected in early February). A transportation provider has been selected and contracts have been executed.

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). Shirts are being ordered now with potential for distribution to National Board members later this year. 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).

2025 – Dates have been set for June 4-8 at the Kalahari. A new logo is being developed and working to set up bank account and establishing an EIN.

Status of committee activities

Guidelines up-to-date – These will be reviewed by the committee and updated after 2022 conference.

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 – January 10, 2022

Updates in **Bold**

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 was 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. 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.
- **The final conference report is now in preparation and should be available by the end of January.**
- **All expenses are now accounted for. However, we still have outstanding checks. Preliminarily, the conference's income exceeded expenses by about \$19,500, resulting in a payment to National of about \$3,750.**
- **We will be working with the National Treasurer to set up the account and IRS tax number. We will then create a 2025 bank account and move the remaining funds to the 2025 account.**



National Conference Report - 2022 ASHE CONFERENCE

3/13/2020 (1st Quarter)

Central Ohio Section

Date TBD, 2022

Emily Preston & Aaron Call Co-Chairs

Activities to Note Since last Report:

- 2/27/2019 Emily Preston and Aaron Call hosted the 2022 National Conference Volunteer Kickoff meeting, there were over 50 people in attendance and we have assigned all to committees to assist the committee chairs.
- Venue list has been narrowed down to one hotel in downtown Columbus. The Renaissance was selected by the Executive Committee. Site visits with the National Board are tentatively scheduled for 4/3 at 11 am.
- Developed a Preliminary Conference Agenda
- Developed Preliminary Conference Logo to be sent to National for approval
- Coordinated with Experience Columbus to provide recommendations and assistance for vendors and events for our conference. Meeting set tentatively for next week.
- Generated list of potential sponsors
- Generated list of potential exhibitors

Next Items to Note on the Horizon:

- Develop preliminary conference budget
- Finalize conference theme and logo.
- Expand on list of potential sponsors.
- Expand on list of potential exhibitors.
- Generate list of potential guest activities.
- Generate list of potential entertainment and venue options for evening activities.

Attachment

Preliminary Conference Logo



January 10, 2022

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)

- Credit Card is now on file with Waverly Hotel (no deposit required).
- Publicity Committee working on finding a video editing company.
- Shirts will be ordered in March for Georgia members attending 2022 and to give to National Board Members.
- Golf committee still working on finding a course.

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 – January 9, 2022 (2021 4th Quarter) 2024 ASHE NATIONAL CONFERENCE

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

Conference Co-Chairs: Drew Joyner & Terry Snow

Executive Committee - Confirmed:

- Drew Joyner (AECOM)
- Calvin Leggett (RK&K) - Treasurer
- Terry Snow (Gannett Fleming)
- Charlie Flowe (KCI)

Subcommittees – Confirmed:

- Financial: Calvin Leggett
- Sponsorship/Exhibit: Brian Lusk
- Technical/Program: Doug Taylor
- Registration/Reception: Barbara Benifield
- Entertainment: Missy Pair
- PR/Publicity: Todd King
- Golf: Tim Reid
- Transportation: Josh Hurst
- Guest Program: Liz Phillips
- Facilities: Charlie Flowe

ASHE 2020 Wrap-Up

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

ASHE 2024 Activities & Accomplishments:

- ASHE 2024 branding/conference logo development is underway with the goal of brand selection in January 2022.
- ASHE 2024 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.
- Refined conference budget has been developed (Income: \$420,732.50 Expenditures: \$381,638.64 Net Profit: \$39,193.86).
- Closed ASHE 2020 checking account and opened ASHE 2024 checking account (\$38,378.74).
- DRAFT Tentative Conference Agenda has been developed.
- DRAFT Sponsorship and Exhibit Plan has been developed.

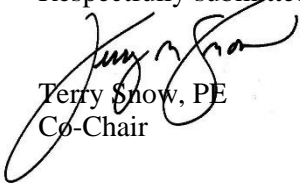
- The ASHE 2024 website is '2024conference.ashe.pro'. It has not been activated yet.

Major Actions for Q1 2022

- Finalize ASHE branding/conference logo.
- Active ASHE 2024 web site.
- Refine Draft Conference Budget.
- Refine Sponsorship/Exhibitor Strategy Plan including online payment options.
- Select Printing Company for program books.
- Decide on registration procedures and attendee gifts.
- Hold quarterly planning meetings.

This concludes our 2021Q4 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

NATIONAL CONFERENCE REPORTS – January 10, 2022

2025 ASHE CONFERENCE

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

- Dates are June 4 - 8, 2025 at the Kalahari Resort in the Pocono Mountains of Eastern Pennsylvania.
- Most committee chairs will carry over from 2021.
- We hope to have a tax number and bank account set up by the end of March, 2025. No seed money will be requested from National.
- A logo has been developed. It will be identical to that originally approved for 2021, except for the obvious date change.



COMMITTEE QUARTERLY REPORT

NEW SECTIONS COMMITTEE

<u>Committee Members</u>	<u>E-Mail</u>	<u>Date</u>
Sam Mody, Chair	smody@keller-engineers.com	1/18/2022
Brian O'Connor, Co-Chair	brian.oconnor@jacobs.com	
Jason Hewatt, Board Liaison	JasonRHewatt@gmail.com	
Kathy Johnson - Committee Member	kathy.johnson@mbakerintl.com	
Mark Kinnee - Committee Member	makinnee@urbanengineers.com	
Ahmed Valdez, Committee Member	avaldez@akvce.com	
Thomas Ziegler – Committee Member	TZiegler@columbia-engineering.com	

Motions or Discussions to be brought before the National Board (January 21, 2022)

1. None

Activity held since the previous Quarterly Report (VIA Zoom)

1. 10/19, 11/10, 1/10/22 New Sections Committee Teleconferences
2. Bi-weekly Denver Core Group Calls
3. 10/4, 11/9 Alabama Technical Webinars
4. 10/7 Central Texas Board Meeting and Approved By-laws
5. 10/7, 11/18 Tennessee Valley Webinars
6. 10/19, 11/16, 1/6/22 South Carolina Technical Meetings
7. 11/4, 12/7 (Prep), 12/8 Circle City Re-Start Coordination Meetings
8. 11/15 Alabama Board Meeting
9. 11/30, 12/29 Kansas City Interest Calls
10. 12/1, 1/5/22 Chicago Section Interest Calls
11. 12/2 South Carolina Board Mtg
12. 12/9 South Carolina Holiday Social
13. 12/15 Tennessee Valley Bowling Fundraiser
14. 12/14 Alabama Holiday Social
15. 1/6/22 Alabama Board Mtg and Approved By-laws

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: 1/20 – Alabama Virtual Meeting
6. January TBD: Chicago and Circle City Follow-up calls
7. Date: 2/8 – Alabama Golf Tournament
8. Date: Spring TBD – South Carolina Golf Tournament

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

Chartered 2020-2021:

Alabama (72 members) – President - Theresa Barksdale

- <https://alabama.ashe.pro/>
- Financial Health - \$4,068.25
- Outstanding Actions –
 - (1) By-Laws – Approved 1/6/22 and sent to National.
 - (2) Alabama Section is due the \$300.00 grant money for a new Section startup.
- Assistance from NS Committee –
 - (1) How to establish a Student Chapter?
 - (2) Calendar when Reports, Dues, 990, etc. are due to National
- November – Technical Webinar (Roundabout Design in Birmingham) – 30 Attendees
- December – Holiday Social Event – 30 Attendees
- January 20 – Technical Webinar
- February 3 – Board Meeting
- February 8 – Golf Tournament (day before the Auburn Transportation Conference).

Central Texas (77 Members) – President – Tara Alexander

- <https://ctx.ashe.pro/>
- Financial Health - \$3,343.53; awaiting check in the amount of \$1,066.00 from National.
- Outstanding Actions –
 - (1) By-Laws – awaiting review comments from National; adoption projected by 1/31/22
 - (2) Reimbursement of Expenses incurred for Chartering Ceremony – forthcoming
- Assistance from NS Committee – none at this time
- Active Committees – By-Laws; Financial; Scholarship; Volunteering; Membership; Sponsorship, Event Planning; Program Planning and Young Members.

- Meetings/Events During Past Quarter:
 - 10.7.21 – Young Members Meeting and Networking with recent College Grads.
 - 10.19.21 – Section Monthly Meeting; technical program on Public Engagement.
 - 11.16.21 – Section Monthly Meeting, HH and Social Networking.
 - 11.28.21 – Adopt-A-Highway Cleanup.
 - 12.14.21 – Section Monthly Meeting; technical program by Travis County Executive.
- Meetings/Events Scheduled Next Quarter:
 - 2.6.22 – Adopt-A-Highway Cleanup.
 - 2.15.22 – Section Monthly Meeting; technical program by TxDOT.

South Carolina (116 Members) – President – Scott Carney (*Brian and Kathy*)

- <http://sc.ashe.pro/>
- Financial Health - \$4,809.51
- Outstanding Actions –
 - (1) Section By-Laws distributed to National
- October – Hybrid Technical Meeting 10/19/21 – 30 Attendees
- November – Hybrid Technical Meeting 11/16/21 – 45 Attendees
- December – ACEC/SCDOT Conference – Booth was great exposure and identified several additional new members
- December – Social Event 12/9/21 – 37 Attendees
- January – Board Meeting
- Spring 2022 – Golf Tournament

Tennessee Valley (107 members) – President – Erin Woodson

- www.tnvalley.ashe.pro
- November – Technical Meeting 11/4/21
- December – Bowling Fundraiser
- January – Technical Meeting 1/6/21

Tier 1 New Endeavors:

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

- Late Jan/Early Feb – Follow-up meeting with Core Group members.

Circle City – Champions, Scott Sandstrom, Michelle Gottschalk (*Kathy and Brian*)

- Core Group members – 8 members
- Developing a Core Group and leadership team.
- Member interest meeting conducted on 12/8/21
- Schedule Meet and Greet in Spring 2022
- Bank account: \$1,680.95
- Booth at Purdue Road School – March 2022

- Region applying for grant (\$1200) and will cover remainder of \$1600 cost.
- **ACTION ITEMS:**
 - (1) New By-Laws will need to be prepared.
 - (2) The Section shall secure a new EIN number during the startup process.

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

- Core Group of 5-10 engineers has been assembled.
- 15-20 prospective members.
- Bi-weekly calls set up – next one scheduled on 1/21/22.
- Their first “orientation” meeting and survey will be scheduled in Jan/Feb.
- The Champion planning on attending the APWA conference to spread the word.
- Overall interest is high within the engineering community.
- Spark Letter and updating active database are two outstanding actions.

Tier 2

Kansas City - Champion, Garrett Hummel (*Brian and Sam*)

- Conducted interest call with Garrett on 11.30.21.
- The Core Group has increased to 5 prospective members.
- Meeting with Core Group scheduled on 1.5.22 to discuss (1) ways of expanding CG; (2) strategies to engage the DOT's/public sector; and (3) generating membership interest.
- Engage Central Region in this Initiative.

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

- Tom continues to experience difficulties in connecting with Champion.
- Engaging Phoenix Sonoran Section for support.

Northeast Region Initiatives –

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 and (3) West Coast

Budget update

1. **2021 – 2022 Budget:** \$8,600.00.
2. **Spent – List items and \$ spent this quarter (\$1,835.13)**
 - a. \$1,066.00; reimbursement for the CTX Section chartering event.
 - b. \$769.13; attendance at National Board Meeting in Norfolk, VA.
3. **Current Budget Balance:**
 - a. \$6,764.87

4. Budget Items Next Quarter:

a. None.

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.*



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: 12-27-2021

Report Period: Nov 2021 - Jan 2022

Committee Members

Michael Hurtt, Chair

Charlie Flowe

Larry Ridlen

Dave Greenwood

Tom Morisi

Email

mhurt@chacompanies.com

charlie.flowe@kci.com

leridlen@comcast.net

greenwoodda@cdmsmith.com

tmorisi@ashe.pro

Meetings held since the previous Quarterly Report:

1. Email correspondence / vote on 2022/2023 slate of new officers and directors.

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

1. See attached ***Motion 1*** to approve National Nomination Committee's recommendation for new National Directors and National 2nd Vice President.
2. See attached ***Motion 2*** to approve National Nomination Committee's recommendation for the 2022-2023 Slate of Officers and Directors.

Discussions to be brought before the National Board:

1. See two Motions above.

Activities:

1. Solicitation letter sent to Regions on 9/21/21 for nominations of National Officers for the 2022/2023 fiscal year.
2. Received by December 1, 2021 deadline nominations for National Directors and National 2nd Vice President.
3. Email discussion and concurrence on new National Directors and National 2nd Vice President.

Budget Update:

1. 2021 – 2022 Budget: No expenditures

-END-



MOTION 1

NOMINATING COMMITTEE

The National Nominating Committee makes the following Motion:

Whereas the National Nominating Committee solicited Nominations for the open position of National 2nd Vice President for the 2022-2023 ASHE Fiscal Year via open letter to all ASHE Sections, and having only received one qualified nomination by the December 1, 2021 deadline, the ASHE National Nominating Committee moves to nominate:

Don Di Zuzio, Northeast Region, North Central New Jersey Section for National 2nd Vice President.

Furthermore, whereas the National Nominating Committee solicited Nominations for the open positions of 3-year National Directors for the Northeast, Mid-Atlantic, and Great Lake Regions, for the 2022-2023 ASHE Fiscal Year via open letter to all ASHE Regions, and having received said selection by each of the three affected Regions for 3-year National Director to serve their respective Regions on the ASHE National Board, the ASHE Nominating Committee moves for the recommendation of approval:

JT Lincoln, Northeast Region, Franklin Section, for 3-year National Director

Jim Shea, Great Lakes Region, Lake Erie Section, for 3-year National Director

Nimish Desai, Mid-Atlantic Region, Chesapeake Section, for 3-year National Director

Furthermore, whereas with this Motion's approval of the elevation of Northeast Region National Director Don Di Zuzio to National 2nd Vice President, the remaining 1-year term of Mr. Di Zuzio's 3-year term as National Director will be vacated, and as such, will require to be filled. The Northeast Region has provided the National Nominating Committee their selection for filling this now open position. The ASHE Nominating Committee moves for the recommends of approval:

Glen Kartalis, Northeast Region, Metro NY Section, for 1-year National Director

-END-



MOTION 2

NOMINATING COMMITTEE

The National Nominating Committee makes the following Motion:

Whereas with the approval of Motion 1 from the National Nominating Committee at the January 22, 2022 National Board Meeting, the National Nominating Committee moves to approve the following **Slate of Officers** for the 2022-2023 ASHE Fiscal Year:

Officers:

Leigh Lilla (*Tampa*).....National President
Stan Harris (*Triko Valley*).....National First Vice President
Don Di Zuzio (*North Central New Jersey*).....National Second Vice President
Tim Matthews (*Georgia*).....National Immediate Past President
Tom Morisi (*Altoona*).....National Secretary
Frank O'Hare (*Central Ohio*).....National Treasurer

One-Year National Directors:

Frank Bronzo (*Cuyahoga Valley*).....Great Lakes Region
Jason Hewatt (*Georgia*).....Southeast Region
Glen Kartalis (*Metro NY*).....Northeast Region

Two-Year Directors:

Rob Prophet (*Delaware Valley*).....Northeast Region
Michael Bywaltez (*Carolina Piedmont*).....Mid-Atlantic Region
Scott Jordan (*Georgia*).....Southeast Region
Nicole Cao (*Houston*).....Southwest Region

Three-Year Directors:

JT Lincoln (*Franklin*).....Northeast Region
Nimish Desai (*Chesapeake*).....Mid-Atlantic Region
Jim Shea (*Lake Erie*).....Great Lakes Region

-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 21, 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 2nd 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.

National Directors

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

<u>ASHE REGION</u>	<u>NUMBER OF NOMINATIONS</u>	<u>TERM</u>
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: mhurtt@chacompanies.com via a single pdf file. Please submit a copy to Nancy Morisi at: 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



November 29, 2021

Mr. Michael D. Hurtt, PE
Immediate Past President
American Society of Highway Engineers – National Board

RE: ASHE National 2nd Vice President Nomination

Dear Mr. Hurtt,

The ASHE Northeast Region is proud to nominate Mr. Donato (Don) Di Zuzio for the open National 2nd Vice President position. Mr. Di Zuzio is an active member of the North Central New Jersey (NCNJ) Section, where he has been a member for over 27 years. Don also previously served as the NCNJ Section representative on the Northeast Region Board and is currently serving as one of three National Directors representing the Northeast Region (currently in his 2nd Term). We have attached the Section's Nomination Form and Letter of Endorsement in support of Don's Nomination.

Don has continually served as a leader and role model at the Section, Regional and National levels. He has been actively involved at the National Board level, serving as committee chair and as a member on multiple committees including past National Conferences. He has also had a distinguished career as a leader and manager (currently a Sr. VP for T and M Associates) in the consulting engineering industry working on transportation projects throughout New Jersey and New York.

Don's knowledge of the Transportation Engineering Industry, experience at all ASHE organizational levels and current seat on the National Board uniquely provides him with a strong and valued understanding of the operations and goals of the organization, which will serve him well in this Executive Leadership Position.

Sincerely,

A handwritten signature in blue ink that reads "Robert G. Prophet".

Robert G. Prophet, PE
ASHE Northeast Region – Immediate Past President

A handwritten signature in blue ink that reads "Paul E. McNamee".

Paul McNamee, PE
ASHE Northeast Region - President

CC: Nancy Morisi

Enclosures: NCNJ Nomination Form and Letter of Support



November 11, 2021

Mr. Robert Prophet, P.E.
Nominating Chair
ASHE Northeast Region

RE: National 2nd Vice President Nomination

Dear Mr. Prophet:

The North Central New Jersey (NCNJ) Section is proud to nominate **Donato Di Zuzio** for National 2nd Vice President. Mr. Di Zuzio has been an active member of the NCNJ section for over 27 years, has previously served in various roles on our Section's Board and as President of our Section. Mr. Di Zuzio currently serves as our Scholarship Chair where he has been responsible for the award of thousands of dollars in scholarship funds. He also currently serves as one of three National Directors for the Northeast Region.

Name: Donato (Don) Di Zuzio

Address: 21 Furman Drive, Wayne New Jersey

Contact Phone: 973-633-7410 (H)/732-865-9430 (W)/(973-981-7413(M)

Contact Email: DDiZuzio@tandmassociates.com

For many years, Don has served as a leader and role model for the NCNJ Section's Board and as an active participant in all Section activities. In this regard, it is with great pride that the Executive Board of the NCNJ Section proudly endorses Mr. Di Zuzio as our nominee for ASHE National 2nd Vice-President.

On behalf of the ASHE NCNJ Board and the entire Membership of the ASHE NCNJ Section, I thank you for your consideration of Mr. Di Zuzio for National 2nd Vice-President and for this opportunity to formally present Mr. Di Zuzio as our nominee.

Sincerely yours,

Thomas P. Di Chiara

Thomas P. Di Chiara, PP, AICP, MCRP
President - North Central New Jersey Section

ADDITIONAL NCNJ BOARD ENDORSEMENTS

Donato DiZuzio for National 2nd Vice President

<i>Marissa M. Lepczynski</i>	1 ST Vice President
<i>[Signature]</i>	2 nd Vice President
<i>Gregory D. Kuczyński</i>	Secretary
<i>Robert Malar</i>	Treasurer and previous President
<i>Tim Herlihy</i>	Director and previous President
<i>[Signature]</i>	Director and previous President
<i>[Signature]</i>	Director and previous President
<i>Jonathan Brunkorst</i>	Director and previous President
<i>Robert A. Lavin</i>	Director and previous President
<i>Scott J. Costello</i>	Director and NE Region Vice President

DONATO DI ZUZIO, PMP

YEARS OF EXPERIENCE

38 Years

EDUCATION

New Jersey Institute of Technology (NJIT)
B.S.C.E. / 1983 / Civil Engineering
Minor, Architectural Science

PROFESSIONAL AFFILIATIONS

American Society of Highway Engineers

Member – North Central New Jersey Section (1994-present)

Board – North Central New Jersey Section (2000-present)

President – North Central New Jersey Section (2005-2006)

Section Regional Director – North Central New Jersey Section (2015-present)

National Director – Northeast Region (2016-present)

ACEC/NJ - Executive Committee /Sub-committees

NJ Alliance for Action - Board of Directors

PROFESSIONAL EXPERIENCE

Mr. Di Zuzio is currently a Senior Vice President and the company Transportation Practice Leader at T and M Associates and primarily responsible for managing the practice company wide. In this capacity, he is responsible for identifying and pursuing transportation opportunities and expanding the footprint into PA and the OH regions. He has served as the Transportation Operation Manager/ Regional Practice Leader the past 8 years. During this time period, the New Jersey offices Transportation staff grew from 20 to 40+ engineers and has significantly grown in both revenue and profits.

Mr. Di Zuzio also served as Project Manager for highway and structure related projects for the New Jersey Department of Transportation, New Jersey Turnpike Authority, NJ Transit, South Jersey Transportation Authority, Port Authority of NY and NJ, NY City DOT. These projects included interchange design/ modifications, corridor widening, intersection improvements, traffic signal installation and bridge replacements / rehabilitations. Mr. Di Zuzio has been responsible for the preparation of Construction Plans, Roadway Profiles, Traffic Signal Plans, Maintenance and Protection of Traffic Plans, Drainage Plans/Reports, Pavement Marking and Signing Plans, Cross Sections, Erosion and Sedimentation Control Plans/Documents, Utility Relocation Plans and Right-of-Way Plans/Documents. He is currently serving as Principal in Charge of other numerous county projects.

ASHE EXPERIENCE

Mr. Di Zuzio has been a member of the North Central New Jersey Section of ASHE since 1994. In 2000, he joined the Section Board where he has served on multiple committees, including serving as the Chair of the Program, Technical and Scholarship committees. In his current 6 years as Scholarship Committee Chair, he has championed the award of over three dozen scholarships worth over \$90,000.

Mr. Di Zuzio also served as chair of the technical committee for the 2007 ASHE National Conference held in Atlantic City, NJ, provided oversight for the NY Metro Section 2017 National Conference and was involved with the national new section committee that developed a section in New York City.

Mr. Di Zuzio served as the North Central New Jersey Section President during the 2005-2006 season. During his time as president, he successfully led the section in increased membership and revenue. After serving as Section President and a Section Director, he moved into the position of Section Regional Director for the North Central New Jersey Section. During his time on the Regional Board, he served on numerous sub-committees. As current National Director from the Northeast Region, Don oversees six sections and serves as the national board liaison to the Public Relations, the Scanner, and By-laws committees.

PERSONAL

Mr. Di Zuzio is married to Nancy and has two children (Rosella and Daniel). He currently serves on the Board of Directors for the Wall Highschool Pre-Engineering Academy, Member and past-treasurer of the UNICO Italian/American Organization, member of the Sons of Italy Order and has previously coached, managed and refed boys U-6 to U-19 soccer. Mr. Di Zuzio enjoys fine food and wine, including making his own wine with grapes imported from Italy and California. He has had a TikTok pizza making video go viral.

I hereby state that I am willing to serve as National 2nd Vice President for the required one-year term.

Don Di Zuzio

Donato Di Zuzio
National Director - ASHE Northeast Region

Hurtt, Mike

From: Scott D. Cortese <SCortese@tandmassociates.com>
Sent: Tuesday, November 30, 2021 8:59 AM
To: Paul McNamee; Hurtt, Mike
Cc: Prophet, Rob; Fink, Kathryn; Drew Bitner; Jerry P
Subject: [--EXTERNAL--]: RE: ASHE NE Region and North Central New Jersey Nomination of Donato Di Zuzio for ASHE National 2nd VP

Hi Mike. I have worked with Don at ASHE-NC/NJ since 2012 and at ASHE NE Region since 2018. Don exhibits non-stop drive to grow ASHE's membership and recognition, and his passion and pride for ASHE is evident. I have no doubt that Don will bring this same drive and passion to the National Board, should he be elected. Because of this, I fully support the below nomination for Don DiZuzio. Thank you.



SCOTT D. CORTESE, PE
VICE PRESIDENT, OPERATIONS MANAGER

11 Tindall Road, Middletown, NJ 07748

D 732.865.9588 **M** 732.259.6397

SCORTESE@TANDMASSOCIATES.COM | TANDMASSOCIATES.COM

From: Paul McNamee <Paul.McNamee@kci.com>
Sent: Tuesday, November 30, 2021 12:17 AM
To: Hurtt, Mike <MHurtt@chacompanies.com>
Cc: Prophet, Rob <rprophet@trafficpd.com>; Fink, Kathryn <kathryfink@pa.gov>; Drew Bitner <drewbitner@gmail.com>; Scott D. Cortese <SCortese@tandmassociates.com>; Jerry P <jerry1368@yahoo.com>
Subject: ASHE NE Region and North Central New Jersey Nomination of Donato Di Zuzio for ASHE National 2nd VP

Mike,

Please find enclosed the Region's and North Central New Jersey Section's Nomination Information and Support for Donato (Don) Di Zuzio for the 2nd VP Position on the National Board. As you can see from the Nomination Information and Letters from both the Section and NE Region, Don is very well qualified and deserving of this nomination and ultimate selection as National 2nd VP. The Region is proud to nominate Don and is confident that he will be an invaluable asset to the ASHE National Organization for years to come. He is a proven, compassionate leader and understands the mission, goals, and objectives of ASHE and how the organization can continue to meet the needs of its membership.

If you should need any additional information, please let me know at your convenience.

Thanks, and have a great day.

Paul

Paul E. McNamee, PE
ASHE Northeast Region President and Harrisburg Section Board Member
KCI Technologies, Inc.
Cell: 717-578-7565

Hurt, Mike

From: Paul McNamee <Paul.McNamee@kci.com>
Sent: Wednesday, December 1, 2021 7:17 PM
To: Hurt, Mike
Cc: 'nmorisi@ashe.pro'
Subject: [--EXTERNAL--]: Fwd: [External] Re: ASHE National 2nd VP Nomination

Mike- one from Alice Hammond, who also served on the ASHE National Board. Thanks. Paul

Get [Outlook for iOS](#)

From: Hammond, Alice M <alhammond@pa.gov>
Sent: Tuesday, November 30, 2021 12:48 PM
To: Paul McNamee
Subject: RE: [External] Re: ASHE National 2nd VP Nomination

Thanks Paul. I'm not sure if my vote counts, but having served on the National Board, I very much support Don's Nomination for 2nd VP.

~ Alice

Alice M. Hammond, P.E. | Assistant District Executive - Design
PA Department of Transportation | Engineering District 10-0

Hurt, Mike

From: Paul McNamee <Paul.McNamee@kci.com>
Sent: Wednesday, December 1, 2021 7:11 PM
To: Hurt, Mike
Cc: 'nmorisi@ashe.pro'
Subject: [--EXTERNAL--]: Fwd: ASHE National 2nd VP Nomination

Mike,

I received some emails in support of Don for 2nd VP, which I will forward to you. Below is one from Glen with NY Metro.

Have a good evening and take care.

Paul

Get [Outlook for iOS](#)

From: Kartalis, Glen (New York) <Glen.Kartalis@aecom.com>
Sent: Wednesday, December 1, 2021 10:30 AM
To: Paul McNamee
Subject: RE: ASHE National 2nd VP Nomination

Paul
In review of the below recommendation of Don DiZuzio for 2nd VP at the National level, I just want to vote my strong support for Don. Don not only is a leader in the industry, but has the right characteristics and core values to lead ASHE National in the future. I have known Don now for a number of years and he has always been a strong advocate for our industry. When I was Co-Chair of the ASHE 2017 National Conference (held in NYC) he was of tremendous value having the experience of running the National Conference in years past in New Jersey.

I stand ready, willing and able to continue to serve and support Don DiZuzio as well as, all of ASHE in this important position and role of ASHE National 2nd VP.

#TeamDiZuzio

Thanks,

Glen Kartalis, PE
NY Metro Section Director, Liaison to the NE Region
AECOM Transportation, Senior Vice President

December 2, 2021

Mr. Michael D. Hurtt, PE
Immediate Past President
American Society of Highway Engineers – National Board

RE: ASHE National 2nd Vice President Nomination Letter of Support

Dear Mr. Hurtt,

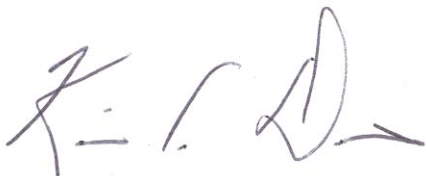
As an ASHE Past National President and member of the Pittsburgh Section, a Section from the Northeast Region, I support the nomination of Mr. Donato (Don) Di Zuzio for the open National 2nd Vice President position.

I believe Don's ASHE experience at the Section, Region and National levels will benefit him in this leadership position. Those experiences include various roles on the North Central New Jersey Section Board, including President. Don currently serves as Scholarship Committee Chair. At the National Board level, Don currently serves as National Director of the Northeast Region.

Don's professional position as Sr. VP for T and M Associates has given him valuable experiences within the consulting engineering industry throughout New Jersey and New York.

Don's ASHE and professional work experiences can be drawn on to lead the ASHE Society at the National level. Please accept my support for his nomination.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Duris', with a stylized flourish at the end.

Kevin E. Duris, P.E.
ASHE Past National President



November 29, 2021

Mr. Michael D. Hurtt, PE
Immediate Past President
American Society of Highway Engineers – National Board

RE: ASHE National Director Position – Northeast Region

Dear Mr. Hurtt,

The ASHE Northeast Region is proud to nominate **Mr. J.T. Lincoln for the open National Board Position representing the Northeast Region** (currently occupied by Kathryn Fink). Mr. Lincoln is an active member of the Franklin Section where he has serves as the Section Secretary. J.T. is also actively involved with the Southwest Penn section, where he has served on the golf committee and the Project of the Year committee. J.T. has served as the Regional Representative for the Franklin Section and as a proxy for the Southwest Penn Section. From a National perspective, J.T. was actively involved with the 2016 National Conference hosted by the Pittsburgh Section. He has also attended five national conferences to date.

Sincerely,

A handwritten signature in blue ink that reads "Robert G. Prophet".

Robert G. Prophet, PE
ASHE Northeast Region – Immediate Past President

CC: Nancy Morisi



Robert Prophet, P.E.
President
Northeast Region, American Society of Highway Engineers

November 9, 2021

Dear Mr. Prophet:

On behalf of the Board of Directors of the Franklin Section, I am delighted to nominate J.T. Lincoln, P.E., for the position of National Director representing the Northeast Region.

J.T. has been involved heavily with the Franklin Section for over 10 years through his service as the ASHE Franklin Secretary and Regional Representative. During that time he has maintained the Section's membership roster, collected dues, taken and distributed minutes for approximately 40 board meetings, arranged at least 80 dinner meetings, handled registration for 10 golf outings, made sure our website events & information was up to date, prepared our proposals to host the National Conference, and devoted countless hours to these and various other duties. He has also assisted 10 different Presidents on their duties, providing advice on what needs to be done when, and by whom. J.T. was instrumental in setting up ASHE Franklin's Project of The Year Awards. When the covid pandemic hit in early 2020, J.T. made sure that ASHE Franklin meetings continued virtually and that Franklin was one of the first sections to do so.

In addition to his Franklin Section duties, J.T. has served as ASHE Southwest Penn Regional proxy, served on the ASHE Southwest Penn Golf Committee and the ASHE Southwest Penn Project of The Year Committee. He helped ASHE Pittsburgh distribute PDH's at the 2016 ASHE National Conference in Pittsburgh, and also served on the Hospitality Committee for the event. J.T. regularly attends meetings at ASHE Franklin, Pittsburgh, SW Penn and Mid-Allegheny. J.T. attended ASHE National Conference in Baltimore, Pittsburgh, New York City, Cleveland and Nashville.

He has been one of Western Pennsylvania's best known and most respected highway engineers for 25 years. He has managed numerous Pennsylvania Department of Transportation (PennDOT) and Pennsylvania Turnpike Commission projects, working in every PennDOT District, on mostly complex projects for both agencies.

The Franklin Section is proud to be the home of former National Secretary and ASHE icon Shirley Stuttler, and we would be proud to continue this tradition of serving the organization and Northeast Region by having J.T. serve on the National Board.

In summary, J.T. is not only a dedicated professional engineer, but dedicated to the future of ASHE. We look forward to your positive consideration of this nomination.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Gibbons".

Justin Gibbons, P.E.
ASHE Franklin President



November 30, 2021

Maryland

- Chesapeake

North Carolina

- Carolina Piedmont
- Carolina Triangle

South Carolina

- South Carolina

Virginia

- Blue Ridge
- Old Dominion
- Potomac
- Greater Hampton Roads

West-Virginia

- N Central WV

Mr. Michael D. Hurtt, P.E.
Chair, National Nominating Committee
Immediate Past National President
American Society of Highway Engineers

Dear Michael and the National Nominating Committee,

We understand that one of our Region's two National Director positions/terms is expiring after the 2021-2022 ASHE operating year, so we have discussed candidates for consideration of this position that will represent the Mid-Atlantic Region on the National BoD and represent us at their meetings and with National/Region/Section affairs. This position will take effect at the June 2022 National Conference and be for the next three years if approved by the Nominating Committee and National BoD.

The Mid-Atlantic Region addressed this request as a Regional issue and utilized our Region Board of Directors as the means to communicate, develop a list of candidates, provide/develop consensus, and vote for the National Board position for which we have been requested to do so and have a responsibility to the National Board to participate with. Our Board and candidates have reviewed and referenced in your letter and the national officer/director nomination guidelines document from the operations manual that was attached to your original solicitation email as part of this process.

As per your letter dated September 20, 2021 soliciting nominations for National Board Member candidates, the ASHE Mid-Atlantic Region offers for the committee's consideration for **Mr. Nimish Desai, P.E., of the Chesapeake Section and current President of the Mid-Atlantic Region** for the National Director position, a 3-year term. At the time of his nomination, Nimish would have completed his 4th year as the President of the Region (1-year extended due to COVID-19 pandemic). Prior to becoming the President, Nimish has also served as the Second Vice President and as a Regional Director of the Mid-Atlantic Region. We have found Nimish as a highly dedicated to ASHE and the civil engineering profession. During our terms as the Regional 1st and 2nd Vice President's, he has helped mentor us in our duties.

Attached you will find supporting documentation as requested in the solicitation letter for Mr. Nimish Desai, for the National Director representing the Mid-Atlantic Region on the ASHE National Board of Directors. If you have a need for additional information associated with how our BoD reviewed and came to our nomination, please feel free to contact one of us.

Thank you for the opportunity to participate in this nomination process. We are excited about what we are doing at the Mid-Atlantic Region level and will continue to support ASHE National and the organization moving forward.

Sincerely,



John Pope Midyette.
1st Vice President
Mid-Atlantic Region

John G. Harman 11/30/21

John G. Harman, P.E.
2nd Vice President
Mid-Atlantic Region

Attachments:

- Nimish Desai – Nomination documents, National Director Position
- September 20, 2021, Nomination solicitation letter and guidelines from National (for reference)

cc:

Nancy Morisi, ASHE National President's Assistant
Mid-Atlantic Region BoD



ASHE
Chesapeake

ASHE
American Society of Highway Engineers
Chesapeake Section
<http://chesapeake.ashe.pro>

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2021-2022

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Section By-Laws

Dave Greenwood, P.E.

November 8, 2021

Michael D. Hurtt, P.E.
Immediate Past National President
& National Nominating Committee Chair
American Society of Highway Engineers
via electronic mail at mhurtt@chacompanies

Dear Michael:

The Chesapeake Section of ASHE enthusiastically nominates Nimish Desai for Mid-Atlantic Region National Three-Year Director.

Nimish has a demonstrated history of enthusiastic participation and reliable, thorough management and leadership within ASHE as well as other professional organizations and his work.

Nimish has been an active, contributing member in the ASHE Chesapeake Section since 2003. Nimish has been involved in the ASHE board at Section and Region levels. He is the current President of ASHE's Mid-Atlantic Region. He has also served as the 2nd Vice-President and as a Regional Director for the Mid-Atlantic Region. He has held multiple roles at the Section level for the ASHE Chesapeake Section including President, Vice-President, Treasurer, Director, membership chair, scholarship chair, website administrator, and as a member of the PDH committee. Nimish was also the Treasurer for the 2015 ASHE National Conference in Baltimore and a member of its executive committee. Under his leadership as President of the Mid-Atlantic Region, the Region's 2019 conference was very successful. Nimish has been a regular attendee at multiple ASHE National conferences since 2006.

Nimish participates in not only ASHE, but also the American Society of Civil Engineers, the American Council of Engineering Companies (ACEC), and the Maryland Transportation Builders and Materials Association. In addition to holding multiple ASHE leadership positions at Region and Section levels, Nimish is currently serving as a director for ACEC Maryland. Furthermore, Nimish has participated in various community activities and fundraisers for multiple charitable organizations.

Nimish is a licensed professional engineer with 22 years of experience in the field of transportation. He has worked on several transportation disciplines including roadway design, drainage design, maintenance of traffic, ITS, stormwater management, and erosion and sediment control. He has worked on traditional design-bid-build and design-build transportation projects in multiple states including Maryland, Virginia, Washington, DC, West Virginia, Kentucky, Montana, Pennsylvania, and North Carolina. Nimish earned his undergraduate degree in Chemical

Engineering from the University of Mumbai, India and his master's degree in transportation from Morgan State University in Baltimore, Maryland.

Over the past 22 years, Nimish has excelled in roles ranging from design engineer, project engineer, project manager, to contract manager. He has contributed to and/or managed final designs on numerous transportation projects and provided program management services on clients' sites. Example, signature projects to which Nimish has contributed include the Dulles Metro Rail Silver Line – Phase II in Virginia, the award-winning Inter County Connector in Maryland, the Service and Inspection Yard for CSX Casky in Kentucky, the Corridor Cities Transitway in Maryland, and the I-95 Section 100 Express Toll Lanes. Nimish is currently serving as the Stormwater and Erosion and Sediment Control Program Manager for the I-95 Express Toll Lane Northbound Extension in Maryland where he oversees over 50 subconsultants. Nimish also presented at the Transportation Research Board (TRB) and published a paper titled "Impact of Automatic Vehicle Location Systems on Schedule Adherence of Buses in Baltimore" at TRB.

When Nimish is not at work or volunteering, he likes spending quality time with his wife and daughter. He likes traveling, biking, playing sports, watching movies and TV shows, and exploring local and international cuisines with his family. He also enjoys reading and learning about finance.

As previously asserted, the Chesapeake Section of ASHE enthusiastically nominates Nimish Desai for Mid-Atlantic Region National Three-Year Director. He's demonstrated his commitment to ASHE, bringing his well-roundedness and understanding of the industry to support his efforts, and serves as an example to peers and future generations of how an individual can serve and be served by the Society.

Please find herein a complete submittal package for Nimish's nomination.

Sincerely,



Carrie C. Nicholson, P.E.
ASHE Chesapeake Section President

cc: John Harman at johng.harman@vdot.virginia.gov
John Midyette at jmidyette@inframap.net

Attachments

ASHE National Director Nomination

1. **Name of Nominee:** Nimish Desai
2. **Address and Phone Number of Nominee:**

<u>Home:</u> 10303 Waverly Woods Drive Ellicott City MD 21042	<u>Work:</u> 10461 Mill Run Circle, Suite 300 Owings Mills MD 21117
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3. **Email Address:** Personal: nimish.desai@gmail.com Work: ndesai@dewberry.com
4. **Resume/Biography of Nominee:**
See attached resume.

ASHE experience:

- i. ASHE Mid-Atlantic Region – President: 2018 – Present (2021)
 - ii. ASHE Mid-Atlantic Region – Oversaw 2018 and 2019 Regional Conference
 - iii. ASHE Mid-Atlantic Region – 2nd Vice President: 2015-2018
 - iv. ASHE Chesapeake Section – Membership Chair: 2015 – 2018
 - v. 2015 ASHE National Conference in Baltimore – Treasurer and Executive Committee member – Disbursed profits from the conference proceeds for scholarships to 8 sections within the mid-Atlantic Region
 - vi. ASHE Chesapeake Section – Region Director: 2013-2015
 - vii. ASHE Chesapeake Section – President: 2012-2013
 - viii. ASHE Chesapeake Section – Vice-President: 2012
 - ix. ASHE Chesapeake Section – Treasurer: 2009-2011
 - x. ASHE Chesapeake Section – Scholarship Chair: 2008-2010
 - xi. ASHE Chesapeake Section – Website Administrator: 2005-2008
 - xii. ASHE Chesapeake Section – Member from 2003 to Present (2021)
5. **Copy of statement from nominee addressing nominee's willingness to serve:**

I have been actively involved with ASHE Chesapeake and ASHE Mid-Atlantic Region in the capacity as a member, board member, officer, and President. I was the treasurer for the 2015 ASHE national conference, and I am currently serving as the President of the Mid-Atlantic Region. Under my leadership, the Mid-Atlantic Region hosted their annual ASHE Regional Conference in 2019. I have represented the Mid-Atlantic Region during the National Board meeting in Syracuse in 2019. It would be a great honor to be selected as the National Director. I aspire to become a National President in future, and understand that in order to achieve this goal, it will be beneficial for me to serve as a Director at the National level. I understand the responsibilities involved with the National Director position and that travel will be necessary to perform his duties. I look forward to working with other National Board members. This will be a great opportunity for me to serve in the National Board and continue my career progression in ASHE.
 6. **Name of the Region or Section placing name of nominee into the nomination:**
ASHE Chesapeake Section and Mid-Atlantic Region

NIMISH DESAI, PE, ENV. SP

Years of Experience

22

Education

M.S., Transportation, Morgan State University, 2001;

B.S., Chemical Engineering, 1998; University of Mumbai, India

Professional Affiliations

American Society of Highway Engineers—President, Mid-Atlantic Region; Past President ASHE Chesapeake Section; Director – American Council of Engineering Companies – Maryland; Member- American Society of Civil Engineers

Professional Registrations

Professional Engineer: Maryland

Certifications

Envision Certified Professional

Erosion & Sediment Control (MD SHA) - Green Card

Erosion & Sediment Control (MD SHA) - Yellow Card

Key Qualifications

Nimish Desai is a civil engineer specializing in civil/highway design, hydrology and hydraulics and water resources. Mr. Desai has 22 years of experience in providing design for various highway, roadway, transit/rail, and site development projects in Maryland; Virginia; Washington, DC; West Virginia; Kentucky and Pennsylvania. His responsibilities include stormwater management, SWM and highway hydraulics, drainage design, erosion and sediment control, setting horizontal and vertical roadway and track alignments, utility coordination, performing qa/qc reviews, constructability reviews and performing site, drainage and stormwater management inspections. Nimish also has a significant experience on WMATA, VRE and CSX rail projects.

- **Comprehensive Preliminary and Final Engineering Design**, Statewide On-Call Contract, Maryland Transportation Authority – Served as a deputy contract manager. Assisted with contract management including contract administration, coordinating scopes, schedules and budget, preparing progress reports, invoicing, overseeing MBE's and non-MBE's, coordinating MBE payments, monthly MBE utilization reports, preparing task closeout letters, QA/QC, project accounting, provide input for MDTA's capital and operational budgets. Currently serving as MDTA's stormwater management (SWM) permitting lead as General Engineering Consultant (GEC) on I-95 Express Toll Lane (ETL) Northbound (NB) extension program. Sample projects include ITS design for I-95 ETL NB Extension including construction support services, MD 7 bridge replacement; foundation design for ITS/sign structures; Program Management; Priority Task Orders, independent reviews for Clayton Road Bridge Replacement; and Structural reviews for MD 24/I-95 interchange; SWM reviews including facilities, All Electronic Tolling and structural task orders; Support GEC team in preparation of performance specifications for Belvidere Road Interchange D/B project. (2018-present)
- **NPDES Services**, MDOT SHA On-Call Contract, Statewide – Served as a Contract Manager for this \$12M on-call contract. Responsibilities included contract administration, coordinating scopes/schedules/budgets, coordinating with JV partner on task assignments, managing MBE

utilization and providing oversight, QA/QC, monthly reporting and reviewing invoices. Managed a total of 22 tasks. Notable design tasks include: Program Management for SWM BMP's. Task Order Designs for Slope and Storm Drain Remediation including emergencies; BMP remedial work orders/inspections; New/ Retrofit SWM design; GIS asset management for SWM/drainage; on-site Staff Augmentation (2016-2020).

- **MD 4 at Woodyard Road**, Walton Development, Prince George's County Maryland: Currently serving as a Water Resources Design Manager overseeing drainage, stormwater management and E&S efforts of a project involving a new interchange at MD 4 and Woodward Road. Responsibilities included coordinating with other team members, coordinating with client agencies, acquiring Permits from Prince George's County, SCD and DPIE, manage budgets and schedules and provide oversight to project managers and mid-level engineers. (2017 - present)
- **US 219 at I 68** - Maryland State Highway Administration (SHA), Garrett County Maryland: Lead water resources engineer providing design-build procurement documents for a new roadway in Garrett County MD. Design involved construction of a 4-lane roadway. Provided Support during the NEPA phase of design and prepared concept SWM and drainage design. Design involved proposing green infrastructure including bio-swales, micro-bioretentions, grass-swales, submerged gravel wetlands and ponds. Also responsible for overseeing sub-consultants, provide direction to team members and coordinate with the client, review agencies and other disciplines. Participated in several avoidances and minimization meetings with MDE and Army Corps of Engineers to avoid impacts to environmentally sensitive features for the project. (2017-2020)
- **TMDL Project Management**, SHA: Served as a consultant Project Manager for the Water Programs Division to help manage consultant designers perform TMDL project for new BMP's. Responsibilities included reviewing scope, identifying out of scope items, coordinating with various SHA disciplines and consultant designers, conducting milestone review meetings, assisting SHA to prepare an advertisement set including information for bid (IFB) book, coordinating with permitting agencies including MDE, Critical Area Commission and Plan Review Division and coordinating with the contractor and SHA teams during construction. Also, coordinating with the designers to prepare addendums, redline drawings reviewing shop drawings and responding to RFI's during construction. (2015-2019)
- **TMDL for Legacy Pavements along MD 144, UD 340 and MD-32**, Maryland State Highway Administration (SHA), Frederick County, Maryland: Served as Project Manager for a Joint-Venture (JV) design project which involved proposing which involved proposing micro-scale practices (ESD facilities) such as bio-swales and bio-filtration facilities for providing treatment of existing impervious pavement along MD 144, MD 32 and US 340 according to the MDE's guidelines. Duties performed included overseeing the overall project design, reviewing design proposed by the design team, client correspondence, oversee plan preparation with the JV team, providing guidance to the team on the project criteria, SWM details, coordination on the survey and utility requests, oversee preparation of Joint Permit Application (JPA) and managing the project budget for the design of twenty (20) BMP facilities. (2012-2014)
- **Program Management Consultant for ICC Contracts D&E**, SHA Maryland: Performed on-site reviews for Stormwater Management using Environmental Site Design (ESD), drainage design, culvert hydraulics and Erosion and Sediment Control for the design. (2013-2014)
- **Outfall and Slope Stabilization and Emergency Drainage Repairs** in Montgomery and Prince Georges Counties, SHA, MD: Served as the project manager for emergency

assessments of several failed storm drain system outfalls. Failures included pipes detached from the storm drain trunk line, detached endwalls, slope failures due to erosion and drainage detachments, degraded outfalls and deeply incised outfall channels. Prepared remedial solutions and illustrated through sketches and reports. Also coordinated for maintenance of traffic concepts, prepared quantity estimates and work orders for in-house SHA maintenance to perform the recommended remediations. (2012-2014).

- **Outfall Assessment and Prioritization**, SHA Maryland: QA/QC and provided input to the Project Manager to help SHA to develop protocols and field assessment standards for investigating SHA-owned storm drain outfalls. The investigations were intended identify eroded channels, which could be repaired to prevent future erosion and downstream sediment transport to help meet SHA's TMDL requirements. The overall task included performing preliminary site assessments of potential unstable outfalls and developing standard protocols, field forms and a Rapid Assessment Guideline for Channels to be used by others performing similar assessments to be done in a consistent manner. (2011-2013)
- **I-270 at Watkins Mill Road Interchange** – Montgomery County, SHA MD: Served as Lead H&H Manager for a proposed bridge and new ramp interchange to Interstate 270 in Montgomery County. Responsibilities include designing (or overseeing design) for stormwater management using ESD guidelines, grading and drainage, erosion and sediment control, manage sub-consultants design, preparing extra work orders, attend client and agency meetings, prepare progress reports, prepare SWM reports, provide input for specifications, utility coordination, coordination with various SHA agencies, including EPD, OMT, Plats and Surveys and other stake holders including Montgomery County and MDE. Prepared Joint Permit Application (JPA) plates for temporary borings and assisted SHA to procure the permit. Also prepared Joint Permit Application and discussed Phase 1 mitigation for the ultimate design of the project. (2013-2014)
- **I-83 Parkton Truck Weigh Station**, SHA, Maryland: Task Manager for improvements to an existing truck weigh station along I-83. Improvements included extension of acceleration/deceleration lanes and included four micro-bioretenention basins, which were designed according to MDE ESD guidelines. Design also included E&S plans and proposed drainage. Provided support during construction and coordinating with the contractor for shop drawing review and responding to RFIs. (2012-2013)
- **Hydraulic Reviews for Access Management Division**, SHA MD – Conducted H&H reviews for plans from private development projects that affected H&H along SHA roadways. Responsibilities included reviewing SWM design based on MDE's latest ESD criteria, Erosion and Sediment Control, drainage design, culvert hydraulics and stream design to ensure that the plans were in compliance with SHA's and MDE's standards. Provided comments and conducted review meetings with the developers. (2012-2014)
- **MD 355 at Cedar Lane**, Maryland SHA, Montgomery County, Maryland: Served as a Task Manager for a lane widening/sidewalk improvement project along MD 355 northbound at Cedar Lane. Responsibilities included reviewing stormwater management design (by others), preparing grandfathering letters for the SWM concept under the 2000 MDE SWM guidelines, overseeing and reviewing design by staff engineers and CADD for drainage design and Erosion and Sediment Control. (2013-2014)
- **MD 124 at Saybrooke Road**, Montgomery County Maryland: Served as a hydrology and hydraulic discipline leader for an intersection improvement project. Responsibilities included performing drainage design, stormwater management as per ESD guidelines and erosion and sediment control. Also, coordinated with MDE for acquiring SWM and erosion and sediment control permit. (2014-2015)

- **BMP Inspections for NPDES requirements**, Maryland SHA, Montgomery County, Maryland: Responsibilities included conducting field visits to assess the conditions of approximately fifty (50) existing BMP facilities along I-495 and MD 650, preparing inspection reports and work orders, providing time and materials cost estimates and client coordination. (2012-2013)
- **InterCounty Connector Environmental Stewardship for Sites PB-140, 141, 142 and 143**, Montgomery County, Maryland: QA/QC Engineer for an Environmental Stewardship water quality site located within the Paint Branch Watershed. The project included stormwater retrofits including several Low Impact Development SWM techniques like curb extension bioretention etc. Duties performed were reviewing design plans, erosion and sediment control design and SWM reports for the various sites. (2012-2013)
- **MD 450 from I-95/I-495 Ramp to 85th Avenue** – Maryland SHA, Montgomery County, Maryland: Roadway/Sidewalk Improvement Project to improve traffic flow efficiency, served as a Task Manager overseeing H&H design and erosion and sediment control. Duties included providing oversight to junior engineers in performing erosion and sediment control design, drainage design and preparing a stormwater management waiver application for the Maryland Department of Environment (MDE). Also, was responsible to client and MDE correspondence and providing cost estimates. (2012-2013)
- **Corridor Cities Transitway**, Montgomery County, MTA, Maryland: Serving as the Project Manager and hydrology and hydraulics discipline leader for an approximately 9-mile long new transitway for a segment of alignment located between the Shady Grove and Metropolitan Grove Stations. Responsibilities include managing PB team members for different disciplines, sub-consultants, preparing and managing budgets, preparing scope, designing and providing over-sight for conceptual SWM design using MDE's ESD criteria, providing progress reports, preparing SWM reports, developing design criteria, coordinate within the design aspects across the various design disciplines, plan preparation, prepare technical memo's, perform risk analysis and provided technical guidance on an as-needed basis. Participate and present in community meetings, stake holder meetings involving MDE, Montgomery County, MNCPPC, Cities of Rockville and Gaithersburg and WMATA. Project currently in preliminary engineering phase of design. (2011-2016)
- **Casky - Service and Inspection Yard, CSX**, Kentucky – Served as the Deputy Project Manager and H&H discipline leader for a design-build project in Kentucky. Responsibilities included assist the project manager oversee the budgets, prepare project schedules, prepare progress reports and coordinate with the disciplines, client and contractor. Also provided technical guidance and oversight for drainage design, erosion and sediment control and stormwater management. (2013-2015)
- **Dulles Metrorail Corridor Project – Phase 2**, Metropolitan Washington Airport Authority: (WMATA – Silver Line) - Serving as a key designer/deputy hydrology and hydraulics discipline leader for an approximately 11.5-mile long new rail project. Responsibilities include designing (or overseeing design) for grading and drainage, stormwater management, manage sub-consultants design, preparing extra work orders, attend client and agency meetings including counties, local cities and WMATA, prepare progress reports, prepare SWM reports, basis of design report and provide input for specifications. Designed and provided guidance for approximately 31 SWM facilities proposed along the track alignment. Also responsible for CADD coordination, preparing meeting minutes and memo's and would also provide technical guidance, as-needed. (2009-2012)
- **Prichard Intermodal Facility**, West Virginia, West Virginia Department of Highways: Design of a Freight Intermodal Facility that included roadway improvements, track design,

site design for truck parking, design of truck weigh stations, employee buildings, maintenance facilities, utility and lighting design. Served as a key design manager responsible for day to day production operations for all aspects of design within the design team that also included sub-consultants to keep the project coordinated for a \$40 Million intermodal facility project. Also served as an H&H task manager overseeing drainage design, erosion and sediment control design, preparation of NPDES application, performing H&H analysis for culverts located within the floodplain/floodway, reviewing and revising hydraulic model for the Big Sandy River located adjacent to the site preparing special provisions, and providing cost estimate. (2012-2013)

- **Grass Channel retrofits for TMDL projects, I-70, SHA Maryland** – Developed initial scope and methodology to assist SHA in developing guidelines for accounting for TMDL crediting using existing grass channels for legacy pavements. Instrumental in performing GIS analysis and field inspection protocols and presenting to SHA early during the preliminary planning process. (2015-2016)
- **BMP Retrofit Design, Montgomery and Prince George's Counties, SHA Maryland:** Duties performed were visiting SWM sites, proposing new BMP's using the latest MDE SWM criteria, engineering and design calculations for infiltration trenches, bio-retention systems, dry and wet ponds, grass channels and sediment forebays and cost estimation. (2008-2009)
- **I-95 Section 100, Baltimore, Maryland:** Construction of Managed Roadway along I-95/895 corridor. Responsibilities included assisting lead hydrology and hydraulics design manager in a fast track analysis and design for eight sub drainage areas using latest MDE SWM criteria. Designed two stormwater management ponds for the project to provide stormwater management meeting MD 378 standards, using the latest MDE SWM criteria and storm drain design. Provided design for erosion and sediment control devices like sediment traps, basins and other erosion and sediment control devices according to the design criteria specified in the MDE manual. Designed horizontal and vertical alignments for the entrance and exit ramps at Moravia Road and Moravia Park Drive along I-895 for the 30% design submission. Was also responsible for developing typical sections, lane transitions, traffic barrier and end treatment design for the entire alignment along the I-895 corridor. (2007-2011)
- **MD Route 8 at US 50, Stevensville, Maryland:** Project Engineer for this task. Responsibilities included directing junior engineers to set horizontal and vertical alignments, storm drainage design, stormwater management, coordinate with client and sub consultants, assist project manager in setting budgets, prepare reports and oversee project production in the office for an intersection/interchange improvement project on MD 8 at US 50. (2005-2007)
- **MD 193 at Lottsford Road, Prince George's County, Maryland:** Responsibilities included designing stormwater management facilities, drainage design, erosion and sediment control, cost estimation, acquiring permits associated with a roadway widening and intersection improvement project. Also directed junior engineers to perform storm drain design. (2007-2009)
- **Drainage Investigations, Maryland:** Responsibilities included site investigation, determine the possible cause of the drainage complaint and preparing a report to include the findings and suggest recommendations for approximately seventy (70) sites in Maryland. Based on the recommendations, SHA would request to do the final design. Was responsible for the remediation design of several sites in Maryland. (2005-2008)
- **MD Route 404 at MD Route 404 and 309, Baltimore, Maryland:** Intersection improvements along MD Route 404. Duties performed were preparing reports, identifying

and analyzing drainage areas, proposing SWM facilities using the latest MDE SWM criteria designing grass channels and writing engineering reports. (2002-2003)

- **Dunkirk Park and Ride Facility**, Dunkirk, Maryland: Served as a Project Engineer/Task Manager for a park and ride facility. Responsibilities included grading and drainage design, providing erosion and sediment control measures according to the MDE guidelines, preparing Erosion and Sediment Control Plans, prepare project scope and extra work orders, reviewing site plan and stormwater management design (by other team members) as part of QA/QC process. (2007-2009)
- **Sycolin Road**, Town of Leesburg, Virginia: Floodplain Analysis and Culvert Design. Responsibilities included stormwater management design, erosion and sediment control, drainage design, floodplain modeling, analysis and proposing different culvert alternatives for a roadway widening project on Sycolin Road at Hope Parkway. (2004-2006)
- **30th Street**, City of Virginia Beach, Virginia: Extension of Minor arterial road. Project Engineer responsible for setting horizontal and vertical alignments, utility coordination, preparation of reports, drainage and stormwater management design and propose locations for underground stormwater management structures as per the VDOT criteria. (2003-2004)
- **Laskin Road**, City of Virginia Beach, Virginia: Project engineer for a major highway widening project in the City of Virginia Beach. Project consisted of widening a four lane highway to a six lane highway for one mile along Laskin Road. Responsibilities included setting vertical and horizontal alignments, drainage design, stormwater management, preparation of reports, and environmental permit documents. (2003-2004)
- **Shady Grove Yard Improvement Project**, WMATA, Montgomery County, Maryland: Duties performed were preparing land use plans, preparing reports for permit approvals, identifying and analyzing drainage areas, and design of closed storm drain systems. Designed a combination of dry and wet pond facility to provide water quality and quantity control, bio-retention facility with a sediment forebay meeting the latest MDE SWM criteria. (2002-2003)
- **Emergency Communication Center (ECC)**, City of Virginia Beach, Virginia: Design Engineer for a site development project in Virginia Beach. Designed a closed storm drain system for a parking lot for the ECC building. Was also responsible for civil/site design, storm drain design and grading for the parking lot of the ECC building. (2003-2004)
- **New Carrollton Yard Improvement Project**, WMATA, New Carrollton, Maryland: Duties performed were preparing reports, identifying and analyzing drainage areas and design of closed storm drain systems. Designed a combination of dry and wet pond facility to provide water quality and quantity control, bio- retention facility with a sediment forebay meeting the latest MDE SWM criteria. (2002-2003)
- **Owings Mills Boulevard Extension**, Baltimore County, Maryland: Designing suburban roadway boulevard, classified as a major collector roadway in Baltimore County. Responsibilities include stormwater management, drainage design, culvert analysis, erosion and sediment control for the proposed roadway alignment, reviewing horizontal and vertical alignment design, performing super elevation calculations and providing typical sections for the proposed roadway alignment. Designed five (5) stormwater management facilities along a completely new roadway alignment. (2005-2007)
- **MD Route 5, Hughesville**, Maryland: Project involved construction of a new 4-lane roadway bypassing town of Hughesville. Responsibilities included assisting lead highway design Manager in a fast track design of horizontal and vertical alignments for the highway sections and ramps, performing super elevation calculations, identifying properties and driveways,

identifying forested areas and wetlands, locating retaining walls and writing engineering reports. Assisted lead SWM design Manager in a fast track analysis and design for five sub drainage areas using latest MDE SWM criteria. Designed a wet pond facility with a sediment forebay to provide water quality control for the ten-year storm meeting MD 378 standards, design of grass swales, using the latest MDE SWM criteria and writing engineering reports. (2001-2003)

- **Howard Street Light Rail Reconstruction Project**, Baltimore Maryland: Inspection for fast track light rail track replacement project. Responsibilities included inspection of track work, storm drains, working with plans and co-coordinating with the contractor. (2001)
- **MD Route 273 at MD Route 273 and 213**, Baltimore, Maryland: Intersection capacity improvements along MD Route 273. Duties performed were laying alignments, geometric at intersections, proposing different alternatives for lanes and lane widths and performing engineering calculations. **MD Route 450, New Carrollton Streetscape**, Maryland: Was a part of the project team for design of urban design and streetscape planning for ½ mile arterial roadway. Responsibilities included median landscaping, crosswalk design, traffic improvements, design of pedestrian access enhancements and roadway signing update and improvements. (2001-2002)
- **Laskin Road**, City of Virginia Beach, Virginia: Project engineer for a major highway widening project in the City of Virginia Beach. Project consisted of widening a four lane highway to a six lane highway for one mile along Laskin Road. Responsibilities included setting vertical and horizontal alignments, drainage design, stormwater management, preparation of reports, and assist in preparation of environmental permit documents for preliminary engineering design. (2003-2004)
- **MD 5 at Westphalia Road** – Book job which involved resurfacing along MD 5 at Westphalia Road. Duties performed were to maintain an inventory of traffic barriers, storm drain inlets and culverts that needed to be replaced. Also, maintained an inventory of existing ditches that need to be trimmed or minor excavation. Responsibilities also included preparing cost estimate, identifying the inventoried replacements/excavations on as-built plans, delineating the limits of disturbance and coordination with MDE for Erosion and Sediment Control and Stormwater Management Permits/waivers. (2006-2007)
- **Automatic Vehicle Location for Buses**, Baltimore, Maryland: Responsibilities included were finding the impacts of Automatic Vehicle Location systems on schedule adherence for buses in Baltimore using different statistical methods. (2000-2001)
- **Running Time Analysis for Buses**, Baltimore, Maryland: Duties performed were proposing a method to estimate running times/link travel times using statistical methods for the buses in Baltimore. (2000-2001)
- **Baltimore Washington International Airport Accessibility Analysis**, Baltimore, Maryland: Responsible for data collection, organization, and analysis for vehicles to enter the parking garage, train station parking lot and long term airport garages. (1999)

Publications

- *Impact of Automatic Vehicle Location (AVL) System on Schedule Adherence for MTA Bus System*, Transportation Research Board, 2001.



November 22, 2021

Mr. Michael Hurtt, Chair
2019-2020 ASHE National Nominations Committee
American Society of Highway Engineers

Email: MHurtt@Chacompanies.com
NMorisi@ashe.pro

RE: Nomination for ASHE Great Lakes Region National Director

Dear Mr. Hurtt

The Officers and Board of Directors for the Great Lakes Region of the American Society of Highway Engineers would like to formally **nominate Mr. Jim Shea, PE, PTOE for the position of National Director.**

On November 08, 2021, the ASHE Lake Erie Section nominated Jim Shea, PE, PTOE for consideration by the region for the position of National Director. The ASHE Great Lakes Region Board voted via email between Monday, November 15, 2021 and Wednesday, February 17, 2021, in which he received ten of the thirteen votes for yes, with three votes not responding. Mr. Shea has indicated that he would accept the nomination should the board's vote concur.

We are in full support of Jim Shea. Since he entered the industry in 2009, Jim has served in a leadership role for ASHE – Lake Erie Section (Vice President, President, Director), Great Lakes Region (Secretary), 2018 Conference Co-Chair, National Level (Conference Committee).

Jim's dedication to ASHE is second to none. Having served as his co-chair for the 2018



Conference, I witnessed his enthusiasm for the organization and his aspiration to exceed expectations. He has consistent focus on the development of exceptional work products and is tireless in his active participation in societies that advance our profession in the community. In addition to his participation, Jim has actively encouraged his staff to participate on committees, attend events and be involved to help drive the organization into the future. This experience will further serve our National ASHE organization as The Great Lakes Region National Director.

Please let us know if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "K N Bowen".

Kirsten N. Bowen, PE
Great Lakes Region President

A handwritten signature in blue ink that reads "Caroline Duffy".

Caroline F. Duffy, PE
Great Lakes Region Nomination Chair

Enclosures

October 5, 2021

ASHE Great Lakes Region Nomination Chair
Caroline F. Duffy, PE
c/o 143Engineers
3249 Plateau Place
Cincinnati, Ohio 45241

RE: ASHE Great Lakes National Director

Dear Ms Duffy:

It is with great respect and excitement that I nominate James T. Shea for the esteemed ASHE Great Lakes National Director position. As the Past President of the Lake Erie Section, the Great Lakes Region Secretary, and the 2018 ASHE National Conference Co-Chair, Mr. Shea embodies the professional dedication and excellence of ASHE.

Jim Shea joined the Lake Erie Section May 2009 and wasted no time by joining the board of directors in the same month. At the section level, Mr. Shea has served as the president, vice-president, and director. Jim's impact and effort to continuously promote ASHE is defined at the local section level as well as at the region level, where he has served as the Region Secretary since 2013.

During his term as section Vice President, Jim was on hand to assist with the local program, selecting and contracting with the host venues, and working with the treasurer on welcoming guests and members to each section meeting.

When our Board of Directors decided to procure liability insurance, Jim took charge of the process, gathering quotes and performing a review of language to narrow the selection. This effort is also a clear display of the personal time Jim donates keeping our local ASHE section moving forward. While President of the Lake Erie section, Jim was focused on member experience and growing the overall membership. He set a goal of increasing the membership by 15% and at the end of his term the goal was met and surpassed, increasing 22% to 186 members.

In the past several years, Jim's dedication to ASHE has grown to the National level as well. Jim led the efforts to bring the 2018 ASHE National Conference here to Cleveland. To ensure a positive experience and a successful Conference, Jim gathered input and commitment from all the Committee Chairs prior to the submission, along with reaching out to prior Conference host committees. It was an easy decision for many to help, knowing Jim was the Co-Chair for the Conference, and knowing his dedication to make the 2018 Conference a success. Many people within this great organization had the opportunity to hear Jim speak at the National Conferences in New York and Cleveland. His passion and desire to continually improve the ASHE experience for all is evidenced by his leadership skills and the lofty goals he sets for not just himself, but for those around him.

Having worked alongside Mr. Shea as our careers progress, I am continually impressed with the drive, effort, and determination of promoting ASHE Jim has demonstrated. It is clearly apparent that Mr. Shea recognized the value membership would bring him and his career, through learning, networking and opportunities for new connections and experiences.

In closing Mr. James T. Shea, P.E., PTOE not only puts into practice the principles of good leadership - but he is also transferring this knowledge to our future leaders.

Thank you for your consideration of our candidate for the Great Lakes National Director. If you have any questions or require additional information, please don't hesitate to contact me.

Sincerely,

MICHAEL BAKER INTERNATIONAL



Sean Milroy, PE, PMP, DBIA

ASHE Lake Erie President

<http://lakeerie.ashe.pro/>

Michael Baker International | Project Manager - Transportation

1111 Superior Avenue, Suite 2300 | Cleveland, OH 44114 | [O] 216-776-6613 | [F] 216-664-6532

smilroy@mbakerintl.com | www.mbakerial.com f t i in y



November 3, 2021

ASHE Great Lakes Region Nominations Chair
143 Engineers
3249 Plateau Place
Cincinnati, Ohio 45241

RE: ASHE National Director for the Great Lakes Region Nomination

Ms Duffy,

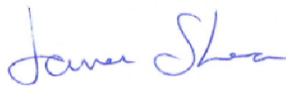
I am pleased that the ASHE Lake Erie Section has nominated me for the ASHE National Director for the Great Lakes Region position. I am willing to serve in that capacity. I am dedicated to the advancement of the highway industry and excited for the opportunity to contribute to the industry through my continued participation on this important ASHE board. I hope this nomination is well received by the Great Lakes Region, where I have shown ongoing commitment over the past 8 years as Region Secretary. I wish to continue to serve in that capacity if accepted as a National Director.

In addition to the support provided by the ASHE Lake Erie Section, through this nomination. My employer, Chagrin Valley Engineering, fully supports my commitment to ASHE and my participation on this respected Board. In their support they will extend the flexibility needed to prioritize the attendance at all scheduled National Board meetings and also the flexibility to attend various Section meetings throughout the Great Lakes Region.

I would ask the Great Lakes Region for **special consideration in accepting my nomination**, as my past term was a partial term to fill the remainder of Stan Harris' term. **During that partial term the National Board only met in person one time, due to the pandemic, and I am just beginning to contribute in a meaningful way.**

Thank you to the Region Board for this consideration of my nomination. Should you have any questions or require additional information, please do not hesitate to contact me at 216-213-9497 or via email at shea@cvelimited.com.

Very truly yours,



Jim Shea, PE, PTOE
Partner

Jim Shea, PE, PTOE

Project Manager/Transportation Engineer



Education

- M.S., Civil Engineering, Cleveland State University, 2013
- B.S., Civil Engineering, Cleveland State University, 2007

Professional Registrations/Certifications/Training

- Professional Engineer, Ohio (#76165)
- Professional Traffic Operations Engineer (#3431)
- IMSA Traffic Signal Technician Level II
- NHI Designing for Pedestrian Safety
- NHI Bicycle Facility Design
- NHI Alternative Intersections and Interchanges
- NHI Intersection Safety
- ODOT Safety Studies Training
- ODOT Traffic Academy – Traffic Signals
- ODOT Traffic Academy – Signing and Pavement Markings
- ODOT Traffic Academy – Maintenance of Traffic
- ODOT Traffic Academy – Interchange Studies
- ODOT Highway Safety Manual Focused Training

Jim T. Shea, PE, PTOE serves as Project Manager/Transportation Engineer and brings experience in transportation planning, roadway design, and traffic operations and design on various transportation projects for county, state, and local government agencies. Throughout his career, Jim has provided design services on numerous urban roadway reconstruction, resurfacing, and reconfiguration projects with experience involving horizontal and vertical alignments, maintenance of traffic, drainage, water work design, traffic signal design and ADA design. He brings extensive experience in pavement resurfacing and repair methodologies in urban areas. In addition to his design experience, Mr. Shea brings experience in a variety of preliminary engineering studies, including traffic impact studies, corridor alternative studies, interchange modification studies and safety studies.

ASHE SERVICE EXPERIENCE

ASHE Lake Erie Section – Jim has served in a variety of roles for the Lake Erie Section including Director (2009-2013), Vice President (2013-2017), President (2017-2019) and is currently serving as the Past President (2019-2021).

ASHE Great Lakes Region – Jim currently serves as the ASHE Great Lakes Region Secretary where he coordinates communication between ASHE National and the ASHE Sections. Jim has served in this capacity for the Great Lakes Region since 2014.

2018 ASHE National Conference Co-Chair – Jim served as the National Conference Co-Chair for the 2018 ASHE National Conference that was host by the Lake Erie Section and held in Cleveland Ohio. The conference hosted nearly 600 transportation professionals and was a financial success.

ASHE National Conference Committee – Since complete the conference in 2018 Jim has continued to serve on the ASHE National Conference Committee where he participates as a member of the planning committee for the next 3 hosting conferences.

ASHE National Director – Jim currently serves as the National Director for the Great Lakes Region and is Chair of the Ad Hoc committee. He is seeking nomination for a 3-year term.

2018 ASHE Member of the Year – In 2018 Jim was awarded the ASHE Member of the Year award for his contributions to ASHE, not only with the 2018 National Conference, but for this ongoing commitment to the Lake Erie Section and the Great Lakes Region.

KEY PROJECT EXPERIENCE

City of Cleveland, Fulton Road/West 28th Street Rehabilitation – Cleveland, OH (Project Engineer: 2017) – Jim served as the Project Manager where TRC provided design services for the rehabilitation of 1.5 miles of Fulton Road/West 28th Street from Clark Avenue to Detroit Avenue in Ohio City. The southern section of the corridor, from Clark Avenue to Lorain Avenue, will be completely reconstructed with new pavement, curb and sidewalk along the entire length. The northern section of the corridor, Lorain Avenue to Detroit Avenue, will be rehabilitated with curb and sidewalk being repaired on an as-needed basis. Intersection alternatives are being developed at the West 28th Street/Franklin Avenue intersection to include a traditional signalized intersection as well as a modern roundabout.

City of Cleveland, Scranton/Carter Road Improvements - Cleveland, OH (Project Engineer: 2014-2015) – Jim served as Project Engineer and provided design services for the reconstruction of 0.60 miles of reconstruction along Carter Road and 0.80 miles of reconstruction along Scranton Road. Reconstruction plans included full-depth pavement replacement, sidewalk and curb replacement, and signing and pavement marking upgrades to accommodate bicycle facilities and utility adjustments.



November 29, 2021

Mr. Michael D. Hurtt, PE
Immediate Past President
American Society of Highway Engineers – National Board

RE: ASHE National Director Position – Northeast Region

Dear Mr. Hurtt,

The ASHE Northeast Region is proud to nominate **Mr. Glen Kartalis for the potentially open National Board Position representing the Northeast Region** (currently occupied by Don Di Zuzio). . He has been active with NY Metro since the beginning as he was one of the original charter members of our Section since 2008. He served as Programs Committee Chair as well as President of our NY Metro Section for 2 separate terms. He has been instrumental in running our Design Build workshops of great success. He was Co-Chair for the 2017 National ASHE Conference in New York City. Additionally, he was a member of the New Jersey Chapter as early as 1992 when he was running the New Jersey Office for AECOM (previously names Frederic R. Harris). Mr. Kartalis also participated in the Project of the Year review committee for the NE Region for during 2020/2021 selections.

Sincerely,

A handwritten signature in blue ink that reads "Robert G. Prophet".

Robert G. Prophet, PE
ASHE Northeast Region – Immediate Past President

CC: Nancy Morisi

BOARD OF DIRECTORS:

November 10, 2021

President
Karim Palomino, PE
PRIME AE Group

Attn.: Drew Bitner, ASHE Northeast Region Secretary

First Vice President
Andrew Schueller, PE
SI Engineering

Subject: Request for National Board Nominations 2022-2023

Treasurer
Maria Losyeva, PE
Jacobs

On behalf of the NY Metro ASHE Section, our **Board unanimously propose Mr. Glen Kartalis, PE to be considered for the NORTHEAST REGION NATIONAL DIRECTOR** position, a well-deserved position based on decades of involvement with ASHE.

Secretary
Oscar Bustos, PE
Urban Engineers

Currently Mr. Kartalis serves as a Director for NY Metro's Section as the liaison to the NE Region. He has been active with NY Metro since the beginning as he was one of the original charter members of our Section since 2008. He served as Programs Committee Chair as well as President of our NY Metro Section for 2 separate terms. He has been instrumental in running our Design Build workshops of great success. He was Co-Chair for the 2017 National ASHE Conference in New York City. Additionally, he was a member of the New Jersey Chapter as early as 1992 when he was running the New Jersey Office for AECOM (previously names Frederic R. Harris). Mr. Kartalis also participated in the Project of the Year review committee for the NE Region for during 2020/2021 selections.

Past President
Tanvi Pandya, PE
NYCDOT

Director of Programs
Rhonda Cardone
Dewberry

Director of Construction
Anthony Grosso, PE
Greenman-Pedersen Inc

Name of Nominee: Mr. Glen Kartalis, PE
131 Providence Street, Staten Island, NY 10304
Glen.kartalis@aecom.com
c: 732-742-0280

Director of Membership
Samuel Scozzari, PE
Greenman-Pedersen Inc

Director of Scholarships
John Miller, PE

Director of Future Leaders
Doug Kusuke, PE
Kiewit

**Regional Director/
Northeast Region**
Glen T. Kartalis, PE
AECOM

Advisor
Michael Hershey, PE
EnTech Engineering

Mr. Kartalis has 35 Years of experience in the Highway & Bridge Industry, all with AECOM the largest Transportation company in the world. He has held several positions with AECOM throughout the years from Operations Manager to Transportation Business Line Leader at AECOM. Currently as Senior Vice President he serves as the Director of Operations for AECOM's \$2 Billion Transportation business in the Americas. He is well known not only to the NY/NJ region but through-out the US. He is active with IBTTA, ASCE, WTS, AASHTO not to mention his Past President of ACECNJ (currently National Liaison) and sits on the board of New Jersey Alliance for Action. His industry participation and positions held in prominent positions clearly demonstrates not only his willingness but his ability to lead discussion around important policy issues and advocacy within our industry. Upon further discussion with Glen on the role & Responsibilities required to fulfill the proposed 3 year term he is ***"Excited for the opportunity to serve ASHE National"***.

Mr. Kartalis' major project experiences include Project Manager for the EIS of the New Tappan Zee Bridge Project (\$6 B) for the NY State Thruway, the Project Officer for the Design and Construction of the New Driscoll Bridge Project for the New Jersey Turnpike Authority, The Atlantic City Brigantine Connector Tunnel Project for South Jersey Transportation Authority and Currently serves as the Program Director for the East Side Access Program for MTA NYC as well as the Project Officer for New Jersey Turnpike's 36 Mile Widening from interchange 1 to 4 (\$1.1B). Attached is his full resume which goes into more detail of his outstanding 35-year career.



Mr. Kartalis is a Licensed Engineer in both New York and New Jersey. He holds a BS in Civil Engineering from Pratt Institute in Brooklyn NY. In 2008 he was awarded "Outstanding Professional Engineer in Management" by the New York Society of Professional Engineers (NYSPE) and in 2017 he received the member recognition Award" from American council of Engineering Companies in New Jersey (ACECNJ).

The following reference contact information can be provided (if you so request).

- John Keller - NJ Turnpike Authority Executive Director
- James Kennedy - NJ Assemblyman
- George Lobman – UTCA NJ

Mr. Kartalis brings to ASHE the highest level of professionalism in our industry. Again, we strongly support and are excited for Glen's willingness to participate at the National Board level. Please consider Mr. Kartalis for this deserving position. If you have any questions or need additional information, please contact me at 914.310.4661 or via email KPalomino@primeeng.com

Sincerely,

A handwritten signature in blue ink that reads "Karim Palomino".

Karim Palomino, PE

ASHE NY Metro Chapter - President

Cc: Paul McNamee, PE - ASHE NE Region President
Robert Prophet, PE – ASHE NE Immediate Past President
Oscar Bustos, PE - ASHE NY Metro Secretary

Glen Kartalis

Senior Vice President

Americas Transportation

Education

BS, Civil Engineering, Pratt Institute, 1986

AAS, Civil Technology, College of Staten Island, 1984

Licenses/Registrations

Professional Engineer, New York, #068845, Issued 02/18/1992, Exp. 11/30/2015

Professional Engineer, New Jersey, #24GE03741300, Issued 04/27/1993, Exp. 04/30/2016

Years of Experience

With AECOM: 35

With Other Firms: 0

Professional Associations

American Society of Civil Engineers

American Society of Highway Engineers (board Member)

National Society of Professional Engineers

American Concrete Institute

Design-Build Institute of America

New Jersey PSE

American Council of Engineering Companies (Chair Elect)

New Jersey Alliance for Action (Board Member)

Awards

Outstanding Professional Engineer in Management Awarded by the New York State Society of Professional Engineers (NYSPE) 2008

Member recognition Award from American Council of Engineering Companies New Jersey (ACECNJ) 2017

Mr. Kartalis has 35 Years with AECOM with considerable experience in highway design, road construction, and building maintenance and renovation. He has been responsible for supervising construction contractors and executing plans and specifications of contract agreements for new construction and existing facilities. He has been involved in several Design Build Programs such as SJTA Atlantic City / Brigantine Connector Project, NJDOT Route 29 Tunnel and NJDOT Route 9 Edison Bridge Replacement. Mr. Kartalis has been involved in mega project such as the Project Manager for the Tappan Zee Bridge (\$6B) EIS and Contractors procurement. He is currently the Project officer on the East Side Access Project (\$15B) Program Management/Construction Management. He also is serving as AECOM's Director of Operations Americas responsible for Strategic Planning and growth of AECOM's Highway Bridge, Transit, Aviation and Marine Practices. AECOM Americas Transportation business is \$1.5B in revenue, \$2 B in Sales in 3 regions including Canada.

Mr. Kartalis' detailed role in Management include the following:

- 1986 – 1989 Construction Inspection & Management of project within New Jersey.
- 1990-1994 Design Manager of Projects in New Jersey
- 1995 – 2000 New Jersey Operations Manager complete Profit & Loss of all Unit Operations
- 2000 – 2003 NY/NJCT Metro Operations Manager Complete Profit & Loss of all Unit Operations
- 2004 – 2006 Design Build Manager for all projects east of the Mississippi River Managing all strategic Business Development Pursuits.
- 2006 – 2010 Project Manager for the Tappan Zee Bridge Program
- 2011 – 2013 Northeast Transportation Leader
- 2013 – 2016 NYC Metro Transportation Leader
- 2016 – Present Director of Operations Americas Transportation

Project Experience Other Category

New Jersey Turnpike Authority, Interchange 1 to 4 Widening program, (\$1.1B) New Jersey. Project Officer for the for this 36 Mile main line widening from 2 lanes to 3 lanes. AECOM is providing Program Management, Preliminary Engineering and Environmental Services for this Program which will increase main line capacity and expand interchange operations. Work includes coordination and communication with Stakeholders, regulatory agencies, Project Partners, community, Conceptual and Preliminary Design, Survey, Mapping, Traffic Analysis, Stormwater Management, Procurement Assistance and Environmental Services.

Glen Kartalis
Senior Vice President
Americas Transportation

MTA East Side Access Program (\$15B), Program Management/ Construction Management, New York. Project officer for the Largest Transportation Infrastructure Program currently underway within the US. This Program will provide direct LIRR service into a new concourse below Grand Central Terminal on Manhattan's East Side to reduce commutes into Manhattan by up to 40 minutes. Project includes a New Terminal with eight tracks, four Passenger Platforms, mezzanines, and Concourses. AECOM is providing Program Management and Construction Management which included the Harold Interlocking Program.

New York State Thruway Authority, Tappan Zee Bridge I-287 Corridor Program Management Environmental Impact Statement Study, and Design Build Procurement, New York. Project manager for the Tappan Zee Bridge replacement study for major improvements to 30 miles of interstate highway on I-287. Worked closely with other consultants as an extension of the clients' staffs to coordinate and manage the alternatives analysis, draft, and final environmental impact statement (per the National Environmental Policy Act/State Environmental Quality Review Act); engineering support activities; and communication with project stakeholders and the public. The primary study area for the analysis of transportation issues is the 30-mile I-287 corridor between the I-287/I-87 interchange at Suffern, New York, and the I-287/I-95 interchange in Port Chester, including the Tappan Zee Bridge. The study evaluates service and potential linkage to existing commuter rail lines in three counties. Procurement of Design Build contracts worth \$6 billion in construction.

New Jersey Department of Transportation, Driscoll Bridge Widening and Rehabilitation, Woodbridge/Sayreville, New Jersey. Project officer for the \$200 million widening and rehabilitation project. The widening consists of a new, parallel seven-lane structure with full shoulders. Two designs are being prepared for bid: one in segmental concrete box girder and the other in steel plate girder. Foundations will be offered to bidders as either driven pipe pile or cased drilled shafts. The new bridge will be approximately 4,500 feet in length. The rehabilitation effort addresses a new concrete deck and stringer system for the existing NB structure and safety improvements and strengthening for the existing SB bridge. Limited seismic retrofit efforts will be made to both existing bridges. The work also includes approximately two miles of roadway approach work, numerous retaining walls, and a re-alignment of the Route 440 entrance ramp.

New Jersey Department of Transportation, Route 9 Edison Bridge Design Build, Sayreville, NJ. Project officer for the design build contract of a new 4,386 LF river crossing, 252-foot span with 110 vertical clearances. Through an accelerated design process, the contractors was able to begin driving piles 4 months after owners notice to proceed. Prestressed approach spans with post tensioned concrete girders.

New Jersey Department of Transportation, Route 29 - Section 10C and 11B, Hamilton Township and Trenton, New Jersey. Project officer for the Route 29 construction improvements project which addressed traffic congestion and delays along the Route 29 corridor, Lamberton Road and John Finch Way. The main feature of this 1-mile project involved the construction of 2,200 feet of cut and cover tunnel alongside of the Delaware River in Trenton. A key issue was maintaining traffic through a major business district in Trenton, along the Trenton Thunder minor league baseball stadium.

South Jersey Transportation Authority, Atlantic City/Brigantine Connector, Atlantic City, New Jersey. Project officer for the 2-mile connector linking the Atlantic City Expressway, Route 30, and Brigantine Boulevard. This project provided new and improved linkages among the corridor area, the new convention center, the marina, existing and new developments in the marina area, uptown, and Brigantine Island. The project included the connector roadway and related highway appurtenances, approximately 10 bridges, the cut and cover section tunnel, realignment of Route 30, widening of Huron Avenue, widening and rehabilitation of some abutting arterials, and new intersections and related traffic control systems. The services required involve the inspection of all work accomplished by the design-build contractor, on and off-site Inspections.

New Jersey Department of Transportation, Route 139 (1) Rehabilitation/Reconstruction, Jersey City, New Jersey. Project officer for the rehabilitation of 1.2 miles of Route 139 consisting of three construction contracts. Two contracts rehabilitated the Conrail, 12th Street, and 14th Street Viaducts totaling 3,885 feet in length by removing concrete encasement, deck replacement, superstructure rehabilitation, and seismic retrofitting. The third contract involved redecking and strengthening of the top level of the 3,380-foot-long Hoboken Viaduct and provided operational improvements at the existing seven local cross-street intersections. All construction took place while maintaining traffic on this heavily traveled corridor by utilizing staged construction, overnight construction, temporary detours, and traffic signal retiming.

Glen Kartalis
Senior Vice President
Americas Transportation

Middlesex County Improvement Authority, Route 514 Interchange at Raritan Center Parkway, New Jersey. Project officer for the design contract of a \$12 million interchange project located at the entrance to a major industrial park in Edison Township. This design project involved survey, geotechnical, environmental, utilities, right of way, highway, traffic, lighting, structures, and construction management. The project was performed on an extremely accelerated schedule and was advanced from conceptual through final design in five months.

New Jersey Department of Transportation, Route 322 and Route 50 Interchange, Atlantic County, New Jersey. Project officer for this design-build project which consisted of the replacement of a substandard cloverleaf interchange with a diamond interchange at a site constrained by wetlands.

New Jersey Turnpike Authority, Route 92 Environmental Services, Middlesex County, New Jersey. Project officer for the second phase of the Route 92 project within the townships of South Brunswick, Monroe, and Plainsboro. The project involved the procurement of all environmental permits and approvals required for construction of the proposed highway. Key project responsibilities included coordination with local, state, and federal agencies; obtainment of freshwater wetland permits, stream encroachment permits, and preparation of a 60-acre wetland mitigation plan; cultural resources mitigation; preparation of a wildlife inventory; hazardous site remediation coordination; and construction monitoring and oversight.

New Jersey Department of Transportation, Route 1/Penn's Neck Area Improvements, West Windsor, New Jersey. Project officer for the management and coordination of the preparation of an environmental assessment and five technical environmental studies (TES) associated with a proposal by NJDOT to develop alternative improvement schemes that would provide for a higher traffic capacity while satisfying major land use and environmental concerns. Responsibilities involved the coordination of DMJM Harris personnel in the preparation of technical environmental studies and mapping; detailed delineation of wetlands in the project area; a screening study for the presence of hazardous materials; preparation of a natural ecosystems TES, a cultural resources TES, and a socioeconomic and land use TES; and participation in a community involvement program designed to identify issues and concerns related to the project. Critical issues related to land use and property acquisition, wetland and floodplain impacts, historical and archaeological resources, hazardous materials, and aesthetics.

New Jersey Department of Transportation, Route 35, Section 8 over Shark River Monmouth, New Jersey. Project officer for the engineering and subconsultant coordination in performing a level of action assessment and Phase 1 design. The project replaced the existing bascule span bridge with a twin 1,885-foot-long high-level bridge. The project included the development of stage construction plans to maintain traffic during construction and securing New Jersey Department of Environmental Protection and US Army Corps of Engineers permits.

Borough of Totowa, Route 46 Interchange at Riverview Drive, Totowa, New Jersey. Project officer for design of the interchange improvement that included the widening and reconfiguration of existing roads and ramps, as well as widening of the overpass structure. The work also included interchange alternative studies to minimize right of way and driveway access impacts, design exceptions, construction costs, identifying utility conflicts, preparation of boring plans, sign structures, lighting, drainage report geometrics, and seismic design. Construction cost for this project was estimated at \$9 million.

New Jersey Turnpike Authority, Variable Message Signs - Milepost 0-118, New Jersey. Project manager responsible for the design and construction support services for the placement of 22 VMSs throughout the entire length of the New Jersey Turnpike. The project included an in-depth study report on the various state of the art signage panels and a system definition report outlining the communications, software analysis, and cone of vision modeling.

New Jersey Highway Authority, Garden State Parkway - Video Surveillance Cameras, Various Locations, New Jersey. Project manager responsible for the design and contract documents for 48 CCTVs to be constructed along the Garden State Parkway mainline for traffic management and placed at barrier toll plazas for security purposes. The project included field investigations, a system definition report, contract plans, and specifications. The design involved the protocol for camera housing, lens, zoom, panning, and tilt features, structural design of monopoles and bridge attachments, system integration, communications, and software analysis.

Glen Kartalis
Senior Vice President
Americas Transportation

New Jersey Highway Authority, Garden State Parkway Fiber Optic Communications, New Jersey. Project manager responsible for preparation of contract documents for a fiber optic communication link between Toms River Toll Plaza to the New York state Line and the Woodbridge Administration Building. Project involved two contracts from Milepost 80 to 125 and from Milepost 125 to 172 (totaling 93 miles). A network for an intelligent highway system utilized loop detectors, ETTM, ice detectors, and variable message signs. This project consisted of the installation of underground CEV's and MSDT's to operate the NJHA IVHS/ETTM equipment. The project included hooking up all eight barrier toll plazas within the project limits, and 20 exit ramp toll plazas along the way. The project included utility surveys at the barrier toll plazas.

New Jersey Highway Authority, Garden State Parkway, New Jersey. Project engineer for toll plaza modifications at Raritan and Union Plaza; service area rehabilitations at Monmouth, Cheesequake, and Montvale; and resurfacing overlay contracts from milepost 0 to milepost 55, milepost 129 to 142 and from milepost 163 to 167.

New Jersey Highway Authority, Garden State Parkway - Milepost 129.7 to 137.7, New Jersey. Civil engineer responsible for coordination of facility requirements, preparation of engineering studies, and recommendations for management approval. Developed plans and specifications for upgrading existing facilities. Designed the drainage system, guide rail, variable message signs, and fiber optic incident management system.

New Jersey Highway Authority, Garden State Parkway - Milepost 0.0 to 31.0 and 127.0 to 172.0 Drainage Study, New Jersey. Project manager responsible for the field inspection, report, and preparation of contract bid documents and construction supervision for the replacement and upgrade of cross drainage structures.

New Jersey Department of Transportation, Ellisburg Circle, Camden, New Jersey. Civil engineer responsible for designing grades and highway profiles to eliminate Ellisburg Circle and study all drainage, drafted cross sections, and estimated quantities.

New Jersey Department of Transportation, Scudders Mill Road Route US 1, New Jersey. Civil engineer for the designed horizontal conceptual alignment, maintenance of traffic control, and assigned drainage design.

New Jersey Department of Transportation, Route 80, Section 8L, 2S, and 3AC Widening - Route 287 to Route 513, New Jersey. Project manager responsible for the construction supervision for the \$45 million project. Work entailed construction of an additional inner HOV lane in each direction; widening of existing bridges; partial and full depth repairs to bridge decks within the limits of the project; construction of overhead sign supports; and construction of noise barrier walls along the 7-mile project that accounts for about half the dollar value of the project.

New Jersey Department of Transportation, Route 208 Sections 1E, 2F, and 3H, New Jersey. Project manager on two Route 208 widening projects. Work involved construction supervision of mainline widening, concrete median barrier, highway lighting, sign structures, new ramps, bridge deck replacements, and resurfacing the mainline.

New Jersey Department of Transportation, Bridge Deck Patching, Hudson County, New Jersey. Project manager for the construction supervision of this project that included bridge deck patching and deck joint reconstruction of seven major structures in North Bergen, Kearny, and Secaucus, Hudson County along the heavily traveled Route 3 corridor. The highly congested area required staging and the use of extensive maintenance and protection of traffic procedures during construction. In addition, all work was done at night and on weekends in order to minimize the disruption to traffic. The work involved partial and full-depth deck repairs, partial deck replacement, parapet/barrier modifications, and deck joint repairs.

New Jersey Department of Transportation, Route 30 Section 5F - 4E, Atlantic City, New Jersey. Project manager for this construction supervision contract that included widening and resurfacing of the roadway and replacement of eight bridges. The work included elements of roadway and wet excavation, drainage and structures, concrete curbing, barrier curbing, driveways and sidewalks, reconstruction of existing bridge structures, bridge painting, latex modified concrete overlays, sign structures, landscaping, traffic control, and signals.

Glen Kartalis
Senior Vice President
Americas Transportation

City of Fort Lee, Helmsley Palisades, Fort Lee, New Jersey. Resident engineer for the construction management of site work for a 2-way, 4-lane roadway to be used for future high-rise condominiums.

New Jersey Division of Building and Construction, Liberty Walk - Liberty State Park, Jersey City, New Jersey. Project engineer responsible for project coordination approval of all submittals and design revisions. Attended site visits and job meetings, and prepared meeting minutes.

New Jersey Highway Authority, Garden State Parkway - Milepost 137.7 to 141.5, New Jersey. Field engineer that designed the guide rail; inspected the traffic layout and night-time lane closings, concrete barrier, excavation, sub-base and pavement widening of the lane, acceleration/deceleration ramps, striping, reflectors, lighting, and drainage.

New Jersey Department of Environmental Protection, Burnt Fly Bog Superfund Site, New Jersey. Project officer for remedial design services at Burnt Fly Bog Superfund Hazardous Waste Site. Contract for the ROD-dictated remedial action at this CERCLA site was with the New Jersey Department of the Treasury, with NJDEP as the contract "user." The remediation of one of New Jersey's most visible hazardous waste sites included contamination investigations; design of excavation and disposal for 5,600 cubic yards of PCB and lead-contaminated soil and sediments; design of a sedimentation pond and access road; various environmental studies for the assessment of the wetlands, biological and cultural resources (stage 1A and 1B surveys) impacts; securing of all permits; community relations; plan and specification preparation; bid assistance; and construction management.

South Jersey Transportation Authority, General Engineering Consultant, Atlantic City, New Jersey. Project officer responsible for coordination with the client on the day-to-day engineering consultation services, as well as specific design tasks. Work included review of shop drawings and re-design for ongoing construction of the terminal building expansion at Atlantic City International Airport. Responsible for the design of the airport access road improvements at the airport, as well as the design of a new fuel farm access roadway. Managed the design of contract plans for the pavement management overlay program, a project in which seven miles of the Atlantic City Expressway were milled and overlaid. Additional tasks included improvements to the Farley Service Area along the expressway; parking lot improvements; realigned ramps; and new signage.

Port Authority of New York and New Jersey, John F. Kennedy International Airport Redevelopment Program, Jamaica, New York. Civil engineer that prepared a basis of design brochure on utility upgrading for storm drainage, sanitary water, communications, fire, alarm system, variable message signs, and traffic surveillance systems. Created parking phasing for the planning of the central terminal complex with a passenger distribution system.

Consolidated Edison Company, Waterside Rehabilitation, New York, New York. Engineer responsible for designing a lintel in a diversion wall and preparing specifications for removal and replacement of a collapsed floor slab.

Consolidated Edison Company, Arthur Kill Precipitator Removal, Staten Island, New York. Engineer responsible for research, time schedules, and inspection data for maintenance and efficiency costs, air performance and ultrasonic testing, aesthetics, safety, and community concerns. Involved with the project estimate for replacement of the ductwork and penthouse roof.

Consolidated Edison Company, Arthur Kill Emergency Coal Burning, Staten Island, New York. Engineer responsible for analyzing the proposed settling basin for coal runoff. Sketched the floor drainage and trench system locations to centralize the drainage to one common sump.

ASHE Officer Term Matrix

ASHE TERMS OF NATIONAL OFFICERS / DIRECTORS (amended with 2021 extension)

Fiscal Year	18-19	19-20	20-21	21-22***	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
President	Cochrane	Hurt	Matthews	Matthews	Lilla	Harris	Di Zuzio							
Past-President Nominating Chair	Dutton	Cochrane	Hurt	Hurt	Matthews	Lilla	Harris							
Treasurer	O'Hare - 1 st year (2nd T)	O'Hare - 2 nd year (2nd T)	O'Hare - 3 rd year (2nd T)	O'Hare - 1 st year (3rd T)	O'Hare - 2 nd year (3rd T)	O'Hare - 3 rd year (3rd T)	NEW							
Treasurer-Elect		Nominate - elect	Training		Nominate - elect*	Training		Nominate - elect (?)**	Training (?)		Nominate - elect (?)**	Training (?)		
Secretary	Morisi - 1 st year (1st T)	Morisi - 2 nd year (1st T)	Morisi - 3 rd year (1st T)	Morisi - 1 st year (2nd T)	Morisi - 2 nd year (2nd T)	Morisi - 3 rd year (2nd T)	Morisi - 1 st year (3rd T)	Morisi - 2 nd year (3rd T)	Morisi - 3 rd year (3rd T)	NEW				
Secretary-Elect		Nominate - elect	Training		Nominate - elect (?)**	Training (?)		Nominate - elect*	Training		Nominate - elect (?)**	Training (?)		Nominate - elect (?)**
Departing National Directors														
NE	DiZuzio	Kinnee	Fink	Fink	Kartalis	Prophet	Lincoln							
MA		Greenwood	Carriker	Carriker		Bywaltez	Desari							
SE	Lilla	Jordan			Hewatt	Jordan								
GL	Bronzo		Shea	Shea	Bronzo		Shea							
SW						Cao								

* "Elect" position MUST be filled for following year

** Inquiry with Treasurer and/or Secretary if they wish to continue with next 3-year term. If no, "Elect" position MUST be filled

*** Terms extended one-year due to COVID (except Treasurer and Secretary)



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: 1/11/22

Report Period: 10/8/21-1/11/22

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

Activities

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

Training sessions were held October 19 and November 3, 2021. Approximately 45 participants.

Budget update

1. 2020 - 2021 Budget: \$6,500
2. Spent – List items and \$ spent YTD
 - a. Project of Year and Director Travel, \$3,450.51
3. Current Budget Balance: \$3,049.49



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
Stephen Lester
Scott Jordan
Charlie Flowe
Larry Ridlen
Ron Springman
Stan Harris (Liaison)

E-Mail

RCochrane@ashe.pro
stevelester24@gmail.com
sjordan@seengineering.com
cflowe@ashe.pro
leridlen@comcast.net
rspring4@verizon.net
sharris80uk@gmail.com

Date: 2022-01-10

Report Period: Q4, 2021

Meetings held since the previous Quarterly Report

1. November 23, 2021

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

Discussions to be brought before the board - None

Committee activities

- All available *scanners* (1965 – 2021) have been scanned and posted to the National web site.
- The committee members have changed. Sandy Ivory and Shirley Stuttler have withdrawn, and Larry Ridlen and Ron Springman are joining the committee
- The committee is going to prepare a timeline presentation format of ASHE events through the year
- The committee is investigating a National-only history, with a repository for section histories on the web site. Getting sections to update their own histories in a uniform format is a challenge, whereas a National-only history will be easily updated as events occur, and can be posted on the website at little or not ongoing cost. It can also be printed on-demand as needed.

Status of action items

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. None

Meetings held since the previous Quarterly Report

1. Activities completed during this quarter included:
 - a. Updated submission requirements and guidelines for 2022.
 - b. Updated National Project of the Year (NPOY) advertisement flyer for 2022
 - c. Issued call for entry for the 2022 NPOY program
 - d. Coordinated posting the 2022 NPOY program on ASHE National web site
 - e. Coordinated advertising the 2022 NPOY program in ASHE's scanner
2. Activities planned for the next quarter include:
 - a. Solicit judges to evaluate the 2022 NPY submissions
 - b. Judge the 2022 NPOY submissions
 - c. Notify all teams and Region representatives who submitted projects for the 2022 NPOY program of the winning projects
 - d. Begin coordination with the winning teams for the presentation of awards at the 2022 National Conference

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

2021 – 2022 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 2022 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. 2021 – 2022 Expenditures (This budget needs to be confirmed)

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

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: January 16,th 2022

Bronzo, Chair

Fbronzo@envdesigngroup.com

Report Period:

Lilla

llilla@nelson-construction.com

2st QTR 2021-2022

Moody

smody@keller-engineers.com

Schumacher

arc.schumacher@gmail.com

Fortuna

DawnMarie.Fortuna@gmail.com

O'Connor

Brian.OConnor@tylin.com

SUB Committee (Partnership)

Committee Sub Chair- Vacant

SMPS Representative - Fortuna

NACE Representative – VACANT

IECA Representative – Jeff DeAngelo JDeAngelo@benesch.com

ASCET Representative – Jeanette Morenski JMorenski@teci.com

ACRA- Vetting period-Richard Grubb

Meetings held since the previous Quarterly Report:

January 12, 2022

Motions: I have a motion for the Board to accept the partnership agreement with ACRA Attached

Discussions to be brought before the board:

Activities involving coordination. Request National Directors to coordinate with Region President to help gain a response to the request of documentation of exposure funds provide in 2021. The North East Region and the Great Lakes Region provide responses.

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.**



2020 Exposure Funds Utilization Report

No funds obtained.

2021 Exposure Funds Utilization Report

Sections Requesting Exposure Grant Funding and usage:

- The ASHE Northeast (NE) Region obtained \$1,200 from ASHE National. The intent of these funds is to promote the exposure of ASHE in accordance with established guidelines. The NE Region Board elected to share the entire allotment with NE Region Sections. Each Section had to apply for funding. The below Sections and amounts show how the NE Region distributed the funds.
- Harrisburg Section (\$400)
 - The funds helped grow student involvement in the chapter and are helping establish a Student Chapter at a local college/university. Funding was used to: cover costs for students to attend in-person meetings/events, and advertise and obtain equipment necessary at student events.
- Pittsburgh Section (\$400)
 - Funds were used for the Section's annual yearly membership fee to the Construction Legislative Council. www.clcpa.org. The CLC Board includes ASHE and 13 other organizations. CLC member organizations meet with legislators and public officials to advocate for construction and the build environment. Funding also helped to offset the Pittsburgh Regional Future Cities Competition (<http://futurecity.org/pennsylvania-pittsburgh>), part of the Annual National Engineers Week Future City Competition.
- North-Central New Jersey (\$400)
 - Funds were put towards the Education Committee's efforts to assist and mentor the Student Chapters of ASHE NCNJ. Specifically, the requested funds were used to increase visibility on campus and fund additional Student Chapter membership events (display boards and swag).



(2022) Exposure Grant Fund Request



Section Requesting Exposure Funds: Northeast Region

Contact Person: Scott Cortese ASHE Position: Region Vice President Phone: 732-259-6397

Email: scortese@tandmassociates.com Mailing Address: 11 Tindall Rd, Middletown, NJ 07748

Total amount requested from the Region (administrator of the funds allocated to the Region by the National Board): \$3,000

Additional Funding Provided by: (if applicable) _____ Amount \$ _____

Describe how the exposure funds will be used (event/activity name): Funding will be used for two primary goals: Regional support and local Section support.

Funds for Regional support will be used for the development of an ASHE NE Regional Conference. Specifically, these funds will be used for deposits necessary for the venue. The goal of the Regional Conference is to promote ASHE regionally and entice new members to join. This conference will seek technical presentations and invite public agency attendees to boost overall attendance. The NE Region has already begun planning and has researched venues, costs, dates, etc.

Local Section support will consist of applications from each section seeking funds. Applications will delineate how funds will be put to use, in accordance with the ASHE Exposure Grant Guideline. Awards will be sent to local Sections later this year with reports of funding usage due shortly afterward.

Describe how this event/activity is consistent with the current ASHE Strategic Plan (Vision, Values, or Strategies): <http://ashe.pro/documents/D34-2018-2021-STRATEGIC-PLAN.pdf> The Regional Conference hits all the goals of the ASHE strategic plan for vision, values and strategies (see above description). Date of event or date funds will be used: Fall 2021 or Fall 2022 (depending on venue availability and Covid).

Is this a one-time opportunity or a recurring activity/event? The Regional Conference is intended to be an every-other-year event and local Section support will occur every year.

Will participation be possible if the full amount requested is not granted? We are not sure at this time. Deposits for the event may outweigh the Region's savings account.

If yes, what is the minimum amount that can be utilized? \$ _____

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry if not consistent with the current ASHE Strategic Plan elements (*Additional sheets, diagrams and photos may be attached.*)

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

X Increasing membership in an existing Section? *Section name:* All NE Region Sections

X Expand the society into new geographical areas? *Where:* Connecticut

X Providing a new service or improving an existing service to ASHE members? New Regional Conference.

____ Other: _____

Describe what and how other organizations, if any, will be participating in this event or activity? Public Agencies through attendance and speaking engagements. Other private organizations will be able to advertise at the event and bring their own members.

Who will be submitting a report to the Region Board on how the exposure grant funding was used after the event/activity? Scott Cortese; scortese@tandmassociates.com

Submittal Instructions

E-mail

- 1) This completed application/request form and,
- 2) Supporting information in pdf file format.

Note: A follow-up report needs to be submitted to the Region Board by the end of the ASHE fiscal year (= June-May) describing what the exposure grant funds were used for to justify the allocation and future consideration of funding to the Region/Section. (Required)

To: ASHE Region Secretary (or designated Region exposure grant fund allocation coordinator for the Region Board)

The e-mail needs to contain the contact's name and telephone number.

Applications received will be acknowledged by the Region via e-mail. This acknowledgment does not represent approval of the funding allocation requested by the Region/Section. Yearly exposure grant funding allocated to the Regions by the National Board will be administered by the Region each year.

Exposure Grant Funds, if approved, will be sent directly to the Section Treasurer.



(2022) Exposure Grant Fund Request



Section Requesting Exposure Funds: Northeast Region

Contact Person: Scott Cortese ASHE Position: Region Vice President Phone: 732-259-6397

Email: scortese@tandmassociates.com Mailing Address: 11 Tindall Rd, Middletown, NJ 07748

Total amount requested from the Region (administrator of the funds allocated to the Region by the National Board): \$3,000

Additional Funding Provided by: (if applicable) _____ Amount \$ _____

Describe how the exposure funds will be used (event/activity name): Funding will be used for two primary goals: Regional support and local Section support.

Funds for Regional support will be used for the development of an ASHE NE Regional Conference. Specifically, these funds will be used for deposits necessary for the venue. The goal of the Regional Conference is to promote ASHE regionally and entice new members to join. This conference will seek technical presentations and invite public agency attendees to boost overall attendance. The NE Region has already begun planning and has researched venues, costs, dates, etc.

Local Section support will consist of applications from each section seeking funds. Applications will delineate how funds will be put to use, in accordance with the ASHE Exposure Grant Guideline. Awards will be sent to local Sections later this year with reports of funding usage due shortly afterward.

Describe how this event/activity is consistent with the current ASHE Strategic Plan (Vision, Values, or Strategies): <http://ashe.pro/documents/D34-2018-2021-STRATEGIC-PLAN.pdf> The Regional Conference hits all the goals of the ASHE strategic plan for vision, values and strategies (see above description). Date of event or date funds will be used: Fall 2021 or Fall 2022 (depending on venue availability and Covid).

Is this a one-time opportunity or a recurring activity/event? The Regional Conference is intended to be an every-other-year event and local Section support will occur every year.

Will participation be possible if the full amount requested is not granted? We are not sure at this time. Deposits for the event may outweigh the Region's savings account.

If yes, what is the minimum amount that can be utilized? \$ _____

Please explain in detail how participation in this event or activity will promote the society and/or the highway industry if not consistent with the current ASHE Strategic Plan elements (*Additional sheets, diagrams and photos may be attached.*)

Is participation in this event or activity expected to help grow ASHE by *(mark all that apply)*

X Increasing membership in an existing Section? *Section name:* All NE Region Sections

X Expand the society into new geographical areas? *Where:* Connecticut

X Providing a new service or improving an existing service to ASHE members? New Regional Conference.

____ Other: _____

Describe what and how other organizations, if any, will be participating in this event or activity? Public Agencies through attendance and speaking engagements. Other private organizations will be able to advertise at the event and bring their own members.

Who will be submitting a report to the Region Board on how the exposure grant funding was used after the event/activity? Scott Cortese; scortese@tandmassociates.com

Submittal Instructions

E-mail

- 1) This completed application/request form and,
- 2) Supporting information in pdf file format.

Note: A follow-up report needs to be submitted to the Region Board by the end of the ASHE fiscal year (= June-May) describing what the exposure grant funds were used for to justify the allocation and future consideration of funding to the Region/Section. (Required)

To: ASHE Region Secretary (or designated Region exposure grant fund allocation coordinator for the Region Board)

The e-mail needs to contain the contact's name and telephone number.

Applications received will be acknowledged by the Region via e-mail. This acknowledgment does not represent approval of the funding allocation requested by the Region/Section. Yearly exposure grant funding allocated to the Regions by the National Board will be administered by the Region each year.

Exposure Grant Funds, if approved, will be sent directly to the Section Treasurer.



Professional Organization Partnership Agreement

This agreement is between the national membership Professional Organizations known as the American Society of Highway Engineers (“ASHE”) and the American Cultural Resources Association (“ACRA”), collectively the “Partner Organizations”, and outlines the responsibilities of ASHE and ACRA in fulfilling their partnership. The goal of this partnership will be to provide mutual benefits to the members of the respective organizations.

This partnership agreement spells out the responsibilities of the ACRA and ASHE for developing a successful and mutually beneficial relationship working collaboratively to foster professional development, networking, information exchange, and technology transfer between the organizations and the individual national members of the organizations.

Provided this agreement and the responsibilities of the organizations contained herein are upheld by their respective Boards of Directors, this agreement shall entitle individual ASHE members’ employer companies or organizations, and individuals of ACRA member companies or organizations to a 10% discounted annual membership in the other organization, pursuant to each Partner Organization’s membership categories and rate structures. Furthermore, this agreement allows ACRA to claim partnership with the ASHE and vice versa. ACRA websites and publications shall incorporate ASHE logos and branding and shall state that ACRA is “*A Partner of the American Society of Highway Engineers.*” ASHE websites and publications shall incorporate ACRA logos and branding and shall state that ASHE is “*A Partner of the American Cultural Resources Association.*”

This agreement becomes effective upon signature of the ASHE President and the ACRA President (see Section V). This agreement is an annual agreement. This agreement shall automatically renew on January 1 of each calendar year. Either Partner Organization may terminate this agreement at any time, with or without cause, provided that a Notice of Termination is given to the President of the other organization no less than 30 days from the effective date of termination to allow the modification of websites, mailings, or other cross-promotional means or benefits to be rescinded or terminated by each party.

General Responsibilities

The specific technical and management processes that will be required to implement the objectives, terms, and responsibilities of this agreement are not explicitly known at its inception. Both Partner Organizations pledge to work together to implement the management and processes that best benefit the respective organization’s members. ~~As a fundamental obligation, both Partner Organizations shall share membership data, which may include contact information of individual members, subject to the operating policies of~~

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~~each Partner Organization, for targeted member benefit opportunities such as professional education opportunities, discounts, and other benefits. These data shall be considered proprietary, and shall not be disclosed to third parties.~~ Where appropriate, the Partner Organizations agree to promote to their respective organization's members the various benefits of cross-membership in the other's organization. Additional responsibilities for the implementation of this agreement include the following:

- A. Each organization will, within 90 days of the effective date of this Partnership Agreement, and continuously thereafter as long as this agreement is in force:
 - 1. Publish provided periodic promotional information about the Partner Organization and distribute it to their respective members, by whatever means deemed appropriate by the publishing organization.
 - 2. Submit a brief report of activities to each other on a roughly quarterly basis, based upon making the information available to the other organization's Board of Directors.
 - 3. Prominently display the partnership on their respective websites and promote the benefits of ASHE and ACRA affiliation to their members.
 - 4. Promote each Partner Organization's events to their respective members.
 - 5. Provide timely information on events and programs to Partner Organization headquarters for posting on any calendar of events.
 - ~~6. Provide assistance and support for federal legislation and policy programs and initiatives that meet both organizational goals and objectives~~
 - 7. Provide training and professional development benefits and opportunities that may be accessed by Partner Organization members at the member rate. ACRA members who are not also ASHE members will be able to attend for the member rate as a result of this partnership, and vice versa. Training opportunities include:
 - a. Each organization's Annual Conference (attendance discounted for joint members beginning with the 2022 conference(s) of the respective organization).
 - b. Workshops (attendance discounted for joint members).
 - c. Online learning opportunities/webinars (joint members notified and registration discounted).
 - 8. Provide access for a representative from each Partner Organization to attend public portions of their respective board meetings.
 - 9. Offer opportunities for outreach to other Affiliates or other Partner Organizations in their respective communications channels, including but not limited to blog posts, newsletters, ~~member emails~~, and social media.
 - 10. Provide a complimentary booth at each other's annual conference.
 - 11. ACRA and ASHE will notify each other of changes of address or changes in their respective dues
- B. Each organization shall have sole discretion over the following offerings to its own respective members:
 - 1. Advocate or support positions or policies of the other Partner Organization that are advanced by that other organization for the benefit of the other Partner Organization's members.
 - 2. Provide in-person, financial, or in lieu support of Affiliate Chapter or subsidiary Chapter formation of either organization.
 - 3. Collaborate on government relations efforts in respect to shared interests by the Partner Organizations.

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4. Provide exclusive benefits to other non-Partner Organizations without notice.
5. Other responsibilities to organization members, specific to the particular organization's By-Laws and operating rules, policies, and normal business practices.
6. ~~Provide specific membership lists to third party vendors or organizations as agreed upon between the entities for the purposes of developing new or improved benefits for members. ASHE and ACRA represent that their individual members may elect to opt out of either or both ASHE and ACRA membership lists at any time. Each Partner Organization shall notify the other of such a member's election to opt out.~~

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Legal and Other Responsibilities

- C. Legal Responsibilities
 1. This Partnership Agreement shall not authorize either organization to offer itself as spokesperson for the other, or bind the other to any contract, without separate express written consent.
 2. ASHE will not serve as direct legal or financial representation for the ACRA, nor ACRA for ASHE.
- D. Renewal of Agreement
 1. The ASHE Board of Directors and ACRA Board of Directors will evaluate the effectiveness of this agreement in meeting ACRA, ASHE and member needs every year. Either organization may elect to terminate this agreement at any time and for any reason.
 2. Either Partner Organization may propose an amendment or renewal package at least ninety (90) days before this agreement expires. Neither Partner Organization is bound to accept any amendment proposed by the other.
 3. Unless otherwise amended, dissolved, or otherwise terminated, this agreement shall automatically renew on January 1 following the effective date of the original agreement, and shall be valid for a period of one (1) year, at which time the agreement may again renew automatically.
 4. Should this partnership be dissolved or not renewed for any reason, each organization will remove all partnership documentation from their websites, or other publications, and immediately cease the representation to the public and to its members of the partnership.

Agreement Signed this _____ day of _____, by

_____, President of the American Society of
Highway Engineers ("ASHE"),

and

_____, President of the American Cultural
Resources Association ("ACRA").



COMMITTEE STATUS REPORT PUBLIC RELATIONS COMMITTEE

Committee Members

E-Mail

Date:1/18/22

Report Period: January

Amanda Schumacher, Chair

aschumacher@borton-lawson.com

Jennifer Hendricks – Kimley Horn

Jennifer.Hendricks@kimley-horn.com

Kathy Johnson – Baker

Kathy.Johnson@mbakerintl.com

Jason Hewatt

jasonrhewatt@gmail.com

Jen Newman – Elevate Marketing Advisors

Jen@elevatemarketingadvisors.com

Melissa Boyles – Stacy Witbeck Contractors

mboyles@stacywitbeck.com

Donato Di Zuzio (Board Liaison)

DDizuzio@tandmassociates.com

Promote ASHE. Monitor branding of ASHE. Publicize ASHE to transportation community. Serve as a source of information to other committees, Regions, and Sections on logo use and branding ideas. Manage distribution of literature to help expand ASHE presence and visibility. In coordination with Partnership Committee, coordinate ASHE booth utilization. Oversee ASHE Store vendor and materials made available. Manage ASHE Inside Lane electronic newsletter content and advertising revenue. Manage social media sites.

Meetings held since the previous Quarterly Report

1. 1/5/22

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

Resolved:

Discussions to be brought before the board:

Use and promote canva for use of all Sections (branding guidelines to be developed) – free for non profits (example flyer attached)

Activities (cumulative report):

a. ASHE Booth

- South Carolina Section - ACEC-SC / SCDOT Winter Meeting on December 7, 2021

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

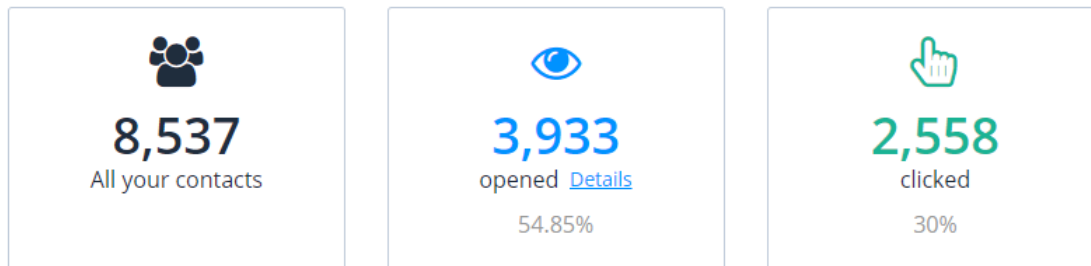
- \$1,150 – 2 runs of bottom banner on national newsletter
- ¼ page regional ad - \$1,785 (1 region)

iii. PR Action items:

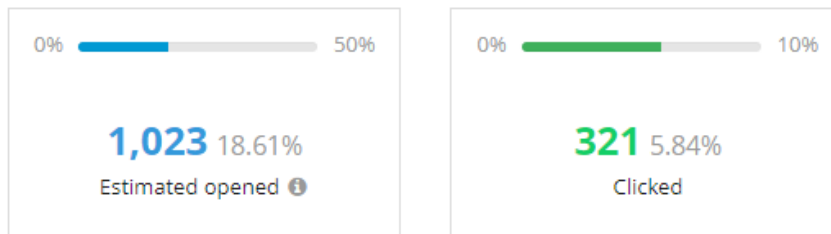
- Completed:

1. Branding Guidelines
 2. Organizational Chart
 3. Why Join ASHE Brochure
 4. Powerpoints- complete
 5. Owner/Government membership benefits flyers – complete – on website
- Year in Review – mostly complete – need PDH numbers
 - New content:
 1. Student Path with ASHE – Jen H leading
 2. Canva

c. Campaigns: SendinBlue
Overall



Holiday Greeting:



Trackable open rate ⓘ	18.61%	Click Rate	5.84%
Trackable opens ⓘ	942	Unique Clicks ⓘ	321
Total Opens ⓘ	1,279	Total Clicks ⓘ	2,594
Average Time to Open ⓘ	N/A		
Number of Complaints ⓘ	0	Last Clicked	01-05-2022 06:38 AM
Last Opened	01-16-2022 11:53 PM		
		Total Conversions	0
Click-to-Open Rate ⓘ	23.28%		

PROMOTE! PODCAST!!

First episode: Background with Melissa & Amanda – NOW LIVE!!

First interview (due to be published in February at the latest): Tim Matthews

Second Interview: James Barr - Southwest Region President

<https://www.buzzsprout.com/1896886/9891331>

d. Section/Region Coordination

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

e. Committee Collaboration

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

f. Social Media Campaign

- i. Continuous momentum with more local Section/activities sharing
- ii. Social media report (+ = increase from May 2020)
 - LinkedIn: 995 followers
 - a. + 128 followers
 - Twitter: 206 followers
 - a. +9 followers
 - Facebook: 188 followers
 - a. +48 followers
 - Instagram: 78 followers
 - a. +28 followers

LinkedIn

Visitor demographics ?

Time range: Jan 2, 2022 - Jan 16, 2022 ▼ Data for: Job function ▼

Top job functions

	Visitors	% of Visitors
Business Development	7	29.17%
Operations	6	25%
Engineering	3	12.5%
Program and Project Management	3	12.5%
Arts and Design	2	8.33%
Education	1	4.17%
Research	1	4.17%
Support	1	4.17%

g. National Conferences

- i. Columbus 2022
 - Logo approved
 - Promoting via social media and email to membership
 - Last membership email results:

NAME	RECIPIENTS	OPENERS	CLICKERS
2022 Conference Email	6,249 100%	1,126 19.77% Details	318 5.58%

- ii. Georgia 2023
 - Logo approved
- h. Multi-Briefs – ASHE Inside lane, contract renewed in April
 - i. Article review happening consistently (weekly)

Budget update

1. 2021-2022 Budget: \$5,900
2. Spent – List items and \$ spent this quarter
 - a. \$56.17 x 4 – \$224.68 - adobe creative suite (Oct, Nov, Dec, Jan)
 - b. \$39 x 4- \$156 – sendinblue (Oct, Nov, Dec, Jan)
 - c. \$36.75 – premium beat – music for podcast
 - d. \$28.94 – SC booth
 - e. \$12 – podcast hosting - buzzsprout
3. Current Budget Balance: \$3,386.53
4. List any Non-Budget Items that should be considered.

ASHE EAST PENN

KEVIN MILNES, PE



PENNDOT DISTRICT 5-0, ADE-CONSTRUCTION

Join us along with our keynote speaker, Kevin Milnes, P.E. of District 5-0 to learn about the Department's ongoing and anticipated construction projects.

JOIN US VIRTUALLY
(VIA MICROSOFT TEAMS)
NOVEMBER 5, 2021
12:00 PM - 1:00 PM

**FREE - ASHE EAST PENN
MEMBERS & GOV'T
EMPLOYEES**

\$15 - NON-MEMBERS

**\$10 - OPTIONAL DONATION TO
SCHOLARSHIP FUND**

**REGISTER BY
NOVEMBER 4, 2021
5:00 PM!**

**ONE (1) PDH
WILL BE OFFERED
FOR THIS EVENT**

**PROCEEDS WILL BENEFIT
THE SCHOLARSHIP FUND**

Register via the link within the announcement email.
(A link to the meeting will be emailed the day prior to the meeting)

Not an ASHE East Penn member? Fill out this form and email it to
tdominiecki@GFNET.com.

Trouble with the link?

Email Tom Dominiecki at tdominiecki@GFNET.com to register.





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: Winter 2022

Committee Members:

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

E-Mail:

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

Date:

1/12/2022

Meetings held since the previous Quarterly Report:

1. None, all communication is handled via email.

Discussions to be brought before the board:

1. Why all monies have been removed from the Scanner Committee's budget related to the National Conference Booth and National Conference expenses and promotional items.

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

1. Motion to reinstate funds (\$1,100) for Scanner Committee travel and Exhibit Booth for ASHE National Conference:
 - a. \$400 for Exhibit Booth
 - b. \$700 Conference Expenses/Travel

Status of activities:

1. Scanner editor continues to reach out to firms to increase advertiser revenue.
2. Developed the 2022 Winter Edition.
3. Received the following articles and inserts for Winter 2022 scanner:
 - President's Message
 - As the Wheel Turns
 - Southeastern Pennsylvania - Highway Restoration of State Route 309 in McAdoo Borough
 - East Penn - Rehabilitation of the existing seven-span viaduct structure carrying SR 7404 (Chestnut Street) in the Boroughs of Coplay, Lehigh County, and Northampton, Northampton County, Pennsylvania
 - Cuyahoga Valley Section - A Once-in-a-Generation Investment in Akron's Infrastructure

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		Not yet received	
	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

STRATEGIC PLAN COMMITTEE

Work with the National Board to keep the current Strategic Plan up-to-date. Review and develop a new strategic plan every three years. Monitor implementation of the Strategic Plan.

Date: Period: January 8, 2022

Committee Members

E-Mail

Phone:

Gerald J Pitzer, Chair

jerry1368@yahoo.com

Kathryn Power (Pittsburgh)

kpower@pa.gov

412-608-2662

Mark Kinnee (Delaware Valley)

makinnee@urbanengineers.com

215-284-3124

Dick Cochrane

rcochrane@ashe.pro

570-587-3970

Scott Kroper (Northeast Florida)

scott.kroper@rsandh.com

???

Meetings held since the previous Quarterly Report:

1. None
- 2.

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

None

Discussions to be brought before the board:

1. Need to develop the next three year strategic plan.

Activities:

Planning to work with the special National Committee on strategic plans.

Budget update:

1. 2020 - 2021 Budget: \$500
2. Spent – List items and \$ spent this quarter
 - a. \$0

3 . Current Budget Balance: \$500

4 . List any Non-Budget Items that should be considered.

a.



COMMITTEE STATUS REPORT

TECHNOLOGY COMMITTEE

Ensure that information technology (IT) is used appropriately for ASHE.

Committee Members

Mindy Sanders, Chair

Scott Jordan, Board Liaison

Dick Cochrane, WebMaster

Jacob Morisi, WebHost

Additional Ad Hoc Committee Participants

Tom Morisi

Nancy Morisi

Charlie Flowe

Shayaq Ahmed (Chesapeake)

Brian Kisner (First State)

Luke Sullivan (Middle Tennessee)

Khatereh Vaghefi (Potomac)

E-Mail

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Charlie.Flowe@kci.com

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bkisner@centuryeng.com

luke.sullivan@neel-schaffer.com

khatereh.vaghefi@gmail.com

Date: 1/20/22

Report Period:

Winter 2021

Meetings held since the previous Quarterly Report

None

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

None

Discussions to be brought before the board

None

Status of action items:

Website/Hosting

- Ongoing maintenance performed by Dick Cochran and Mindy Sanders. Recent updates include updates to Section leadership contacts and page setup for the recent Podcast recording. See attachment for more info.
- Send website requests to Mindy Sanders (mhsanders@pontengineering.com) copy Dick Cochrane (rconchrane@mctish.com)

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) 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: \$18,900
 - Items and \$ spent this quarter
 - a. Hosting through JMSS - \$1,200
3. Current Budget Balance: \$17,700
4. List any Non-Budget Items that should be considered.
 - a. None Noted

Attachments:

1. Draft RFP for Membership Portal

Web Change Log 10/12/21 to 1/19/22

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
99	Posted Project of the Year information	Joe Rikk	10/30/2021	RNC	10/30/2021
100	Posted various 2021 meeting minutes	Tom Morisi	11/4/2021	RNC	11/4/2021
101	Posted publicity slide shows	Amanda S	11/7/2021	RNC	11/10/2021
102	Posted 2021-2022 training	Stan Harris	11/10/2021	RNC	11/10/2021
103	Posted updated D17E in documents	N Morisi	11/24/2021	RNC	11/24/2021
104	Added link to SC Section on Region/Section page	SC Section	11/24/2021	RNC	11/24/2021
105	Various changes related to PR and new sections	Amanda S	12/27/2021	RNC	12/28/2021
106	Updated SNJ contact information on map page	N Morisi	1/5/2022	RNC	1/9/2022
107	Added general membership page	RNC	1/10/2022	RNC	1/10/2022
108	Created and added links to a new podcast page	Amanda S	1/19/2022	RNC	1/19/2022
109	Corrected dates in blog excerpts re: Project of the Year	Stan Harris	1/19/2022	RNC	1/19/2022
110	Removed outdated news items (posts)	RNC	1/19/2022	RNC	1/19/2022

RFP TC-2101

for

ASHE National Membership Platform Redevelopment



AMERICAN SOCIETY OF HIGHWAY ENGINEERS

Company/Organization Mission

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

About ASHE

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

ASHE Structure

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

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

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

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

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

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

Project Description or Intent

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

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

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

Project Description > Design

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

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

Project Description > Functionality

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

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

Login Credentials

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

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

Payments

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

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

Members

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

Administrators – Sections Level

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

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

Administrators – Regional

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

Administrators – National

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

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

Prospective Member Applicants

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

Membership Renewals

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

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

Variables

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

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

Reports

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

Automatic Emails

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

Other

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

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

Project Description > Additional Functionality

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

Events

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

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

Sponsorships

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

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

Project Description > Programming

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

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

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

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

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

Training and Documentation

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

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

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

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

Data Input

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

Expectations of the Developer

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

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

Name, Email & Contact Information for Everyone Involved

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

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

[Contact is TBD.]

Proposal Requirements

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

Selection

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

Ownership

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

[Needs work.]

Timelines & Milestones

Selection Process Timeline Outline:

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

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



**ASHE National Board Meeting Minutes
January 22, 2022**

Attachment 2: Region and Section Reports



REGIONAL REPORT
Great Lakes Region
Regional Directors Quarterly Report – Q4
(September 2021 – December 2022)

President:	Kirsten Bowen	Knbowen@mbakerintl.com
Vice President:	Ron Mattox	Ron.Mattox@Woolpert.com
Secretary:	Jim Shea	shea@cvelimited.com
Treasurer:	Jamie Scott	jscott@bramhall-engineering.com

Activities:

- Great Lakes Region held a board meeting on 10/25/2021 that included the following summary:
 - Tim Mathews, ASHE National President, attended the meeting.
 - Reminder was provided that ASHE Region/Section Officer Training is 10/19/21 and 11/3/2021.
 - Aaron Call provided an update on the 2022 ASHE National Conference that will be held in Columbus May 11-15, 2022. GLR will sponsor the Conference for a full-page conference ad.
 - Jim Shea and Frank Bronzo provided an ASHE National update from the October Board Meeting.
 - \$1,200 in exposure funds will be provided to the GLR. Jim indicated that many of the GLR Sections have significant balances in their checking accounts and the money wouldn't be impactful. Since the GLR has a focus on restarting Circle City, the GLR felt that spending the \$1,200 to attend and have a booth at the Purdue Road Show would be a good use of the funds.
 - There was a 9/28 meeting regarding the Circle City Section, which included the National New Sections Committee, Regional New Sections Committee, Regional Leadership, core group members in Indianapolis and others. The meeting provided an overview of ASHE and a plan for a next meeting. Things are moving in a good direction, towards a kickoff meeting.
 - GLR Awarded 2021 POY:
 - Under \$5M – Dublin Link: Scioto River Pedestrian Bridge submitted by Central Ohio
 - Over 5 \$5M – Brent Spence Bridge Repair submitted by Bluegrass
 - Brief conversation about health check of NW Ohio Section since they were late in assessments and do not appear to be using the membership data base.

Operating Budget (As of 1/6/22)		Membership (As of 1/12/22)	
Starting Balance	\$8,677.63	Starting Membership	998
Revenue	\$200.00	Losses	17
Expenses	\$1,295.80	Gains	17
Ending Balance	\$7,581.83	Ending Membership (paid)	998

Events scheduled during next quarter:

- Great Lakes Board Region Mtg: Following the January 2022 ASHE National Board Meeting

Miscellaneous Items:

- None

Milestones:

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

- None



SECTION REPORTS

Central Ohio

Regional Directors Quarterly Report – Q4 (September 2021 – December 2022)

President:	Justin Soltesz	jsoltesz@structurepoint.com	2021 – 2022
1st Vice President:	Mike Killian	Mike.Killian@burgessniple.com	2021 – 2022
2nd Vice President:	Jordan Gort	Jordan.Gort@strand.com	2021 – 2022
Secretary:	Mike Taricska	Mike.Taricska@burgessniple.com	2021 – 2022
Treasurer:	Mike Raubenolt	mraubenolt@structurepoint.com	2021 – 2022

Activities:

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

- Hosted the OTEC Regional Luncheon in October
- Columbus Crew outing on November 7

YTD Operating Budget (As of 12/2021) (Includes Investment Accounts)		Membership (As of 10/2021)	
Starting Balance	\$54,068.56	Starting Membership	191
YTD Revenue*	\$22,373.19	Losses	0
YTD Expenses*	\$11,279.62	Gains	0
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:

- Assisting other professional organizations with hosting the E-Week luncheon in February
- Planning to host our annual Scholarship Event in March at Water's Edge
- Planning to host our annual CIP Luncheon featuring guests from ODOT District 6, City of Columbus, Delaware County Engineer's Office and Franklin County Engineer's Office.

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 – Q4
(September 2021 – December 2022)**

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

Activities:

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

- Held a Virtual Section Board meeting on 10/22/2022.
- Held a Virtual Bluegrass Section Lunch Meeting on 11/21/21 – (60 Participants)
 - Pike CO US 460 – John Michael Johnson, KYTC District #12.
 - Announce UK receipt of the ASHE Scholarship
- Held a Virtual Section Board meeting on 12/16/2021.

<u>Operating Budget (As of 10/1/21)</u>		<u>Membership (As of 12/31/21)</u>	
Starting Balance	\$12,258.88	Starting Membership	98
Revenue	\$0.00	Losses	0
Expenses	\$2,231.46	Gains	0
Ending Balance	\$10,027.42	Ending Membership	98

Events scheduled during next quarter:

- Board Meeting
- Lunch Virtual Meeting

Student Chapter Update:

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

Miscellaneous Items:

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

Milestones:

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

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

- Continue Corporate Sponsorship
- Continued Membership reenrollment and Membership Drive
- Working toward awarding a second scholarship for the University of Kentucky Civil Engineering Program



**Cuyahoga Valley Section
Regional Directors Quarterly Report – Q4
(September 2021 – December 2022)**

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

Activities:

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

- October 15 Trap Shoot
- October 26 OTEC ASHE Luncheon
- December 2 Holiday Party

<u>Operating Budget (As of 12/20/21)</u>		<u>Membership (As of 12/20/21)</u>	
Starting Balance	\$12,527.90	Starting Membership	111
Revenue	\$1,224.00	Losses	0
Expenses	\$2,360.90	Gains	2
Ending Balance	\$11,391.00	Ending Membership (paid)	113

Events scheduled during next quarter:

- January COVID-19 Relief Funding update from ODOT
- March Annual 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 – Q4
(September 2021 – December 2022)**

President:	Craig Klusman	Craig.Klusman@aecom.com	2021-2022
Vice President:	Travis Thompson	Travis.Alan.Thompson@hdrinc.com	2021-2022
Secretary:	Brian Meade	brian.meade@aecom.com	2021-2022
Treasurer:	Jonathan Berry	jon.berry@burgessniple.com	2021-2022

Activities:

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

- November 9, 2021 – ASHE Derby City Chapter Meeting- Sherman Minton Bridge Project- Presenter is Mary Jo Hammon (Michael Baker International)

<u>Operating Budget (As of 01/06/22)</u>		<u>Membership (As of 01/06/22)</u>	
Starting Balance	\$11,831.00	Starting Membership	86
Revenue	\$420.00	Losses	0
Expenses	\$1,808.00	Gains	1
Ending Balance	\$10,443.00	Ending Membership (paid)	87
Scholarship Fund	\$801.59		
Available Balance	\$9,641.41		

Events scheduled during next quarter:

- January 6, 2022 - ASHE Derby City Board of Directors; virtual TEAMS meeting
- January or February ASHE Derby City Chapter Meeting

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

Miscellaneous Items:

- The Brent Spence Repair Project won the 2021 ASHE Great Lakes Region Project of the Year in the \$5 million and under category

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 – Q4
(September 2021 – December 2022)**

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.; kathy.johnson@mbakerintl.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:

- October 13, 2021; (In Person Attendance 61) Ohio Turnpike Updated with Chris Matta, PE
- October 26, 2021; Participated in the All-Ohio OTEC Luncheon presented by the Central Ohio Section with National President Tim Matthews
- November 16, 2021; Board Meeting held at S&ME with COVID health and safety guidelines. 9 members in attendance. Major topics of discussion included assessment/membership recap, events for the new year, polo shirts and Holiday Party price.
- November 17, 2021; (In Person Attendance 18) Tour of the GCRTA Compressed Natural Gas Fueling System at the Triskett District Garage by Michael Capek.
- December 10, 2021; (In Person Attendance ~100) Return of the Joint Holiday Party with WTS, ABCD, ACEC

<u>Operating Budget (As of 12/31/21)</u>		<u>Membership (As of 1/1/2022)</u>	
Starting Balance	\$39,612.70	Starting Membership	203
Revenue	\$5,541.74	Losses	0
Expenses	\$11,195.34	Gains	5*
Ending Balance	\$33,959.10	Ending Membership	208

*Pending applications

Events scheduled during next quarter:

- January 19 OpenRoads Designer and CAD Standards

Miscellaneous Items:

-

Milestones:

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



**NW Ohio Section
Regional Directors Quarterly Report – Q4
(September 2021 – December 2022)**

President: Pete Bick, pjbick@aol.com

Vice President: Tom Yurysta, tyurysta@proudfootassociates.com

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

Treasurer: Richard Spino, rspino@manniksmithgroup.com

Activities:

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

- 11/18/21 – Cindy Kerr, Vice President of ConnectToledo, 2021 Downtown Toledo Plan

<u>Operating Budget (As of 10/7/21)</u>		<u>Membership (As of 10/7/21)</u>	
Starting Balance	\$3332.97	Starting Membership	49
Revenue	\$1115.00	Losses	0
Expenses	\$1243.00	Gains	0
Ending Balance	\$3204.97	Ending Membership (paid)	49

Events scheduled during next quarter:

- Next meeting 1/20/22 – Wayne Moening, Ohio Concrete

Miscellaneous Items:

Milestones:



**Triko Valley Section
Regional Directors Quarterly Report – Q4
(September 2021 – December 2022)**

President: Brian Rhodes, Brian.Rhodes@cincinnati-oh.gov, 2021-2022 term
First Vice President: Katie Dillenburger, katiedillenburger@bayerbecker.com, 2021-2022 term
Secretary: David Emerick, david.emerick@duke-energy.com, term continuing
Treasurer: Eric Kistner, eric.kistner@stantec.com, term continuing

Activities:

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

- October 19, 2021 – Board of Directors Meeting
- November 16, 2021 – General Membership Meeting-Ethics
- December 15, 2021 – Holiday Party

Operating Budget (As of 12/31/21)		Membership (As of 12/31/21)	
Starting Balance	\$22,887.09	Starting Membership	176
Revenue	\$3,045.50	Losses	17
Expenses	\$7,554.84	Gains	0
Ending Balance	\$18,377.75	Ending Membership (paid)	159

Events scheduled during next quarter:

- January 11, 2022 – Board of Directors Meeting
- January 18, 2022 – Schramm Award Presentations
- February 15, 2022 – Board of Directors Meeting
- March 15, 2022 – CIP Presentations

Student Chapter Update:

- No section activity

Miscellaneous Items:

- None



**Central Dacotah Section
Regional Directors Quarterly Report – Q4
(September 2021 – December 2022)**

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

<u>Operating Budget (As of 12/2021)</u>		<u>Membership (As of 12/2021)</u>	
Starting Balance	\$47,280.39	Starting Membership	84
Revenue	\$4,231.22	Losses	0
Expenses	\$2,764.97	Gains	9
Ending Balance	\$48,746.64	Ending Membership (paid)	93

Activities:

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

- October 12th, 2021: “Geohazard Mitigation Case Studies in the Dakotas” by Wes Dickhut – GeoStabilization International
- November 9th, 2021: “Cold In-Place Recycle – From Innovation to Implementation” by Justin Ramsey – NDDOT, Dan Schellammer – MidState Reclamation, and Matt Schaible – SEH
- November 18th, 2021: Central Dacotah board member meeting
- December 14th, 2021 – Member holiday party

Events scheduled during next period:

- January 11th, 2022: “ND Transportation Management Center” by Sharijad Hasan - UGPTI
- February 8th, 2022: Monthly ASHE meeting
- March 8th, 2022: Monthly ASHE meeting
- April 12th, 2022: Monthly ASHE meeting

Miscellaneous Items:



**MID-ATLANTIC REGION:
Quarterly Report (4th Quarter, 2021)
September 2021 – December 2021**

by Nimish Desai, P.E., President, Mid-Atlantic Region, John Harman, P.E., 2nd Vice President, Mid-Atlantic Region and the Sections of the Mid-Atlantic Region

Sections: Blue Ridge, Carolina Piedmont, Carolina Triangle, Chesapeake, Greater Hampton Roads, North Central West Virginia, Old Dominion, Potomac and South Carolina

Wish you a very Happy New Year and hope you enjoyed the holidays! While we have seen a rise in COVID-19 cases lately, I hope that this is a short-term spike and things will return back to normal soon as more and more people get their boosters. Prior to the recent COVID-19 spike, a few Sections were starting to have in-person meetings in the Fall while others continued to have virtual meetings.

The Mid-Atlantic Regional Board conducted 3 virtual meetings (September 29th, November 10th and December 17th, 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 break during the holidays.

The Region continued to update the list of Sectional and Regional Officers for FY 2021-2022 and submitted to ASHE national. Sections were reminded to submit their payments to the National for assessment prior to the due date of October 10/01/2021. Several board members of the Mid-Atlantic Region and Section board members attended the Officer training conducted virtually by the National. All sections within the region were made aware of the National Project awards and Member awards. The Region discussed about having an in-person Mid-Atlantic Regional Conference in March/April 2022, which could not be held since past two years due to COVID-19. However, given the recent spike, the BOD will be re-evaluating the conference timing during the next regional board meeting.

I would like to express my gratitude to the Mid-Atlantic Region for nominating me for the 3-Year National Director position. I would also like to take this opportunity to thank Roger Carriker, current National Director to has decided to stop down from his position. Roger has been a long-standing board member who has mentored several sections and the Mid-Atlantic Region since over a decade. It will be extremely big shoes to fill in as I look forward to serving in the National Board later in 2022.

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 am glad to report that the Region's newest South Carolina Section, has been hosting very successful meetings last fall. The South Carolina Section who was the recipient of ASHE's exposure grant last year, used the funds to participate in the SCDOT ACEC conference and attract new members. I am hopeful that other Section within the Region can also try to take advantage of the National Grant program and put it to use to provide scholarships to students or attract new members.

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

There was no financial activity during this reporting period. Future activity anticipated includes the receipt of the Exposure Grant check from ASHE National. The current balance in the Region's checking account is \$24,277.74 and the balance of the Region's Vanguard account is \$25,701.50.

**Blue Ridge Section
Quarterly Report**

Activities:

- 11/18/2021 – Board Meeting
- 12/14/2021 – Monthly Meeting--Smart Stormwater Management

Other:

Operating Budget	
Starting Balance	10,591.50
Revenue	0.00
Expenses	76.71
Ending Balance (est.)	10,514.79
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	0.00

Membership	
Starting Membership	62
Gains	2
Losses	0
Ending Membership	64
Student members (estimated)	0

**Carolina Piedmont Section
Quarterly Report**

Activities:

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

Past/Upcoming Meetings:

- October 5, 2021 – Board Meeting
- December 15, 2021 – Holiday Member Social @ The Armored Cow Brewery

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

Operating Budget	
Starting Balance	\$27,293.12
Revenue	\$ 1,238.02
Expenses	\$ 3,037.95
Ending Balance (est.)	\$25,493.19
Scholarship \$ awarded in CY 2021	\$2,500.00

Membership	
Starting Membership	78
Gains	7
Losses	16
Ending Membership	69
Student members (estimated)	N/A

**Carolina Triangle Section
Regional Directors 4th Quarterly Report
(October 2021 through December 2021)**

Activities:

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

- Board of Directors and Dinner Meeting November 11th
- Golf tournament November 12th

Operating Budget (as of 12/21/2021)	
Starting Balance (as of 09/30/2021)	\$70,632.59
Revenue	\$29,644.76
Expenses	\$10,934.42
Ending Balance (as of 12/21/2021)	\$89,342.93
Scholarship \$ awarded in CY 2020	\$0.00

Membership (as of 12/21/2021)	
Starting Membership (as of 6/20/2021)	220
Losses (Transfer/Dropped)	0
Gains	0
Ending Membership (as of 09/13/2021)	220
Student members (estimated)	10

The following activities are planned for next quarter

- Board of Directors and Dinner Meeting January 27th

Chesapeake Section Quarterly Report

Activities:

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

- BOD Meeting 10/5/21
- 1st Traffic Webinar – 10/19/21
- 2nd Traffic Webinar – 10/22/21
- BOD Meeting 11/02/21
- 3rd Traffic Webinar – 11/3/21
- 1st Planning Meeting – 11/18/2021
- 2nd Planning Meeting – 12/03/2021
- BOD Meeting 12/09/2021
- 3rd Planning Meeting – 12/15/2021
- December 15, 2021– Ice Skating Younger Members Event
- 4th Planning Meeting – 12/21/2021

Other:

Operating Budget	
Starting Balance (09/01/2021)	\$54,019.72
Revenue	\$23,335.00
Expenses	(\$8,696.43)
Ending Balance (12/31/2021)	\$68,658.29

Membership	
Starting Membership (04/11/2021)	301
Gains	17
Losses	37
Ending Membership	281

The following activities are planned for next quarter:

- Board of Directors and Committee Chairs will be meeting 2 weeks prior to each Technical meeting.
- The following Technical meetings consist of a technical session with 3 speakers followed by a networking hour and full dinner.
- Water Resources themed technical meeting and networking: February 2022
- Highway Design themed technical meeting and networking: March 2022
- The Younger Member group will host an event in February and April, 2022.

Greater Hampton Roads Sections Regional Directors 4th Quarterly Report (October 2021 through December 2021)

Activities:

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

- ASHE TopGolf – 10/1/2021
- Virtual Board Meeting 12/2/2021

Operating Budget (as of 12/29/2021)	
Starting Balance	\$25,188.06
Revenue	\$1,000
Expenses	\$0
Ending Balance (as of 12/29/2021)	26,188.06

Membership (as of 12/29/2021)	
Starting Membership	82
Losses (Transfer/Dropped)	6
Gains	8
Ending Membership (as of 12/29/2021)	84

The following activities are planned for next quarter:

- Virtual meeting (High Rise Bridge) January 2022
- Virtual meeting (Guardrail) March 2022

NCWV Section Quarterly Report

Activities:

No activity August –December due to COVID-19

Other:

Operating Budget	
Starting Balance	16,356.62
Revenue	\$200.00
Expenses	\$1,240.72
Ending Balance (est.)	\$15,315.90
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	\$0.00

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

President is working to organize activities for the next quarter.

Old Dominion Section Quarterly Report

Activities:

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

- Board Meeting, September 13, 2021
- Technical Session, September 13, 2021, "Central Virginia Transportation Authority"
- Board Meeting, October 21, 2021
- Technical Session, October 21, 2021, "Interstate Operations and Enhancement Program"
- Board Meeting, November 18, 2021
- Technical Session, November 18, 2021, "Performance-Based Practical Design"

Other:

Operating Budget	
Starting Balance (09/15/2021)	\$10,213.70
Revenue	\$269.65
Expenses	(\$4,190.00)
Ending Balance (12/31/2021)	\$6,293.35
Scholarship \$ awarded in CY 2020	\$4,000.00

Membership	
Starting Membership	60
Gains	19
Losses	0
Ending Membership	79
Student Members (est.)	0

POTOMAC Section Quarterly Report

Activities:

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

- September 16th ASHE Potomac Dinner Meeting with Director of DRPT, Jennifer Mitchel
- September 17th ASHE Potomac outing at the Nationals Park
- October 13th ASHE Potomac Dinner Meeting with VDOT NoVA District office leadership
- November 10th ASHE Potomac Dinner Meeting With DDOT Director - Everett Lott
- December 15th ASHE Potomac Dinner Meeting and Holiday Party with Transurban's VP of Project Delivery, Jeff Taylor
- January 8th ASHE Potomac Ice Skating and Happy Hour

Other:

Operating Budget (as of 12/1/2021)	
Starting Balance (8/31/2021)*	\$51,125.10
Revenue	\$18,645.75
Expenses	\$11,011.72
Ending Balance (est.)*	\$58,759.13
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	\$0.00

Membership	
Starting Membership	106
Gains	14
Losses	0
Ending Membership	120
Student members (estimated)	

*Aggregate amount of Checking and Savings accounts.

South Carolina Section Quarterly Report

Activities:

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

- Happy hour events held in Greenville, Charleston and Columbia.
- Board meeting held on December 2nd.
- Preparation for ASHE Booth and membership drive for December 7 Highway Conference.
- Coordinated with National on Website
- Updated Bylaws to include additional Secretary
- Issued 86 PDH's for members and guests to our meetings in September and October

Other:

Operating Budget	
Starting Balance	6685.30
Revenue	2539.84
Expenses	4517.76
Ending Balance (est.)	4707.38
Scholarship \$ awarded in CY 2020 (Oct.-Dec.)	na

Membership	
Starting Membership	109
Gains	7
Losses	
Ending Membership	116
Student members (estimated)	0

Financials represent 9/31/21-12/1/21



**Northeast Region Quarterly Reports
October - December, 2021
Reports submitted on January 6, 2022**

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
Past President.....	Rob Prophet.....	rprophet@trafficpd.com
National Director.....	Rob Prophet.....	rprophet@trafficpd.com
National Director.....	Don Di Zuzio.....	ddizuzio@tandmassociates.com
National Director.....	Kathryn Fink.....	kathryfunk@pa.gov

- The region had a balance of \$8,835.18 on December 31, 2021, with income of \$1200.00 from National Exposure funds, and expenses of \$1200.00 for the distribution to Pittsburgh, NCNJ and Harrisburg Sections of Exposure funds, leaving the Current Balance of \$8,835.18. National is requesting a report from the Region and each of the three Section as to the use of the funds.
- The Northeast Region had their Virtual Board Meeting on September 27, 2021 (Minutes Attached).
- A virtual NE Region Board meeting is scheduled for January 6th, 2022 (Agenda attached)
- At our September Virtual Board Meeting, 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 asked the Sections to find possible Champions for new Sections in the Hartford, Boston and in Maine areas. He would like the NE Region to take the lead like just occurred in Chattanooga, TN.
- In September, Rob Prophet, Past President, noted that the National Website would be updated and nominations for 2022-2023 are due to National by December 1, 2021. Rob submitted the nominations to National on December 1, 2021.
- Paul McNamee noted that National Award Nominations may come due earlier than February this year since the National Conference is in early May.
- A NE Regional Conference is being considered for late 2022.
- The NE Region By-laws were submitted to National in June 2020, but no action by National to date.
- Chuck Nash asked to discuss the ASHE Representative to the PennDOT STIC Meetings.
- All NE Region Sections have paid their National Dues/Assessments.
- Announcements for the 2022 Project of the Year Awards were distributed to the Sections. Scott Eshenaur is Chairman of the NE Region POY Committee.
- The NE Region Nomination Committee Chaired by Past President Rob Prophet submitted nominations to National the following nominations (we are pleased to say that we had numerous applicants for National Director) :
 - Donato Di Zuzio for ASHE National 2nd VP
 - JT Lincoln of the Franklin Section for national Director to fill Kathryn Fink's expiring term
 - Glen Kartalis of the NY Metro Section was provided as a nominee for Don Di Zuzio's term if/when he is elected as National 2nd VP
- Sections are still mainly having Virtual Meetings (some scattered in-person) due to the COVID Virus.
- NCNJ Section celebrated its 30th Anniversary in October and recognized its Lifetime Members.



Meeting Minutes

Northeast Region Board

September 27, 2021, 1pm

Via Teleconference

In attendance:

Paul McNamee.....	President & Harrisburg Section
Rob Prophet	Past President & National Director
Scott Cortese.....	Vice President & NCentral NJ Section
Drew Bitner	Regional Secretary & Hbg. Section
Jerry Pitzer	Treasurer & Pittsburgh Section
Kathryn Fink.....	National Director& Pittsburgh Section
Scott Eshenaur	POY Chair & Altoona Section
Melanie Osterhout.....	Website Chair & Albany Section
Karim Palomino for Glen Kartalis.....	New York City Metro Section
Luke Morenus	Central NY Section
Chuck Nash.....	Pittsburgh Section
Todd Rosenberger.....	East Penn Section
Linda Zug for Max Heckman	Franklin Section
Matt Kusic	SW Penn Section
Brian Kisner	First State Section
John Baldassari.....	NE Penn Section
Ron Link.....	Clearfield Section
John Caperilla.....	Delaware Valley Section
Brad DiCola.....	Mid-Allegheny Section
Joe Danyo.....	Southern NJ Section
Leigh Lilla.....	National Vice President
Sam Mody.....	National New Sections Chair



Meeting was called to order by Mr. McNamee at 1:03 pm EST.

Drew Bitner conducted the roll call. A regional officer quorum was present.

National Report

Leigh Lilla, National Vice President discussed National Overview and Update.

- Next National Meeting will be with Houston, TX
- Tim Matthews, ASHE President, is promoting membership diversity to get more Government and Contractor personnel to join ASHE.
- Sections should try to reach out to get new members after graduation.
- New Slogan and Membership is on the website.
- Electronic Membership will be coming soon.
- National would like the Regions to have a committee to spearhead New Sections. (Sam Mody will discuss later as he is on the Conference Call).
- Exposure Funds will be out soon for 2022.

Secretary's Report

Drew Bitner noted that minutes for the previous Region meeting on May 24, 2021 were circulated and corrections included replacing Rob Snowden with Brian Kisner from First State Section, and removing the two Proxy notes. Scott Cortese motioned to approve, Jerry Pitzer seconded.

Other items:

- Make sure sections all submit quarterly reports by Oct. 6th(50% response rate last quarter)
- Send current Section Officers and Board members to Drew Bitner and Nancy Morisi at National with names, addresses, phone numbers and email addresses.
- Section Dues Assessments are due to National by October 1st.
- Scanner Articles are due by Oct. 15, 2021 for Altoona, Pittsburgh, Central NY, NCNJ, &East Penn. Articles due on January 15, 2022 for Franklin, Mid-Allegheny, North East Penn, Southern NJ & Williamsport.

Motion by Scott Eshenaur to approve Secretary's Report, Melanie Osterhout seconded.

Treasurer's Report

Mr. Pitzer noted that the balance on November 1, 2020, was \$8,835.18, with Income of \$1200.00 from National Exposure Funds, and Expenses of \$1200.00 for the pay out to Pittsburgh, North Central NJ, and Harrisburg Sections of the Exposure Funds. Leaving a current balance of \$8,835.18. Motion to accept the Treasurer's Report by Drew Bitner, Second by Scott Cortese.



President's Report

Mr. McNamee delivered the President's report:

- Nominations for 2022-2023 National Board are due to National on December 1, 2021.
 - Past President, Rob Prophet, Chair of the Nominating Committee noted that Kathryn Fink's position will expire, and that the nominations should come from the western third of the Region.
- NE Region Conference update – postponed to September, 2022 to not interfere with the 2022 National Conference. Send email to Paul McNamee to help September, 2022 conference committee. Scott to pull up previous developed information and re-start committee. Executive Committee will meet next month.
- National Conference will be in Columbus, Ohio, May 12-15, 2022. This is much earlier than normal. More information will appear in the Scanner.
- National Award Nominations---Robert E. Pearson, Young Member of the Year, Member of the Year, and Life Achievement Awards are due to National normally in February; however, because National Conference is early, the deadline for Award Nominations may be earlier.
- Regional By-Laws Update from National on revisions submitted in June 2020 have not been approved. Scott Cortese will follow-up with Dave Greenwood.
- Discussed many of the activities/ Concerns during COVID. Most events are still virtual. Motion to accept Presidents Report by John Caperilla, and second by Matt Kusic.

Sam Mody, National New Sections Committee Chair

Sam referred to potential New Sections in Hartford, Conn., Boston, Mass. ,and Maine Dot interest. He would like the NE Region to have a committee to work with National to locate Champions in each of these states. It may be a co-worker, or someone you work with from the state Dot, and usually someone working for the same company in another office. Sam referenced the new Chattanooga Section in Tennessee which worked with Nashville to become a section.

Paul McNamee asked that if anyone from any Section is interested to please contact him. Sam said that he would pass information from past contacts to the Region.

National Director's Report

- Rob Prophet mentioned that he was searching the National Website and that he thought that it needs up-dated.
- Kathryn Fink goes off the National Board at the end of our fiscal year and nominations are due to National by December 1st.



Committee Report – Public Relations Committee

- Amanda Schumacher is Chair of Public Relations and could use Section News, Pictures, anything/everything to promote ASHE and Member Activities.
- Paul asked Sections to send everything to Amanda.

Region Exposure Grant Update

- Scott Cortese is the Committee Chair: Region received \$1200.00 this year and there may be more next year.
- The three sections that received \$400. this year should let Scott know where and what the funds were used.

Committee Report - Project of Year

- Mr. Scott Eshenaur's reported that we are waiting for a due date from National. It will probably be early February to National. The nomination must come from the Section and not from an individual or firm.

Committee Report - Regional Website

- Mr. McNamee/Ms. Melanie Osterhout noted the Region calendar is being continuously updated and reminded all Section Reps to send calendar updates to her and the Regional Secretary. Also, new Section Board Officers and Directors should be sent to Ms. Osterhout for website update. If anyone wants their emails posted (for contact), please reach out to Ms. Osterhout. Post your events.
- Next scanner article due to National on 7/15/21 and should be sent to the Region in advance of this date. Articles are due from the following Sections: First State, Long Island, NY Metro.

Section Reports/Events

- Albany – Virtual meetings ongoing, including Induction of the new Officers. June 15th was the golf outing. In-person meeting with ASCE in December.
- Altoona – Golf Outing in the summer and Social Event in September.



- Central NY –Like reported that CNY were struggled this summer with energy and enthusiasm, but looking forward to a series of PDH sessions this fall. A Holiday Event in December, and a NYSDOT update meeting in early 2022. We are looking for ways to attract new and younger members and officers.
- Clearfield – **No Report**
- Delaware Valley – Virtual meetings ongoing till the end of the year. Virtual Technical meetings.
- East Penn – Mike, Todd's shadow reported that they had their Golf Outing last Friday. They are still having Virtual Meetings, but may go to in-person meetings soon.
- First State – Brian Kisner reported that their Golf Outing netted \$10,000. Their Hall of Fame Dinner inducted two new members. On October 21st the Delaware Director of Construction will give a presentation.
- Franklin – Linda Zug will sub for Max Heckman thru 2021. Virtual meetings ongoing with an in-person meeting in May, Golf Outing, and on October 19th @Hunter Station to give \$8000. in Scholarships.
- Harrisburg – Virtual meetings ongoing. Golf Outing and a joint Picnic with ASCE and WTS in August. Planning some Social Events.
- Long Island – **No Report.**
- Mid-Allegheny – Brad DiCola reported that their first Dinner Meeting was last Thursday with Induction of Officers. District 10-0 presentation and awards to be handed out in October.
- NE Penn – John reported that new officers were inducted on the 27th. An in-person I-84 Tour, and on October 5th they will attend a New Enterprise Lime and Stone Tour.
- NY Metro – Karin reported for Glenn that they had a field trip scheduled for tomorrow, and on October 19th meeting they will be giving \$25,000. in Scholarships. They also sent their BY-Laws to National.
- N/C NJ – Remo platform used for regular meetings and networking for the NJ Dot and Turnpike, but had their 30th Anniversary Dinner in Person.
- Pittsburgh – Chuck reported that the District 11-0 Meeting was virtual, but Pirates Outing and August 25th Cycle Outings were in-person.
- Southern NJ – Joe reported that they had a Joint Meeting with NCNJ, and planning a Nov. Mtg.
- SW Penn – Matt reported that they had a successful Golf Outing. Wednesday is their next Meeting to give out scholarships. They are back to in-person Meetings.
- Williamsport – **No Report.**



Linda Zug asked Paul that if an ASHE Member of one Section attends another Section's Meeting, should they be charged a NON-Member fee??

Kathryn and Rob commented that it is the Section who determines if you pay Member or Non-member fee.

Paul requested that maybe this could be pursued at National to determine that an ASHE Member is an ASHE Member wherever they attend an ASHE Meeting.

Closing

Next Meeting TBD, but likely in January 2022.

Motion to adjourn made by Scott Cortese and seconded by Scott Eshenaur. The meeting adjourned at 3:01pm.



Northeast Region Board Meeting

Zoom Meeting

<https://us06web.zoom.us/j/3402709102?pwdkZWpJLQXFKdUI1TnRCcEpMLzRwZz09>

Meeting ID: 340 270 9102 Passcode: ASHE

One tap mobile: 19292056099,,3402709102#

January 6, 2022 | 1:00 PM to 3:00 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval Minutes from previous meeting from 9/27/21 NE Region Board Meeting
4. National Overview/Update (Tentative) by ASHE National Officer
5. Secretary's Report: Drew Bitner
 - a. Send any recent updates for Section Officers and Board Members to Drew Bitner and Nancy Morisi at ASHE National with names, addresses, phone numbers and email addresses
 - b. Section Quarterly Reports are due to Drew by January 6, 2021. Only 60% of Sections submitted Reports last Quarter.
 - c. Section Dues Assessments- all paid
 - d. Scanner Articles
 - Franklin, Mid-Allegheny, North East Penn, Southern NJ & Williamsport due January 15, 2022
 - Albany, Clearfield, Delaware Valley, Harrisburg, and Southwest Penn due April 15, 2022
6. Treasurer's Report: Jerry Pitzer
7. President's Report: Paul McNamee
 - a. Nominations for 2022-23 National Board
 - Nominations/Election for NE Region Director (Rob Prophet, Nominating Committee Chair): Donato Di Zuzio (Region National Director) was nominated for ASHE National 2nd VP; J.T. Lincoln (Franklin Section) was nominated as NE ASHE National Director for Kathryn Fink's expiring Term.
 - Nominations for National Director to fill remaining term of Don Di Zuzio, when elected to ASHE National Board
 - b. NE Region Officers
 - We discussed extending the terms of all Officers a year due to the COVID Issues but did not vote on it- National indicated it was ok to do.



- c. National Conference
 - Columbus Ohio, May 12-15, 2022
 - Sponsorships now available
- d. National Award Nominations--Robert E. Pearson, Young Member of the Year, Member of the Year, & Life Achievement Awards are due to National in February, 2022.
 - Two of the Original ASHE and Harrisburg Section original Charter Members are still surviving- maybe recommend National honor them with Special Lifetime Recognition Awards at National Conference?
- e. Regional Conference Update: Start planning for a target September 2022 date.
- f. Regional By-Laws Update from National (status of approval submitted to National June 2022)
- g. ASHE representation on PA State Transportation Innovation Council (STIC)
- h. Membership Dues in Sections (Reciprocity?)
- i. Section Activities/Concerns during COVID
- 8. Need New Sections Committee Chair for the Region.
 - a. Potential New Hartford, Connecticut and Boston, Mass. Sections.
 - b. Other geographical areas?
- 9. National Director Reports: Kathryn Power, Rob Prophet and Don DiZuzio
- 10. National Public Relations Committee: Amanda Schumacher, Chair
 - a. Section News, Pictures, Anything/Everything to promote ASHE and Member Activities
- 11. Region Committee Reports:
 - a. Region Exposure Grants Update: Scott Cortese, Committee Chair
 - a. Projects of the Year: Scott Eshenauer, Committee Chair (Nominations from Sections due Friday January 7, 2022 and due from Region to National by January 28, 2022)
 - b. Website: Melanie Osterhout (send Melanie, Section News, Dates of Events, etc. for posting on Region Website)
- 12. Section Updates (2-minute updates)

ALBANY	FIRST STATE	NEW YORK METRO
ALTOONA	FRANKLIN	NORTH CENTRAL NEW JERSEY
CENTRAL NEW YORK	HARRISBURG	PITTSBURGH
CLEARFIELD	LONG ISLAND	SOUTHERN NEW JERSEY
DELAWARE VALLEY	MID-ALLEGHENY	SOUTHWEST PENN
EAST PENN	NE PENN	WILLIAMSPORT

- 13. Any Old Business or New Business.

REGION REPORT

Southeast Region Regional Directors Report (from – 10/1/21 to 12/31/21)

Regional Officers

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

Reporting Regions:

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

Activities:

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

- Currently each section is updating their bylaws to the new format. EOY deadline given to the sections.
- National Officer and Regional Director Nominations due 12/1/21.
- Section Dues Assessments to National
- Exposure Grant funding used for the Tennessee Valley Section (Reported in the 8/31/21 financials)

<u>Operating Budget (As of 12/31/21)</u>	
Starting Balance	\$ 2,529.53
Revenue	\$ 0.00
Expenses	\$ 112.00
Ending Balance	\$ 2,417.53

Events scheduled during next quarter:

- SE Regional Board Meeting Hybrid on 1/21/22 in Jacksonville to coincide with the National meeting on 1/22/22
- National Project Awards due to National 1/28/22
- National Award Nomination due to National 2/15/22
- National Program Book advertising due 4/1/22

End of Report

SECTION REPORT

Northeast Florida Section Regional Directors Report (from 09/01/210 to 12/31/21)

Officers

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

Activities:

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

- October 21, 2021 – ASHE NEFL In-Person Luncheon with Greg Evans (FDOT D2 Secretary.)
- November 15, 2021 – ASHE NEFL In-Person Luncheon with Mark Lamping (Jacksonville Jaguars) presenting to our Section on the updates and initiatives coming to Jacksonville.
- December 2, 2021 – ASHE Holiday Party and Awards Presentation at the Jacksonville Zoo.

Operating Budget (As of 12/31/21)		Membership (As of 12/31/21)	
Starting Balance	\$ 89,871.72	Starting Membership	135
Revenue	\$ 34,700.00	Losses	6
Expenses	\$ 35,154.74	Gains	0
Ending Balance	\$ 89,416.98	Ending Membership (paid)	129

Events scheduled during next quarter:

- January 21-22, 2022 – ASHE National Board and SE Regional meetings in Jacksonville.
- January 20, 2022 – ASHE NEFL In-Person Luncheon for annual Northeast Florida Work Program presentation by FDOT, City of Jacksonville, Jacksonville Transportation Authority, St. Johns Co., and Downtown Investment Authority.
- February 17, 2022 – ASHE NEFL In-Person Luncheon with Ananth Prasad, FTBA President
- February 18, 2022 – E-Week Northeast Florida Kickoff Scholarship Luncheon.

Miscellaneous Items:

- Section has 26 corporate sponsors for this fiscal year.
- Meeting with Dean Klostermeyer, UNF Dean of College of Computing, Engineering and Construction management on January 18, 2022 concerning section donations for scholarships and travel/competitions.

- Annual Scholarship Golf Tournament has been moved to the spring, April 8, 2022.

Milestones:

- None to report.

End of Report

SECTION REPORT

Central Florida Section Regional Directors Report (August 2021– January 2022)

Officers

President:	Sherman Klaus, PE	sklaus@balmoralgroupp.us
Vice President:	Erin Kelley	ekellev@jci-insurance.com
Secretary:	Sarah Riffe	sriffe@ses-grp.com
Treasurer:	Gary Kuhns, PE	glkuhns@gecfla.com

Activities:

Below are activities that have and will take place.

- **Planned Events** Our tentative yearly schedule is listed below:

January

1. FES Holiday Party (Distributed to our members) – Jan 20th @ Twisted Handle
2. Transportation Tuesday – Jan 25th @ Ivanhoe Brewing

February

1. Transportation Tuesday (with FES) - Feb 22nd @ The Monroe
2. Transportation Summit – Feb 24th @ CFX

March

1. Transportation Tuesday – March 22nd @ Ann Teague's Lamp Supply

April

1. Transportation Tuesday – April 19th @ The Porch in Winter Park
2. Lunch and Learn (Pending)

May

1. *Sinkhole de Mayo* Pub Crawl Fundraising Event (with FES and possibly other societies) – May 26th @ Ivanhoe Village or Virginia Drive (location still pending): Will send another email with details on this

June

1. Transportation Tuesday – June 21st @ Bar Louie at Winter Park

July

1. Transportation Tuesday – July 19th @ Market on Magnolia
2. Lunch and Learn (Pending)

August

1. Transportation Tuesday – August 23rd @ World of Beer

September

1. Transportation Tuesday – September 20th @ The Guesthouse

October

1. Oktoberfest! (Pending)
2. FES/ASHE Bowling Fundraising Event – Date and Location Pending
3. Annual Clay Shoot at Blackjack Sporting Clay October 7th.

November

1. Transportation Tuesday: November 15th @ Eden Bar in Maitland

December

1. Holiday Gala – December 8th @ Sanford Zoo or Dubsdread or Hannibal's on the Square (Pending further coordination)

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (1/1/2022) (Checking and PayPal Account)	\$17,219.11	Starting Membership (10/1/21)	80
Revenue Expected	\$ 5,000.00	Losses (Non-renewed during membership drive)	29-
Expenses Expected	\$3,200.00	Gains	6
Ending Balance Expected	\$19,019.11	Ending Membership As of (12/31/21)	86

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!!

Well, there went another year that flew by! Yet, here we are trying to balance work, shopping, and holiday social activities. Speaking of which, thanks to everyone that attended the Holiday Gala on December 7th and helped make it the epic event that it was. We had a great turnout and seemingly non-stop action. I wanted to give a BIG thanks to our Programs Committee Chair, Laura Campos, Section Secretary, Sarah Riffe, and Historian/Media Chair/MC (jack-of-all-trades!), Chris Rizzolo for their phenomenal efforts on organizing, notifying, decorating, and running this phenomenal event! And a special thanks to FES for their attendance and for helping to get the word out.

2022 is shaping up to be an active year for ASHE Central Florida, and we'll be starting the year off strong. Our monthly Transportation Tuesday will be back in January (January 25th at Twisted Handle), and we will hold our first Transportation Summit in two years, scheduled for February 24th. We'll also be holding various social and technical events throughout the year. Keep your eye open for email

notifications.

I wanted to take this opportunity to ask for your involvement with a couple of our more prominent committees – Membership and Programs. These two committees are highly important to the Section, with a variety of involvement throughout the year. As a strictly volunteer organization, it is beneficial to have multiple people involved with these committees; even just coming up with event ideas or handling one task can help. It's a great way to develop lasting relationships with Board members, and to help support our industry. Please reach out to me (sklaus@balmoralgroupp.us), or any of our Board Members if you'd like to assist. It would make for a very beneficial New Year's resolution!

As my Christmas present to you, I'm going to spare you my usual corny joke, and instead let some dog memes bring the funny!



Ah, who am I kidding? I can't leave 2021 without a bad joke!
How does one keep from spreading germs during the holidays? By using Santa-tizer!

Stay safe and see you in 2022!
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 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.

End of Report

SECTION REPORT

South Florida Section Regional Directors Report (October 2021 - December 2021)

Officers

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

Activities: NOTHING TO REPORT – Pending new leadership

End of Report

**Tampa Bay Section
Regional Directors Report
(from 09/31/21 to 12/31/21)**

Officers

President:	Lance Croft, PG	lcroft@mc2engineers.com
Vice President:	Jonathan Knudsen, PE	JKnudsen@universalengineering.com
Secretary:	Bruno Arriola, PE	BArriola@drmp.com
Treasurer:	Sergio Gomez, M.Sc.	sgomez@mc2engineers.com
Regional Director:	Tom Slaughter, PE	mec93@aol.com
Director Y3:	Veronica De Freitas, PE	VDeFreitas@universalengineering.com
Director Y2:	Mohamad Gebarin, PE	GebarinM@ayresassociates.com
Director Y1:	Jordan Caviggia, PE	Jordan.Caviggia@wginc.com
Past President:	Pavan Paiavula, PE	PPaiavula@drmp.com

Activities:

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

- 2021.10.11 ASHE Executive Committee Meeting (ECM) Call-In
- 2021.11.08 ASHE Executive Committee Meeting (ECM) Call-In
- 2021.11.16 ASHE Tampa Bay Luncheon
 - Guest Speaker was Beth Alden, AICP. She serves as the Executive Director for the Transportation Planning Organization for Hillsborough County.
 - Topic of the presentation was “State of the System: Trends and Alternatives”.
 - This was the first in-person luncheon for the Tampa Bay Chapter after the COVID pandemic started in early 2020.
 - Old/pending Tampa Bay Chapter awards were presented during the luncheon.
- 2021.12.13 ASHE Executive Committee Meeting (ECM) Call-In
- 2021.12.31 Develop ASHE Quarterly Section Report

<u>Operating Budget (As of 12/31/21)</u>		<u>Membership (As of 12/31/21)</u>	
Starting Balance	\$ 23,948.56	Starting Membership	61
Revenue	\$ 2,215.16	Losses	13
Expenses	\$ 2,681.91	Gains	5
Ending Balance	\$ 23,481.81	Ending Membership	53

Events scheduled during next quarter:

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

- Participation in the Tampa Bay Engineers-Week Banquet (TBEWB) event via nominations and eventual presentation for the ASHE Tampa Bay Chapter Engineer of the Year and ASHE Tampa Bay Young Engineer of the Year awards. Event will take place on February 24, 2022.
- Preparation for two potential in-person chapter luncheons/presentations on January and March.

Miscellaneous Items:

- N/A

Milestones:

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

- N/A

End of Report

SECTION REPORT

Georgia Section
(from October 1, 2021 to January 1, 2022)

Officers

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

Activities:

The following is a summary of key activities for the 4th quarter of 2021:

- **September 16, 2021 – ASHE Golf Tournament**
 - Sold out event (122 Registered Participants)
- **September 30, 2021 – ASHE/KP Run/Walk/Roll 5K**
 - Event canceled due to COVID
- **October 15, 2021 – ASHE Luncheon**
 - Speaker: Lewis Cooksey, PE with Gwinnett County DOT
 - Sold out event (115 Registered Participants)
 - 0.5 PDH Credits Available
- **November 15, 2021 – Transportation Summit Social Event**
 - Location: 40 Watt, Athens, GA
 - Approximately +/-200 in attendance
- **December 2, 2021 – Holiday Party**
 - Location: Roswell River Landing Club
 - 95 Registered Participants

Budget & Membership:

Operating Budget (As of 1/1/2022)		Membership (As of 1/1/2022)	
Starting Balance (10/1/2021)	\$163,534.84	Starting Membership (10/1/2021)	605
Revenue	\$30,631.81	Losses	0
Expenses	\$41,252.55	Gains	14

Ending Balance (1/1/2022)	\$152,914.10	Ending Membership	619
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Events scheduled during next quarter:

- **January 21, 2022 – ASHE Luncheon**
 - Being postponed due to COVID.
 - **New date is February 18, 2022** at Maggiano’s Buckhead Possible & Hybrid Event
 - Chris Tomlinson SRTA and The ATL Transit Link Authority Update
- **March 6-7, 2022 – ITE/ASHE Winter Workshop**
- **March Poker Tournament Date TBD**

Miscellaneous Items:

- 2023 ASHE National Conference – initial planning and committee meetings have begun

End of Report

SECTION REPORT

Middle Tennessee Section Regional Directors Report (From Oct– Dec)

Officers

President:	Daniel Jordan	Daniel.Jordan@hdrinc.com
1st Vice President:	Alex Carpenter	acarpenter@hmbpe.com
2nd Vice President:	Jessica Rich	jessica.rich@dot.gov
Secretary:	Leanna Whitwell	lwhitwell@ttlusa.com
Treasurer:	Jeff Shaver	jshaver@cecinc.com

Activities:

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

- September 8th held Nashville Sounds Baseball social event
- September 22nd virtual meeting about unmanned aerial vehicles
- October 19th virtual meeting about Transportation Systems Management and Operations efforts with I-40 Mississippi River Bridge Case Study
- November 10th virtual meeting about unwanted discovery on Hernando de Soto Bridge
- November 29th in person meeting with TDOT commissioner and handed out scholarships. Awarded two \$2,000 scholarships and two \$1,500 scholarships
- December 11th Salvation Army Angel Tree volunteering and donation of \$2,000

Operating Budget (As of 12/31/2021)		Membership (As of 12/31/2021)	
Starting Balance (10/1/2021)	\$77,300.38	Starting Membership	312
Revenue	\$13,816.54	Losses	49
Expenses	\$21,012.75	Gains	35
Ending Balance (12/31/2021)	\$70,104.17	Ending Membership	298

Events scheduled during next quarter:

- Will continue mix in person and virtual lunch meeting presentations

Miscellaneous Items:

None

End of Report

SECTION REPORT

TN Valley Section Regional Directors Report (from 9/30/2021 – 12/31/2021)

Officers

President:	Erin Woodson	Erin.Woodson@arcadis.com
Vice President:	Jeremy Sims	jsims@croyeng.com
Secretary:	Haley Slifko	Haley.Slifko@tn.gov
Treasurer:	Sandra Knight	SKnight@bradleycountyttn.gov

Activities:

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

- 10/07/2021 – October Member Meeting (Hybrid) – TDOT Chief Engineer Paul Degges
- 10/28/2021 – Board Meeting
- 11/19/2021 – November Member Webinar – “Legislative Updates from ACEC” – Kasey Anderson, ACEC Tennessee Executive Director
- 12/09/2021 – Board Meeting
- 12/15/2021 – Holiday Fundraiser/Social Event – “Strikes for Bikes/Frames for Families”

<u>Operating Budget (As of 12/31/2021)</u>		<u>Membership (As of 12/31/2021)</u>	
Starting Balance (09/30/2021)	\$8917.33	Starting Membership (09/30/2021)	106
Revenue	\$3777.52	Losses	0
Expenses	\$6710.36	Gains	3
Ending Balance	\$5984.49	Ending Membership (paid)	109

Events scheduled during next quarter:

- 01/04/2022 – Board Meeting
- 01/06/2022 – January Member Meeting (Webinar) with TDOT Director of Roadway Design Division Jennifer Lloyd – “Moving to OpenRoads Designer Connect”
- 01/27/2022 – Board Meeting
- 02/24/2022 – Board Meeting
- March 2022 – Lunch Meeting

Milestones:

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

- 12/15/2021 – We held a holiday fundraiser, “Frames for Families/Strikes for Bikes” at Spare Time Chattanooga. Around 50 people attended, and we were able to raise \$2600 to benefit two local charities. This amount we raised this year almost is almost triple what our 2020 fundraiser raised, and we are very proud of the growth our section has shown this year.

End of Report

Section Report
Alabama Section
Section Secretary's Report
4th Quarter (October 2021 – December 2021)

Officers

President:	Theresa Barksdale	tbarksdale@hmbpe.com
Vice President:	John Jennings	jenningsj@dot.state.al.us
Secretary:	Ashley Ann Adams	ashleyann.adams@volkert.com
Treasurer:	John Michael Walker	walkerjoh@dot.state.al.us

Activities

The following is a summary of key activities since September 2021:

- Section held a 1-hr virtual and in person lunch and learn offering 1-hr of PDHs
- Section held a 1-hr virtual and in person lunch and learn offering 1-hr of PDHs
- Held a Christmas Party for current and potential new members in Birmingham, AL

Operating Budget (As of 01/12/2022)		Membership (As of 01/12/2022)	
Starting Balance (10/1/21)	\$5,194.05	Starting Membership	69
Revenue	\$2,370.05	Losses	0
Expenses	\$3,495.85	Gains	3
Ending Balance (12/31/21)	\$4,068.25	Ending Membership	72

Events Scheduled during the next quarter

- First Alabama ASHE Golf Tournament, the day before the Auburn Transportation Conference
- Jan and March 1-hr virtual/in-person lunch and learns offering 1-hr of PDHs

Miscellaneous Items

None

End of Report



SOUTHWEST REGION BOARD OF DIRECTORS

James Barr, P.E. (PHX Sonoran)

Southwest Region President
James.barr@tylin.com

Michael Knowles, CPSM (DFW)

Southwest Region Vice President
MKnowles@mckimcreed.com

Susie Mason (PHX Sonoran)

Southwest Region Treasurer
smason@GFNET.com

Melissa Boyles (PHX Sonoran)

Southwest Region Secretary
melissa.boyles@jacobs.com

Nikole Cao, P.E. (Houston)

Southwest Region Director
Southwest Region National Director
NCao@bgeinc.com

Ahmed Valdez, P.E. (Houston)

Southwest Region Director
avaldez@akvce.com

Suzanne Lansford, P.E. (PHX Sonoran)

Southwest Region Director
suzanne@townlighting.com

Rhys Keller, P.E. (CTX)

Southwest Region Director
RKeller@jmt.com

Ryan S. Thomas, PE, VMA, CSPF (CTX)

Southwest Region Director
Ryan.Thomas@woodplc.com

SOUTHWEST REGION QUARTERLY REPORT: JAN 12, 2022

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

- The Southwest Region continued to meet virtually this quarter
- Assessments from all Sections have been received
- Most Sections have begun a shift back to in-person meetings but are offering flexibility for speakers who would prefer to present virtually.
- Scholarship fundraising activities have resumed
- Planning for a Spring 2022 Southwest Summit have begun

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:

- Discussions are on-going for a regional summit to held in Phoenix in 2022.
 - Potential Date May 25, 2022
 - Preceding Sonoran Section Scholarship Golf Tournament
 - Full-Day Event; Regional Board Dinner; Networking Reception
 - James asked about concerns related to it being so close to the national conference, no one expressed any concerns. He suggested that we start serious planning at the beginning of 2022.
 - Rhys Keller offered to help with fundraising.

Updates from December 2021 Board Meeting:

Phoenix Sonoran Section – Suzanne Lansford

Suzanne shared that the Section is continuing with breakfast meetings; the December meeting is a holiday celebration with an omelet bar and toy/food drive. The January meeting is with the new Transportation Director for the City of Scottsdale. The scholarship committee had ten applications and selected three recipients, two for \$4,000 and one for \$2,000 all funded by the annual golf tournament. James brought up the October presentation which was made by Suzanne and focused on environmental lighting and sea turtles.

Dallas Fort Worth Section – Michael Knowles

Michael shared that the presentation regarding trafficking was very successful and offered to share their speaker's contact with the rest of the Board. Three volunteers have been added to committees in various capacities, so the board is growing (woohoo!). They are discussing offering discounted membership and meeting fees for government employees and student to encourage more agency participation. Section has taken December off for monthly luncheons in the past, however, Michael has organized a breakfast meeting for December 17th. They look forward to seeing how our membership responds to a breakfast meeting. The Section is also going to start exploring an array of sponsorship opportunities in 2022.

Houston Section – Ahmed Valdez

Ahmed shared that Alaina had to step down as President. The new President is Brandon Circle. They had a meeting in November with 60-70 attendees. They netted approximately \$12,000 from the golf tournament and the Scholarship Committee is working to determine who to reach out to. There is a meeting Monday with CTX to talk about scholarship and golf tournament; Rhys added that it's an exploratory meeting to collect best practices from across the region so CTX is not reinventing the wheel. The Section is going through a reconciliation with National regarding actual membership numbers and hopes to have that finalized soon.

Austin Section (CTX) – Rhys Keller/Ryan Thomas

Ryan shared that they've submitted the exposure grant application. Rhys added that everyone is very excited about the exposure grant and thankful. An adopt-a-highway event is scheduled for December 7th. A speaker is also scheduled for December 14th. The by-laws review should be complete by the end of the month. Rhys shared that they are working to establish a nominations committee and looking toward a new slate of officers for the ASHE new term later in 2022. Nikole offered to assist with speakers from TXDOT to speak about alternative project delivery and Rhys offered to follow up.

Section Quarterly Reports Attached

Officers:

Name	Role	Organization	E-Mail	Phone
BOARD MEMBERS				
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 st Vice President	Town Lighting Engineers	Suzanne.lansford@townlighting.com	480-364-5123
Josiah Roberts A	2 nd Vice President	AECOM	Josiah.roberts@aecom.com	602-648-2439
Susie Mason P	Treasurer	Gannett Fleming	smason@gfnet.com	602-553-8817 ext 8222
Melissa Boyles P	Secretary	Stacy and Witbeck, Inc.	Mboyles@stacywitbeck.com	480-518-2353

Activities:

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

- Dec. 14, 2021 – Tony S. Abbo, PE, PTOE City of Glendale Traffic Engineer — City of Glendale Update
- Nov. 9, 2021 – Mohamed Youssef, PE, PTOE Interim Public Works Director, Town of Queen Creek — Solving the Transportation Puzzle in Queen Creek
- Oct. 12, 2021 – Suzanne Lansford PE, Owner/Principal, Town Lighting Engineers — Roadway Lighting: How Low Can You Go? Events Scheduled in the Next Quarter:
- \$10,000 in scholarships were awarded as follows:
 - 1st Place – James Lednicky - \$4,000
 - 2nd Place – Valentina Rivera - \$4,000
 - 2nd Place – Ashley Hall - \$2,000
- Monthly breakfast programs are scheduled for the second Tuesday of each month.

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 \$37,090.85 Current Membership 134

SECTION REPORT

DALLAS/FORT WORTH Section Regional Directors Report January 12, 2022

Officers

President:	Hossein Hosseiny	hhosseiny@bgeinc.com
Vice President:	Michael Knowles	mknowles@mckimcreed.com
Secretary:	Mel Herrera	mel.herrera@mbakerintl.com
Treasurer:	Brian Lopaz	brian.lopas@conteches.com

Committees

Events	Sherry Williams	swilliams@criadoassociates.com
Media	Colton Gill	cgill@bgeinc.com

Section Report

- DFW Section has 36 active members as of January 12, 2022
- Current account balance is \$6,770.19
- Section supported Regional Hispanic Contractors Association (RHCA) Heavy Highway Forum in December 2021.
- Section Monthly luncheons are scheduled and advertised on section website through end of May 2022. Regular schedule for monthly meetings are the 4th Tuesday of every month, unless it conflicts with a Holiday or Major conference.
- We have recruited two individuals to join our section committees.
 - WeiYih Tee will assist Treasure Brian Lopas and will take on the Treasurer position in the next board cycle.
 - Hank Amen will lead PDH coordination for section meetings
- Section is in coordination with Texas Society of Professional Engineers (TSPE) to support the 2022 E-Week Award Luncheon. This is a major annual event where all professional societies join hands and recognize their membership.
- On going conversation with TxDOT Dallas District to create technical program for both Consultants and State Employees.
- The section continues to actively promote new membership

End of Report



ASHE Central Texas Section Quarterly Report (9/1/21 to 11/30/21)

Officers

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

Committees

	Name (Chair):	Name (Supports):
Sponsorship	Endeson Juanda	Ryan Thomas / Clay Gann
Membership	Laura Harris	Michael Farn / Fadi Estifan
Events Planning	Jonathan Tronson	Arun Ghimire / Joey Roberts / Tyrone Hutton Dacid Speicher / Kirollos Malaty
Program Planning	Clay Gann	Tara Alexander
PDH	- Vacant -	Michael Farn / Peter Ring
Scholarship	Joey Roberts	Scott Williams / Peter Ring
Tech & Comm.	Niki Deskus	Barbara Thomas / Rhys Keller
Volunteer	Harrison Schluter	Bennett Love / Michael Farn
Young Members	Colby Chandrasoma	Tyler Mitchell / Rafael Medrano
Public Sector Liaison	Adeliza Ramirez	Tara Alexander

Activities:

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

- 10/7/21 – CTX Young Members meeting & networking with recent college grads
- 11/16/21 – CTX Monthly meeting, HH & Social Networking
- 10/19/21 – CTX Monthly meeting, 1 hr PDH on Public Engagement by Arin Gray, CD&P
- 11/28/21 – Adopt-A-highway Cleanup, FM 969 east of Austin

Membership (As of 11/30/21)

- Starting: 73
- Losses: 0
- Gains: 4
- Ending Total: 77

Operating Budget (As of 11/30/21)

- Beginning Balance: \$3,608.83
- Revenue: \$2,715.00
- Expenses: \$2,980.30
- Ending Balance: \$3,343.53

Anticipated/Scheduled Events during next quarter:

- 12/14/21 – CTX monthly event, guest speaker - Travis County Executive
- 02/06/22 – Adopt-A-highway Cleanup, FM 969
- 02/15/22 – CTX monthly event, guest speaker - TxDOT

Miscellaneous Items:

- **Bylaws** – Working toward finalizing CTX bylaws, expects to receive comments from National Bylaws Committee by December 2021 so CTX can finalize and adopt in January 2022
- **Financial** – National approved to reimburse CTX for charter event cost (food/rental), expects national treasury to send a Check in January 2022
- **Financial** – CTX received SW Regional Exposure Grant 2021-2022 in the amount of \$1200. This fund will be used to cover expenses for young members, volunteering, and monthly CTX events
- **Scholarship** – CTX scholarship committee met with New York Metro & Houston sections to gather package info and collect lessons learned. The committee is in the process of tailoring the scholarship package, expects to present to CTX board in Jan/Feb 2022
- **Volunteering** – CTX volunteer committee has identified several volunteering/educational opportunities to get involved in Central Texas. Member survey on their availability and time slots are currently on-going, expect folks to start signing up in Jan/Feb 2022 time frame
- **Membership** – Continue to process new member applications and send to national for filing. As of 12/30/21, member count is 79
- **Sponsorship** – 12 current annual sponsors for 2021-2022. CTX is considering up the annual sponsorship price from \$250 to \$500 for 2022-2023. IRS allowable max amount of sponsorship dollars to be closely monitored in line with rest of ASHE sections.

Milestones:

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

- 6/8/21 - Central Texas section officially kicked off with over 75+ attendees

End of Report. Prepared by Michael Farn, CTX Secretary Date:1/7/2022

Houston Section Report

Officers:

Interim President: Brandon R. Circle, PE

Past President: Alena Mikhaylova, Ph.D.

First Vice President: Vacant

2nd Vice President: Jonathan Braun, PE

Activities this Quarter:

October - Info Brief Series Highway Technology, Steve Chiu, PE (TxDOT) & Eden W. Thomas, PE (Tensor Area Engineer)

November – Joint Meeting with Houston Hispanic Architects and Engineers – Harris Co Commissioner Tom Ramsey – Attendance 65

December - Off

.Events Scheduled in the Next Quarter:

January - ASHE Houston Gala - Harris County Commissioner Jack Cagle - 1/11/2022 – 52 Registered so far

February – TBD

March 8 - Quincy Allen TxDOT

Student Chapter Update:

N/A

Miscellaneous Items:

N/A

Milestones:

Finances/Membership: Current Balance **\$51,725.29** Current Membership **89** members (**69** renewed and **20** new)