



**ASHE National Board Meeting Minutes**  
**March 26, 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 9:00 AM. The meeting was held at the Hilton Cincinnati Netherland Plaza 35 West 5<sup>th</sup> Street, Cincinnati, OH 45202.

**PLEDGE OF ALLEGIANCE:** Timothy W. Matthews, PE

President Matthews led the Pledge of Allegiance

**ROLL CALL:** Thomas S. Morisi

Name	Office	Attendance
Timothy W. Matthews, PE	President	Present
Leigh B. Lilla, PE	First Vice-President	Present
Stan A. Harris, PE	Second Vice-President	Absent
Thomas S. Morisi	Secretary	Present
P. Frank O'Hare	Treasurer	Present
Michael D. Hurtt, PE	Immediate Past President	Present
Nancy A. Morisi	Administrative Assistant	Present
Roger B. Carriker, PE	One Year Director – Mid-Atlantic Region	Present
James T. Shea, PE	One Year Director – Great Lakes Region	Present
Kathryn E. Fink, PE	One Year Director – Northeast Region	Present
Frank J. Bronzo, PE	Two Year Director – Great Lakes Region	Absent
Donato DiZuzio, PE	Two Year Director – Northeast Region	Present
Jason Hewatt	Two Year Director – Southeast Region	Present
Robert G. Prophet, PE	Three Year Director – Northeast Region	Present
Scott H. Jordan, PE	Three Year Director – Southeast Region	Present
Michael D. Bywaletz, PE	Three Year Director – Mid-Atlantic Region	Present
Nikole A. Cao, PE	Three Year Director – Southwest Region	Absent
Glen T. Kartalis, PE	Incoming One Year Director – Northeast Region	Present
JT Lincoln, PE	Incoming Three Year Director – Northeast Region	Present
Nimish Desai, PE	Incoming Three Year Director – Mid-Atlantic Region	Present
Gerald J. Pitzer, PE	Strategic Plan Committee Chair	Present
Samir D. Mody, PE	New Sections Committee Co-Chair	Present
Brian G. O'Connor, PE	New Sections Committee Co-Chair	Present
Melinda H. Sanders, PE	Technology Committee Chair	Present

**Note: Actions of the National Board are highlighted in yellow.**

**Assignments or actions pending are highlighted in green.**

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

President Matthews welcomed the attendees and guests to the National Board Meeting. The purpose of this meeting is to overview committees, their function and purpose, and to determine if those functions are necessary at the National level or could be completed at the Region level.



ASHE National Board Meeting Minutes  
March 26, 2022

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

**January 21, 2022, National Executive Committee Meeting:** Motion by O'Hare to approve the minutes from the January 21, 2022, National Executive Committee Meeting; seconded by Hurtt; all in favor.

**January 22, 2022, National Board Meeting:** Motion by O'Hare to approve the minutes from the January 22, 2022, National Board Meeting; seconded by Hurtt; all in favor.

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

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

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

Treasurer O'Hare reviewed highlights of the written Treasurer's Report which is attached to and made part of these meeting minutes. Mr. O'Hare noted we do not distribute tax information to the Board because his Social Security number is on those documents. If you wish to see this information, please contact the Treasurer.

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

Motion by DiZuzio to approve the 2022 National Conference stipend at \$953.10 for Regular Registration and \$872.10 for Government/Retired Registration; seconded by Hewatt; all in favor.

Motion by O'Hare to provide stipend and reimbursement for the 2022 National Conference to current National Board Members not returning to the Board; seconded by Lilla; all in favor.

**BUDGET:** Leigh B. Lilla, PE

Ms. Lilla solicited committee chairs and sent the draft budget out for review prior to this meeting. She reviewed notes on the draft budget. Following discussion, Ms. Lilla will update the draft budget and send it out to the Board. An E-vote will be scheduled to adopt the budget.

**AWARD NOMINATIONS:** Michael D. Hurtt, PE

Mr. Hurtt reviewed the nominees for the individual awards to be presented at the National Conference.

Motion by Committee to approve Jack Marchbanks, PhD as the Pearson Person of the Year; Emily Preston, PE as the Young Member of the Year; James Barr, PE as the Member of the Year; and Samir Mody, PE for the Lifetime Achievement Award; seconded by DiZuzio; all in favor.

**INTRODUCTION OF NEW BOARD MEMBERS:**

Each of the incoming Board members introduced themselves and provided background information. President Matthews thanked Ms. Fink and Mr. Carriker for their contributions to the Board during their tenure as Directors.

**COMMITTEE REVIEW:** Timothy W. Matthews, PE

President Matthew introduced the review of committees and explained that there have been discussions regarding the structure of the organization's committees – what should be completed at the National level and what should be completed at the Region level. Committees represented provided discussion. Others were reviewed in limited discussion.

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

New Sections will remain at the National level and Regions can contribute to development of new sections. The Committee is trying to find a new representative from the SW Region to help with efforts in that Region. They are also working with the Northeast Region to establish a New Sections Committee at the Region level. In order to work with the Regions the Committee needs to include a representative from each Region to provide development assistance at the Region level. President Matthews would like the Directors to invite New Sections Chair to Region meetings. Mr. Hewatt noted there has been a beneficial restructuring lately within the Committee that has helped, and it is important to have two Chairs. He also noted that New Sections has stepped in to help with revitalization of struggling Sections. Mr. Jordan stated he and Mr. Hewatt currently have traction in South Florida and are hoping to build on that.

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

There is a benefit to keeping this committee at the National level. Mr. Prophet this committee has been coordinating with other committees as well.

**Outreach:** Timothy W. Matthews, PE representing

There was a recommendation from the Operations & Oversight Committee that this effort be moved to the Region level. However, to do so would require a revision to the National Bylaws. Mr. Carriker expressed concern that representation at the National level is necessary for the distribution of exposure funds. President Matthews felt the National Directors could fulfill that role. **Ms. Lilla will make a final decision when establishing committees for her upcoming term.**

**Partnerships:** Timothy W. Matthews, PE representing

President Matthews noted that National had agreements with other industry partners but that effort was not very successful. Mr. Mody reviewed the history of the partnerships and expressed agreement this effort has not helped at the National level. **The committee will be dissolved.**

**Public Relations:** Timothy W. Matthews, PE representing

This committee will remain at the National level and provide coordination at the Region level.

**Strategic Plan:** Gerald J. Pitzer, PE representing

The Strategic Plan had been extended for one year and will need updating this year. The Committee has not been active due to the pandemic. Mr. Pitzer is looking for direction from the Executive Committee and President on how to proceed with the update. A recommendation was made to make this committee a sub-committee to Operations and Oversight.

**Professional Development:** Timothy W. Matthews, PE representing

This committee no longer has a chair. Other than reporting, there is a question if it is necessary at the National level. Mr. Carriker pointed out the organization is self-accredited and that, if not monitored, we could lose our self-accreditation at the local level. **This committee will be dissolved at the National level, moved to the Region level, and the National Guidelines revised.**

**Student Chapters:** Timothy W. Matthews, PE representing

**This committee will be dissolved at the National level and the guidelines revised.**

**Technology:** Melinda H. Sanders, PE representing

Ms. Sanders reported the Committee is working on the National Portal/Database update. They are working to finalize the RFP and get it on the street. **The RFP must be sent to the Board for review and approval.** Questions exist and will need to be addressed.

**Committee Changes Summary:**

Professional Development will move to the Region level; Partnerships will be dissolved; and Strategic Plan will be moved to Operations & Oversight as a sub-committee. President Matthews stated that if something is pushed to the Region and requires funding, they need to bring that to the attention of the Board so it can be addressed.

**Region Committee Operations:**

The Great Lakes Region is the only Region that has committees mirroring National. Mr. Shea requested a summary of what National expects the Region to do and operate. **President Matthews will get with Ms. Morisi to develop a checklist with timelines. Mr. Shea will begin looking at the Region Operating Manual for update.**

**Closing:**

Mr. Hurtt noted the National Conference currently has approximately 200 registrations. Early bird registration expires April 1, 2022 and the hotel block ends April 10, 2022. He requested the Board encourage attendance.

President Matthews ended the meeting by thanking everyone for their efforts and the discussion.

**ADJOURNMENT:**

Motion by Morisi to adjourn the meeting; seconded by Hurtt; all in favor. The meeting adjourned at 11:40.



**ASHE National Board Meeting Minutes  
March 26, 2022**

**ATTACHMENTS:**

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

- Attachment 1: Reports

Respectfully Submitted,

Thomas S. Morisi  
National Secretary



**ASHE National Board Meeting Minutes  
March 26, 2022**

**Attachment 1: Reports**



ASHE NATIONAL HEADQUARTERS  
 610 RADCON STREET  
 JOHNSTOWN, PA 15904

**SECRETARY'S REPORT**

Following is the current ASHE Membership List by Region/Section as of March 1, 2022.

<b>Northeast Region</b>		<b>Southeast Region</b>	
Albany	84	Alabama	55
Altoona	196	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	198	Tampa Bay	46
Franklin	123	Tennessee Valley	106
Harrisburg	369	<b>Subtotal</b>	<b>1221</b>
Long Island	47		
Mid-Allegheny	126	<b>Great Lakes Region</b>	
N. Central New Jersey	134	Bluegrass	95
New York Metro	136	Central Dacotah	96
North East Penn	134	Central Ohio	194
Pittsburgh	523	Cuyahoga Valley	106
Southern New Jersey	170	Derby City	85
Southwest Penn	271	Lake Erie	209
Williamsport	76	Northwest Ohio	48
<b>Subtotal</b>	<b>3267</b>	Triko Valley	158
		<b>Subtotal</b>	<b>991</b>
<b>Mid-Atlantic Region</b>		<b>Southwest Region</b>	
Blue Ridge	64	Central Texas	71
Carolina Piedmont	68	Dallas-Forth Worth	35
Carolina Triangle	216	Houston	101
Chesapeake	281	Phoenix Sonoran	135
Greater Hampton Roads	83	<b>Subtotal</b>	<b>342</b>
N. Central West Virginia	51		
Old Dominion	87	<b>Total</b>	<b>6922</b>
Potomac	150		
South Carolina	101		
<b>Subtotal</b>	<b>1101</b>		

## MEMBERSHIP

The membership totals listed above are pulled directly from the National Database on the date listed and may not directly correlate to individual Section rosters. The listing coincides with the membership totals used to determine Section Awards for the upcoming conference.

Total membership as of the date listed is 6,922 which represents a net increase of 24 members since the report for the January 2022 National Board meeting.

A breakdown comparison, by Region, since the January 2022 National Board Meeting is as follows:

- Northeast Region
  - January Membership: 3,264
  - Current Membership: 3,267
  - Total net increase: 3
  - Of the 18 Sections, 4 showed membership increases, 2 showed decreases, and 12 stayed the same. All increases/decreases were minor in nature.
- Mid-Atlantic Region
  - January Membership: 1,064
  - Current Membership: 1,101
  - Total net increase: 37
  - Of the 9 Sections, 1 showed membership increases, 0 showed decreases, and 8 stayed the same. The entire increase is attributed to the South Carolina Section which grew by 37 members.
- Southeast Region
  - January Membership: 1,220
  - Current Membership: 1,221
  - Total net increase: 1
  - Of the 8 Sections, 1 showed membership increases, 0 showed decreases, and 7 stayed the same. The entire increase is attributed to the Tampa Bay Section which grew by 1 member.
- Great Lakes Region
  - January Membership: 984
  - Current Membership: 991
  - Total net increase: 7
  - Of the 8 Sections, 4 showed membership increases, 1 showed decreases, and 3 stayed the same. All increases/decreases were minor in nature.
- Southwest Region
  - January Membership: 366
  - Current Membership: 342
  - Total net decrease: 24
  - Of the 4 Sections, 1 showed membership increases, 1 showed membership decreases and 2 stayed the same. The Phoenix Sonoran Section increased by 4 members and Houston lost 28 members.

As mentioned, the membership totals listed above represent the totals used to calculate Section Awards. Therefore, this provides an opportunity to look at membership statistics since this time last year.



Following is a breakdown comparison, by Region, since April 1, 2021 National Board Meeting is as follows:

- Northeast Region
  - 2021 Membership: 3,385
  - Current Membership: 3,267
  - Total net decrease: 118
  - Largest number increase: First State (+13)
  - Largest percentage increase: First State (+7.0%)
  - Largest number decrease: Harrisburg (-32)
  - Largest percentage decrease: Long Island (-29.9%)
- Mid-Atlantic Region
  - 2021 Membership: 1,063
  - Current Membership: 1,101
  - Total net increase: 38
  - Largest number increase: Blue Ridge (+4)
  - Largest percentage increase: Blue Ridge (+6.7%)
  - Largest number decrease: Potomac (-38)
  - Largest percentage decrease: Potomac (-20.2%)
  - South Carolina is not reflected in the awards or in the statistics for largest increase/decrease since they were chartered in 2021. Without their 101 members, the Region would have shown a net decrease of 63 members.
- Southeast Region
  - 2021 Membership: 1,276
  - Current Membership: 1,221
  - Total net decrease: 55
  - Largest number increase: Tennessee Valley (+52)
  - Largest percentage increase: Tennessee Valley (+96.3%)
  - Largest number decrease: Georgia (-57)
  - Largest percentage decrease: Tampa Bay (-40.3%)
- Great Lakes Region
  - January Membership: 971
  - Current Membership: 991
  - Total net increase: 20
  - Largest number increase: Lake Erie (+14)
  - Largest percentage increase: Bluegrass (+15.9%)
  - Largest number decrease: Triko Valley (-16)
  - Largest percentage decrease: Northwest Ohio (-9.4%)
- Southwest Region
  - 2021 Membership: 260
  - Current Membership: 342
  - Total net increase: 82
  - Largest number increase: Dallas Fort Worth (+17)
  - Largest percentage increase: Dallas Fort Worth (+94.4%)
  - Largest number decrease: Houston (-7)
  - Largest percentage decrease: Houston (-6.5%)
  - Central Texas is not reflected in the awards or in the statistics for largest increase/decrease since they were chartered in 2021. Without their 71 members, the Region would have grown by 11 members.

- National
  - 2021 Membership: 6955
  - Current Membership: 6922
  - Total net decrease: 33
  - Total percentage decrease: -0.5%

### **SECTION AWARDS**

Based on a comparison between April 1, 2021, and March 1, 2022, without consideration to the two Sections that chartered in this time period, the following awards are presented for approval:

- **Robert E. Yeager Award:** Northeast Florida for most diverse new membership
- **Terrance D. Connor Award:** North East Penn with no drops and a net growth of 2 new members
- **George Hart Award:** Dallas Fort Worth for a 94.4% increase in membership
- **Gene G. Smith Award:** Tennessee Valley for adding a net total of 52 new members

Note that Tennessee Valley had a higher percentage increase in membership than Dallas Fort Worth. However, as per past practice, the same Section cannot win both the Hart and Smith award.

### **ASSESSMENTS**

All 2021-2022 assessments have been paid.

### **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**

**March 26, 2022**

**Cincinnati, OH**

1. Income and Expenses - Income and Expenses are shown as of 02/28/2022. See Attachment.
  - o Operating Income Comments –
    - The 2021 Virtual Conference forwarded an income check of \$3,749.61.
  - 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. This check has not been posted for payment. The check is now over 5 months old. Has it been lost?
2. Investment as of 12/31/2021. See Attachment. The investment account lost approx. \$19 K. this FY.
3. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for January. The statement was forwarded to Budget/Audit Committee Chair Leigh Lilla for review.
4. The reconciliation for the February PNC Bank Statement has not been completed due to a problem with the Quicken program. The National Treasurer has been in contact with CPA Associates for assistance. They believe the program did not remember the ending balance from January 2022 or deposits recorded in Quicken prior to the current Fiscal Year have been corrupted and/or deleted. Quicken then attempted to complete the reconciliation by adding \$3,263.99 to the ledger to make it balance. CPA Associates has suggested we try again to reconcile the January bank statement and reconcile the February statement after deleting the Quicken add.
5. Credit Card reconciliations have been forwarded to the National Secretary for review. These will then be forwarded to the Budget/Audit Committee for review.
6. A check in the amount of \$300.00 to the Alabama Section as approved by the board at the January 2022 board meeting.
7. The National Director has received the EIN tax id for the 2025 National Conference.
8. The reorganization group was assisted in obtaining an EIN tax id.
9. An email was sent to new board members reaffirming expense guideline.
10. Assisted the Project of the Year Chairperson, Joe Rikk in judging projects.
11. Worked extensively with VP Lilla and VP Harris in developing the budget for FYE 2023.

12. Coordinating with Shirley Stuttler concerning her and John's expenses for the 2022 Conference.
13. Memo prepared informing Past National Presidents of the availability of registration reimbursement and forwarded by Nancy.
14. 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.
15. Send checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address
16. Mileage is \$ 0.585/mile.

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

**Motion 2: Approval of stipend for the 2022 National Conference, Columbus, OH**

Item	Regular Registration	Govmt./Retired Registration
Registration	\$ 255.00	\$ 174.00
Past Presidents Lunch	\$ 20.00	\$ 20.00
Gala	\$ 100.00	\$ 100.00
Room - 3 nights	\$ 578.10	\$ 578.10
Total	\$ 953.10	\$ 872.10
Stipend Amount	\$ 953.10	\$ 872.10

**National Conference**

7. A flat fee stipend calculated by the National Treasurer and approval by the Board is provided to each Board Member and Immediate Past President at the National Conference to help defer expense for the conference events/lodging (may be adjusted yearly). This flat fee stipend excludes the current National President and National President Elect whose expenses are paid by the current National Conference Host. (Some conference locations may merit a higher stipend reimbursement, which will be determined by the National Board). In addition, reimbursement for transportation to and from the National Conference will be made for Board Members and the Immediate Past President. ***Note: Auto rental will only be reimbursed for two days. Additional rental days will be at your own expense.***
8. During the National Conference, National Board Members are expected to attend the Annual Business Meeting, National Past Presidents' Luncheon and Annual Banquet Dinner (installation of National Officers occur at this event).

**Motion 3: To provide stipend and reimbursement to current National Board Members not returning to the board for the 2022 ASHE National Conference.** Discussion: Outgoing National Board members normally would not be provided a stipend to attend the 2022 National Conference in Columbus. Due to the COVID, two members were not able to attend an in-person conference in 2020 and 2021.

**ASHE Treasurer's Report**  
for  
**For June 1, 2021 to February 28, 2022**

**Natonal Board Meeting, Cincinnati, OH**

**PNC Checking Account**

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2020	\$	149,431.86
2	<b><u>Inflows</u></b>		
3	Income	\$	193,311.26
4	Total Inflows (Income)	\$	193,311.26
5	<b><u>Outflows</u></b>		
6	Expenses	\$	138,089.48
7	Total Outflows (Expenses)	\$	135,759.42
8	Balance 8649 - 2/28/2022	\$	206,983.70

**PNC Investment Account**

9	PNC Investment - Beginning Balance (6/1/2021)	\$	409,340.31
10	Increase (Decrease) in Fund as of 2/28/2022	\$	(19,178.57)
11	-		
12	Balance on 02/28/2022	\$	390,161.74
13			
14	Total Assets as of 02/28/2022	\$	597,145.44
15	Total Assets as of 6/1/2021 ....	\$	558,772.17
16	Increase or (Decrease) in Total Assets - 6/1/2021 to 02/28/2022	\$	38,373.27

Respectfully submitted:

**ASHE** Treasurer  
 Digitally signed by: ASHE Treasurer  
 DN: CN = ASHE Treasurer  
 Date: 2022.03.21 17:14:51 - 05'00'

**3/21/2022**

\_\_\_\_\_  
 ASHE National Treasurer

Item	<b>Operating Income</b>	<b>Budgeted FYE 2022</b>	<b>Actual as of 02/28/2022</b>
A.	Clothing royalties	\$ 1.00	
B.	Conference seed money returned	\$ -	\$ 8,000.00
C.	Conference Income	\$ 1.00	\$ 3,749.61
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	\$ 139,182.50
H.	National Project of the Year	\$ 500.00	\$ 500.00
I.	New members initiation fees	\$ 9,000.00	\$ 18,220.00
J.	Other Income	\$ 1.00	\$ 360.40
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	\$ 16,750.00
	<b>Total</b>	<b>\$ 183,803.00</b>	<b>\$ 193,311.26</b>
	<b>Increase of Demand Assets from Investment</b>	<b>\$ 47,867.00</b>	
	<b>Total Inflow to Operating Budget</b>	<b>\$ 231,670.00</b>	

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

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 02/28/2022
<b>A. BUDGET/AUDIT COMMITTEE</b>				
	A102.0	Treasurer's Meeting With Auditors	\$ 400.00	\$ -
		<b>TOTAL:</b>	<b>\$ 400.00</b>	<b>\$ -</b>
<b>B. CONSTITUTION &amp; BYLAWS COMMITTEE</b>				
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C. EXECUTIVE COMMITTEE</b>				
	C102.0	Audit & CPA fees	\$ 7,500.00	\$ 7,654.91
	C103.0	Awards, pins, & ribbons	\$ 4,000.00	\$ 1,216.10
	C104.0	Committee chair travel by President's invitation	\$ 6,000.00	\$ 2,943.51
	C105.0	Computers, purchase, repair	\$ 500.00	\$ -
	C106.0	Contingencies, legal, bank fees	\$ 500.00	\$ 511.00
	C107.0	Donations, memorials, gifts	\$ 200.00	\$ 186.90
	C108.0	Employee - taxes, fica	\$ 12,000.00	\$ 8,966.71
	C109.0	Employee - wages	\$ 31,980.00	\$ 18,011.27
	<b>C110.0</b>	<b>Employee - expenses <sup>1</sup></b>	<b>\$2,000.00</b>	<b>\$ 1,073.90</b>
	C111.0	Insurance - business	\$ 5,000.00	\$ 5,476.00
	C112.0	Misc. Expenses	\$ 500.00	\$ 332.10
	C113.0	Office- conf. call	\$ 500.00	\$ 74.45
	C114.0	Business Office - Rent	\$ 3,500.00	\$ 2,625.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 750.00	\$ 722.90
	C117.0	Presidents travel & expenses (No board mtgs.)	\$ 10,000.00	\$ 4,704.71
	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	\$ 1,094.15
		<b>TOTAL:</b>	<b>\$ 90,530.00</b>	<b>\$ 57,450.81</b>
<b>D. MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>				
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>E. NATIONAL BOARD</b>				
	E101.1	Board Directors Lodging	\$ 10,000.00	\$ 7,902.31
	E101.2	Board Directors Travel	\$ 23,000.00	\$ 16,580.95
	E102.0	Board Meeting Expenses	\$ 10,000.00	\$ 12,498.43
		<b>TOTAL:</b>	<b>\$ 43,000.00</b>	<b>\$ 36,981.69</b>

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 02/28/2022
<b>F. NATIONAL CONFERENCE COMMITTEE</b>				
	F101.0	2021 conference stipend & expenses (6/9-13/2021)	\$20,000.00	\$150.00
	F102.0	Future National Conf. Advance (2024)	\$ -	\$ -
	F103.0	Sponsorships for 2022 conference	\$ 4,000.00	\$ 4,000.00
	F104.0	National Conf. Comm. Travel	\$ -	\$ -
	F105.0	Past Presidents Stipend for National Conference	\$ 2,500.00	\$ -
	F106.0	Scanner Special 2020 Conference Edition	\$ -	\$ -
		<b>TOTAL:</b>	\$26,500.00	\$4,150.00
<b>G. NEW SECTIONS COMMITTEE</b>				
	G101.0	Startup grant - Two(2) Sections per Year	\$ 1,200.00	\$ -
	G102.0	New Section Banners - Three(3) Sections	\$ 400.00	\$ -
	G103.0	Exhibiting	\$ 5,000.00	\$ 1,366.00
	G104.0	Travel - New Sections & Chartering	\$ 2,000.00	\$ 769.13
		<b>TOTAL:</b>	\$ 8,600.00	\$ 2,135.13
<b>H. NOMINATING COMMITTEE</b>				
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 2,000.00	\$ -
		<b>TOTAL:</b>	\$ 2,000.00	\$ -
<b>I. OPERATIONS OVERSIGHT COMMITTEE</b>				
	I102.0	Regional Directors Travel	\$ 4,000.00	\$ 2,262.16
	I103.0	Project of the Year	\$ 2,500.00	\$ 1,608.05
	I104.0	Society History Comm. <sup>1</sup>	\$ -	\$ -
		<b>TOTAL:</b>	\$ 6,500.00	\$ 3,870.21
<b>J. OUTREACH COMMITTEE</b>				
	J102.0	Exposure Funds	\$ 6,000.00	\$ 6,000.00
		<b>TOTAL:</b>	\$ 6,000.00	\$ 6,000.00
<b>K. PARTNERSHIP COMMITTEE</b>				
		<b>TOTAL:</b>	\$0.00	\$ -
<b>L. PROFESSIONAL DEVELOPMENT COMMITTEE</b>				
		<b>TOTAL:</b>	\$0.00	\$ -



Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 02/28/2022
M.		<b>PUBLIC RELATIONS COMMITTEE</b>		
	M102.0	Contest	\$ 200.00	
	M104.0	Promotional Materials, Social Media	\$ 4,000.00	\$ 505.00
	M106.0	Software	\$ 1,200.00	\$ 917.28
	M105.0	Shipping - ASHE Display	\$ 500.00	\$ 28.94
		<b>TOTAL:</b>	\$ 5,900.00	\$ 1,451.22
N.		<b>SCANNER COMMITTEE</b>		
	N102.0	TNT Invoices	\$ 23,000.00	\$ 19,636.36
		<b>TOTAL:</b>	\$ 23,000.00	\$ 19,636.36
O.		<b>STRATEGIC PLAN COMMITTEE</b>		
	O101.0	Strategic Planning Committee	\$ -	
		<b>TOTAL:</b>	\$ 0.00	\$ -
P.		<b>STUDENT CHAPTER COMMITTEE</b>		
	P101.0	Student Chapter Committee	\$ 700.00	\$ -
	P102.0	Student event promo materials	\$ -	\$ -
		<b>TOTAL:</b>	\$ 700.00	\$ -
Q.		<b>TECHNOLOGY COMMITTEE</b>		
	Q101.0	Cloud Committee Expenses (Travel)	\$ 700.00	\$ -
	Q103.0	Database upgrade	\$ 15,000.00	\$ 1,708.30
	Q106.0	Website hosting	\$ 4,840.00	\$ 2,375.70
		<b>TOTAL:</b>	\$ 20,540.00	\$ 4,084.00
		<b>TREASURER</b>		
R.		Transfer from Checking to Investment	\$ -	
			\$ 0.00	
		<b>Total Expenses</b>	<b>\$ 233,670.00</b>	<b>\$ 135,759.42</b>

1. See National Board Meeting Minutes of 10/16/2021 adding this item to budget.

Cash Flow  
6/1/2021 through 2/28/2022

3/21/2022

Page 1

Category	6/1/2021- 2/28/2022
<b>INFLOWS</b>	
B. Conference Advance Money Return	8,000.00
C. Conference Income-- National Conf...	3,749.61
E. Life Member Pins	210.00
G. Membership Assessments	139,182.50
H. National Project of the Yr-Entry fee	500.00
I. New Member-Initiation Fee	18,220.00
J. Other Income	360.40
K. Past President-Pins	2,400.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	3,938.75
L101.0 SCANNER Sponsorships	16,750.00
TOTAL L. Sponsorships	20,688.75
<b>TOTAL INFLOWS</b>	<b>193,311.26</b>
<b>OUTFLOWS</b>	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	7,654.91
C103.0 Awards, Banners, Ribbons, ...	1,216.10
C104.0 Com Chair Travel -Pres.'s R...	157.10
Lodging	476.98
Mileage	360.08
Misc. Travel Expenses, Meals, Par...	296.21
Travel - Air,Train,Transit,Cab,Rental	1,653.14
TOTAL C104.0 Com Chair Travel ...	2,943.51
C106.0 Contingencies, Legal, Bank ...	
Bank Charge-Bank Charge	77.00
Legal	399.00
Quickbooks Direct Deposit Fee	35.00
TOTAL C106.0 Contingencies, Le...	511.00
C107.0 Donations. Memorials, Gifts-...	186.90
C108.0 Employees - Taxes, FICA, E...	8,966.71
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. M...	18,011.27
TOTAL C109.0 Employee Wages	18,011.27
C110.0 Admin. Asst. Exp - N. Morisi	
Travel -- Air,Train,Transit,Cab,Ren...	1,073.90
TOTAL C110.0 Admin. Asst. Exp -...	1,073.90
C111.0 Insurance - Business	5,476.00

Cash Flow  
6/1/2021 through 2/28/2022

3/21/2022

Page 2

Category	6/1/2021- 2/28/2022
C112.0 Miscellaneous Expenses	332.10
C113.0 Office-Conf. Call, Office Exp...	74.45
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	375.00
C114.3 Johnstown, PA-- Rent	2,250.00
TOTAL C114.0 Business Office - ...	2,625.00
C115.0 Postage and Delivery-Postag...	722.90
C117.0 President's Exp(Not BD Mtgs)	
Lodging-Overnight Lodging	1,810.62
Mileage-Mileage at IRS Rate	561.12
Misc. Travel Expenses, Meals, Par...	563.20
Travel - Air,Train,Transit,Cab,Rental	1,769.77
TOTAL C117.0 President's Exp(N...	4,704.71
C118.0 Society Travel-Pres. Request	
Lodging	624.89
Mileage	795.20
Misc. Travel Expenses, Meals, Par...	15.00
Travel - Air,Train,Transit,Cab,Rental	422.15
TOTAL C118.0 Society Travel-Pre...	1,857.24
C119.0 Refund	-0.04
C119.1 Supplies-Software, Ink,Paper...	1,094.15
TOTAL C. Executive Committee	57,450.81
E. National Board-Expense for National...	
E101.0 Board Member-Board Meetin...	12,498.43
E101.1 Lodging - Board Meeting	7,902.31
E101.2 Board Travel Expenses	
Mileage - Board Meeting	3,077.17
Misc. Travel Expenses, Meals, ...	3,113.32
Travel-Air,Train,Transit,Cab,Re...	10,390.46
TOTAL E101.2 Board Travel Ex...	16,580.95
TOTAL E101.0 Board Member-Bo...	36,981.69
TOTAL E. National Board-Expense f...	36,981.69
F. National Conference Committee	
F101.0 National Bd. Member Stipend...	
2021 Stipend - Virtual Conference	150.00
TOTAL F101.0 National Bd. Memb...	150.00
F103.0 Sponsorship	4,000.00
TOTAL F. National Conference Com...	4,150.00
G. New Sections Committee	
G103.0 Exhibiting @ National Confer...	1,366.00

**Cash Flow**  
6/1/2021 through 2/28/2022

Category	6/1/2021- 2/28/2022
G104.0 Travel-New Section & Charte...	
Lodging	178.89
Mileage	112.56
Misc. Travel Expenses, Meals, Par...	106.88
Travel-Air,Train,Transit,Cab,Rental	370.80
TOTAL G104.0 Travel-New Sectio...	769.13
TOTAL G. New Sections Committee	2,135.13
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Dire...	1,011.61
Mileage	699.52
Misc. Travel Expenses, Meals, Par...	70.22
Travel -- Air,Train,Transit,Cab,Ren...	480.81
TOTAL I102.0 Regional Director T...	2,262.16
I103.0 ASHE National Project of the ...	1,608.05
TOTAL I. Operations Committee	3,870.21
J. Outreach Committee	
J102.0 Exposure Funds-Distribution t...	6,000.00
TOTAL J. Outreach Committee	6,000.00
M. Public Relations Committee	
M104.0 Promotional Material,Social ...	505.00
M105.0 Shipping - ASHE Display	28.94
M106.0 Software	917.28
TOTAL M. Public Relations Committee	1,451.22
N. SCANNER Committee	
N102.0 TNT Invoices - Scanner Only	19,636.36
TOTAL N. SCANNER Committee	19,636.36
Q. Technology Committee	
Q101.0 Support ASHE Cloud	583.30
Q102.0 Data Base Project Admin.-U...	1,125.00
Q106.0 Website Hosting	2,331.70
Q107.0 Website redesign	44.00
TOTAL Q. Technology Committee	4,084.00
<b>TOTAL OUTFLOWS</b>	<b>135,759.42</b>
<b>OVERALL TOTAL</b>	<b>57,551.84</b>



## MEMO

To: ASHE Past National Presidents  
From: Frank O'Hare, PE, PS, ASHE National Treasurer  
CC: Tom Morisi, ASHE National Secretary  
Nancy Morisi, ASHE Administrator  
Date: 2/24/2022  
Re: 2022 ASHE National Conference – Registration Fees

---

At the ASHE National Board Meeting on May 12, 2019, the board passed a motion to provide Past National Presidents the registration fees for future conferences. This year's budget provided funding for the registration fees for Past Presidents for the 2022 ASHE National Conference.

If you wish to claim your registration fee as a Past National President for the 2022 ASHE National Conference, after the conference please submit your registration receipt attached to an email and forward to me. Make sure you provide me a correct address and phone number in your email.

My email address: [ashenationaltreasurer@ashe.pro](mailto:ashenationaltreasurer@ashe.pro).

The following Past Presidents are not eligible for the 2022 National Conference Registration:

- Frank O'Hare
- Mike Hurtt
- Tim Mathews
- Tom Morisi

Please be advised that you will be responsible for all Federal, State and Local Taxes as this registration funding cannot be considered an expense item for a board member.



## Administrative Assistant Summary

This is a summary of the Administrative Assistant Activities for the past 6 months (October-March 2021-2022).

### **Membership:**

- There are a total of 114 membership requests from the website that admin responded to and sent the appropriate Section and Region Secretary.
- 273 New member certificates and pins mailed to appropriate Sections.
- 3 Past President pins and 7 Life member pins mailed to appropriate Sections.

### **Sections:**

- Replacement banners ordered and shipped upon request to the North Central New Jersey Section and South Carolina Section
- Assisted North Central New Jersey with preparations for Holiday Party including life member certificates, pins, and trivia answers.
- Collected all remaining assessments and late fees, this involves a great deal of correspondence.
- Answered questions or forwarded questions to proper person to address.

### **Regions:**

- Send communications via the communication plan.
- Answer any questions or distribute questions for answer to applicable person.

### **National:**

- Assist all National Board Members as directed.
- Assist with planning of all National Board Meetings
- Attended all National Board Meetings
- Sent and collected all assessments.
- Collect and process all incoming checks and send to National Treasurer

### **Committees:**

- Attend Membership Committee membership and report on membership etc. also contributed to the Best Practices Manual.
- Attend Technology Committee meetings and provide input, as necessary.
- Attend Conference Committee meetings when necessary to aid with conference planning



## Jim Shea - National Director Report

**Date:** 3/20/2022

**Report Period:** 1/21/2022 through 3/25/2022

### Section Interaction:

- 1/27/2022 – Attended Bluegrass virtual lunch meeting – KYTC Tornado Emergency Response
- 2/10/2021 – Attended Great Lake Region quarterly board meeting
- 2/15/2022 – Attended National Conference Committee Monthly Coordination Call
- 2/16/2022 – Attended Circle City restart coordination meeting
- 3/10/2022 – Hosted coordination call with Region Presidents RE: Committees
- 3/22/2022 – Attended Lake Erie Monthly Meeting – POY Presentations

### Meeting Notes from 3/1/2022 meeting with Region Presidents:

- Attendance – Jim Shea (Great Lakes National Director), Kirsten Bowen (Great Lakes President), Nimish Desai (Mid-Atlantic President), Len Pappalardo (Southeast President)
- Paul McNamee (Northeast President) and James Barr (Southwest President) were unable to attend but provided feedback via email.

### Southwest Region Feedback

- In the Southwest, they haven't 'officially' established any committees yet (they area approximately 2-years established and 1 ½ of that was during the pandemic).
- At their Regional Board meetings, things that would typically be part of a committee that we focus discussions on related to the sections have primarily been: Membership, By-Laws, Scholarships and Programs. It is expected that these topics turn into stand-alone regional committees in the coming months.
- The welcome further discussion and coordination for best practices on how regions can have the most meaningful impact on the overall success of the sections.

### Northeast Region Feedback

- Only active ongoing Committees in NE Region are Project of the Year, Exposure Grant and Nominating. They do not have the revenue source or budget to have any Committees that require expenditure of funds. They have very many active sections that have multiple committees and feel their main mission is to support the Sections and be a link to National.
- They do not believe there are any National Committees that should be transferred solely to Regions. Membership, Awards, Nominating, Program, PR, Scholarship, Student Chapter, all are active at the Section level. The Northeast Region facilitates communication between the Sections to share ideas, successes, lessons learned, etc. and also distribute National information, policies, procedures, etc to the Sections and follow-up.
- They do occasionally have other special committees like Bylaws when necessary but none that are ongoing. They are looking at a New Section Committee, but do not think that should totally passed down to the Region.
- They hope to have another meeting of the Region Presidents to further discuss committees and other overall Region activities and thoughts.

### Great Lakes Region Feedback

- The Great Lakes Region currently has the following active committees: Budget & Audit, Nominating, New Sections, Awards, Public Relations, Website, Scanner, By-Laws, Legislative, Student Sections and Membership. They were attempting to consolidate some similar committees but with the region roles in limbo we have not gotten far.
- When asked 'which committees are active, and which are not' the response was - depends on the quarter... but generally aside from PR and membership (which has a new chair) have at least a bare minimum of participation but many need prodded.
- Committees could be more of a steppingstone to national or for better coordination and continuity...but it depends on the org priorities... for example...
  - Secretary → Regional Membership → National Membership – the National Membership committee would have all the region membership chairs and some others at National
  - Section awards → region awards → national awards – it would be nice if this was less confusing and done within 1 year
  - Website
  - bylaws
- Some committees are just section and national
  - Scanner – no reason at region
  - Legislative? Makes more sense at section and national
  - New sections – maybe someone participates at region level but not a committee
- Not sure about the roles of budget & audit, nominating, PR at the region level – these are more like process.
- It would be nice if National could provide a schedule for committee guidance so the region can plan things. The region doesn't want to focus effort on a committee that might be deleted.

### Mid-Atlantic Region Feedback

- The mid-Atlantic region does not have any committees, but they regularly discuss some of the things during our BOD meeting:
  - Awards/Nomination – Entire BOD (Region Officers and Directors) vote when they are requested
  - Annual Regional Conference – Usually we look for volunteers depending on the location of regional conference to chair. This is our most successful event. We do not have a committee
  - Strategic Planning – Usually the president assigns a team to conduct a survey depending on the request from National
  - PDH – We compile PDH's from the Regional conference and provide to the National when requested
  - Budget – This is set by our treasurer at the beginning of each year. We do not have a large budget other than planning for the regional conference and sponsorships
- The region is more of a liaison between National and the Sections. Usually, they leave it up to the sections as they directly coordinate on items related to membership, their budgets, nominations for member awards etc.
- Nimish noted that 2-3 years ago they were invited to Syracuse about this topic and it seems like we are asking some of the same questions again.
- Participation at the region level is challenging as the region keeps growing geographically. The sections are far apart which makes being active a challenge.
- It may be beneficial to invite region presidents to national board meetings more regularly.
- Section director terms are challenging to work with as each section has different term length and different people filling the roles. Many sections require their past president to serve as section



director following their term on the section board. This could be for as little as a single year and the roll over is challenging to deal with. The section past president may also not want to have a roll at the region.

#### Southeast Region Feedback

- The Southeast Region has no standing committees.
- They get support from the same sections repeatedly including Georgia, NE Florida and Tampa. Other sections are not as engaged. People like local sections and the volume of people who are committed to participating at the region level may not be there.
- Likes the idea of responsibilities (committees) being established in the by-laws so there is concrete guidance.
- Noted that this conversation has been ongoing for many years and the guidance needs to be established.

#### Other notes

- Presidents generally felt that New Sections (with budget and scope), POY work well at the region.
- Budget will need to be considered if responsibilities are going to be shifted to the Region.
- It may make more sense for the region to understand the goals of ASHE national and execute those goals instead of requiring committees.
- Smaller pool of interested people with more committees to fill when compared to national.



# National Director's Report

March 26, 2022

**Roger Carriker, Mid-Atlantic Region**

*As requested by the National President, this is a report from a National Director from the Mid-Atlantic region outlining my activities over the past six months. (let's say October 2021 thru March 2022)*

**Activities participated in and/or involved in over the last 6 months (October 2021 thru March 2022):**

## **National level activities**

1. **National Board Meetings**
  - a. Oct 15-16, 2021 (Norfolk, VA): attended board meeting in Norfolk VA
  - b. Jan 21-22, 2022 (Jacksonville, FLA): missed this meeting
  - c. March 25-26, 2022 (Cincinnati, OH): will be attending this meeting
2. **National Conference Committee** – conference committee/conference chair meetings (Teams)
  - a. Attended meetings on 11/17/21, 12/16/21, 1/18/22, and 2/15/22
  - b. Missed 3/15/2022 meeting
3. **Budget committee**
  - a. Reviewed and provided comments on budget and Sept. 2021 account statements on 10/10/21 distributed by committee chair (L Lilla) on 10/04/21
  - b. Did not provide comments on October 2021 account statements distributed by committee chair (L Lilla) on 11/01/21
  - c. Reviewed and had no comments on November 2021 account statements (email on 12/08/21) that were distributed by committee chair (L Lilla) on 12/07/21
  - d. Reviewed and had no comments on December 2021 account statements (email on 1/07/22) that were distributed by committee chair (L Lilla) on 1/04/22
  - e. Reviewed and provided comments on January 2022 account statements on 2/26/22 that were distributed by committee chair (L Lilla) on 2/25/22
4. **Professional Development and Student Chapter Committees**
  - a. October-December 2021: Discussed with committee chair for these committees (Matt Carter) ideas on how/who might be interested in filling the chair position with Matt's stepping down from this role after 6 years. No one on either committee offered to take over the leadership position.
    1. Reported same to National Board at the October 16, 2021 Board meeting and asked Board to inquire with others in their Regions that might be interested in taking the Chair positions for these two committees. No response to date

## **Mid-Atlantic Region level activities**

1. **Region Board of Directors Meetings (Teams calls)**
  - a. Attended Board meetings on the following dates: 11/10/21, 12/17/21, and 2/25/22
    1. Meeting topics included: section activities, nominations for region's national director position, planning for region conference, section bylaws updates, scanner articles development/schedule, participation/attendance at 2022 national conference, updates (ongoing) to section/region leadership file for submittal to National, Section/Region officer training sessions, etc.

- b. Project of the Year and Member awards applications
  1. Participated in the discussion with the Board on projects and members that could be submitted for these national initiatives. Reviewed member of the year application for Nick Ramirez and several Projects of the Year packages. Provided letter of recommendation for Nick R and rated packages Board then approved for POY submittal to National.

**Local (Chesapeake) Section level activities**

1. **Chesapeake Board of Directors meetings**
  - a. Attended the following Chesapeake board meetings: 10/06/21, 11/02/21, 12/09/21, 2/01/22, and 2/22/22
    1. provided advise, input, and feedback to section leadership on activities and efforts they are working on for the 2021-2022 ASHE season
2. **Chesapeake member meetings/webinars** – (Note: PDH’s were issued to attendees who submitted a PDH Request Form)
  - a. 10/22/21, 11/18/21, 12/03/21, 12/15/21, 2/22/22, and 3/15/22 (our first face-to-face meeting in over 2-years !!!)

File = 2022\_03\_26 Directors Report R Carriker MA Region.docx  
R Carriker  
3/16/2022



Michael Bywaletz, PE  
National Director  
Mid-Atlantic Region

RE: National Director Activities

It's been a roller coaster 2-years since becoming National Director. Keeping activities going with the local section has been the most challenging since handing over presidency in the Carolina Piedmont Section. We did well for the first year with me poking at the Board to hold Board meetings and then get virtual meetings going. I was scheduling them for the board so they would happen. Meetings have slipped a little more than they should as I stepped back some from the local section hoping they would take the reigns to continue. We finally had our first Board Meeting on March 3<sup>rd</sup> since October of last year. Hopefully this is a good start to getting things moving again.

On the Regional Level, the Mid-Atlantic Region has been active in keeping up with regular meetings and priorities. Been attending meetings virtually and providing my 5-cents worth as needed. Providing National Board meeting updates to the Region. Looking forward to meeting in person at some point.

National finance committee has not met at all. I get emails on occasion to check financials from Leigh and Frank.

I enjoyed attending the one National Board meeting in person in Houston. Unfortunately, I could not make the Jax one, but will be in Cincy.

Best Regards,

**Michael D. Bywaletz, PE, CPESC**

National Director, Mid-Atlantic Region,

Past-President Carolina Piedmont Section

Past-President Georgia Section



## Northeast Region Director Report

### **National**

- Attended National Board Meeting in Norfolk, VA and Houston TX
- Served as Committee Chair for Membership Committee
- Reviewed Scanner Articles

### **Northeast Region**

- Attended Virtual Status Meetings
- Served as Nominating Committee Chair responsible for nominating National 2<sup>nd</sup> VP and National Board Reps. Includes coordination and preparing letters.

### **Clearfield Section**

- Attended Virtual Dinner Meeting

### **Delaware Section**

- Attended virtual Section Meetings and Tech Sessions in September, October, November, January, and February. Also attended Virtual Board Meetings in September, October, November January and February.

### **East Penn Section**

- Attended Virtual Section Meetings in September, November, and January. Attended in Person Meeting in February.

### **Harrisburg Section**

- Attended In Person Dinner Meeting in December

### **Northeast Penn Section**

- Attended In Person Dinner Meeting in November

### **North Central NJ Section**

- Attended 30<sup>th</sup> Anniversary event
- Attended Virtual Technical Session and Section Meetings in November and January



## North East National Director's Report March 26, 2022

### Don Di Zuzio – Period: October 1, 2021 – March 31, 2022

**(Responsible Sections)** – Albany, Harrisburg, Long Island, New York Metro, North Central New Jersey, Southern New Jersey)

**(National Committees Liaison)** – Public Relations, Scanner, Constitution & Bylaws)

### Activities Completed or Planned

#### Travel:

- \* October 15 & 16 National Board Meeting – Norfolk, VA
- \* October 20 North Central NJ 30<sup>th</sup> Anniversary Dinner (Section Board) Recognized Lifetime Achievement Recipients (Pello, Mody, Di Zuzio, Keller) – Edison, NJ
- \* December 8 North Central NJ Board Dinner and Scholarship Awards – Edison, NJ
- \* January 21 & 22 National Board Meeting – Jacksonville, FL
- \* February 15 NY Metro Presentation - NYC, NY
- \* February 16 Southern NJ Construction Panel Presentation – East Windsor, NJ

#### Virtual Meetings:

- ❖ Bi-Weekly (on-going) Call with Long Island Section Board
- ❖ September 9 North Central & Southern NJ Joint Meeting
- ❖ September 27 NE Region Board Meeting
- ❖ October 7 NY Metro Project Presentation
- ❖ November 4 North Central NJ Ethics Presentation
- ❖ November 11 North Central Board Meeting
- ❖ November 19 NE Region Executive Committee Call
- ❖ December 1 North Central NJ Project Presentation
- ❖ January 6 NE Region Board Meeting
- ❖ January 20 North Central NJ Project Presentation
- ❖ January 26 North Central NJ Board Meeting
- ❖ February 10 North Central NJ Project Presentation
- ❖ March 10 North Central NJ Project Presentation
- ❖ March 25 & 26 National Board Meeting – Cincinnati, OH

#### Committee Meetings:

- Quarterly PR Committee Call
- Quarterly Scanner Committee Call

Other Activities:

- Review Scanner Articles
- Prepare/Distribute 2022 North Central NJ Scholarship Applications
- Update North Central NJ Section Bylaws

Future Meetings:

- |             |  |
|-------------|--|
| ✓ April 8   | North East Region Board Meeting  |
| ✓ April 14  | North Central and Southern NJ 2022 Awards Program – Cranbury, NJ           |
| ✓ May 6     | Southern NJ 35 <sup>th</sup> Anniversary Celebration                       |
| ✓ May 11-15 | National Conference & Board Meeting – Columbus, OH                         |
| ✓ May 12    | North Central NJ Golf Outing & Scholarship Fund Raiser – Lawrenceville, NJ |
| ✓ June 9    | North Central NJ Field Trip & Project Presentation – Clifton, NJ           |
| ✓ July 14   | North Central NJ Section Board Reorganization – Bloomfield, NJ             |
| ✓ August    | No Meetings  |

End of Report

KATHRYN FINK – NORTHEAST REGION DIRECTOR

November 11, 2021 – Student Chapter Committee Meeting

November 16, 2021 – Pittsburgh Section Board meeting

November 19, 2021 – Northeast Region Nominating Committee meeting

January 6, 2022 – Northeast Region Board Meeting

February 15, 2022 – Franklin Section dinner meeting

February 23, 2022 – Pittsburgh Section Board meeting (attended virtually)

February 23, 2022 – Southwest Penn Section Board meeting, Section dinner meeting

Upcoming:

April 5, 2022 – Franklin Section Board meeting

April 8, 2022 – Northeast Region Board Meeting

April TBD – Mid-Allegheny Section board meeting and Section dinner meeting

May 6, 2022 – Southwest Penn Section golf outing

June 3, 2022 – Mid-Allegheny Section golf outing



### Jason Hewatt SE Director Activities

Month	Event	Comments
8/21	AL Board Meeting	Continued assistance with leadership
8/21	New Sections Committee	
8/21	National Board Meeting	
9/21	SE Region Board Meeting	
9/21	New Sections Committee	
10/21	New Sections Committee	
10/21	2023 Conference Team meeting	
10/21	National Board Meeting	
11/21	New Sections Committee	
11/21	1:1 Tampa President Lance Croft	Talking thru issues with leadership
11/21	GA Section Happy Hour	Tied in with GDOT Transportation Summit
1/22	PR Committee	
1/22	New Sections Committee	
1/22	SE Region Board Meeting	
1/22	National Board Meeting	
1/22	1:1 Tampa President Lance Croft	Offering next steps options
2/22	Central FL Transportation Tuesday	Meeting with leadership
2/22	New Sections Committee	
2/22	S FL Revitalization meeting	Naldo has new blood and there is a spark
2/22	GA Section Technical Lunch	
3/22	S FL Revitalization meeting	Gaining traction with Naldo and Bryan Wilson



Southeast National Director Report for Scott Jordan

March 26, 2022, National Board Meeting

**Instructions: Written report from each National Director outlining their activities over the past six months.**

#### **October 2021**

- 16<sup>th</sup> – National Board In-Person Meeting in Norfolk, VA
- 19<sup>th</sup> – Monthly National Conference Committee TEAMS Meeting
- 20<sup>th</sup> – 2023 National Conference Committee Kick-Off In-Person and TEAMS Meeting
- 29<sup>th</sup> – 2023 National Conference Publicity Committee Chair Kick-Off In-Person Meeting

#### **November 2021**

- 3<sup>rd</sup> – Annual Section-Region Officers Training TEAMS Meeting
- 17<sup>th</sup> – Monthly National Conference Committee TEAMS Meeting
- 23<sup>rd</sup> – National History Committee TEAMS Meeting

#### **December 2021**

- 2<sup>nd</sup> – Georgia Section Holiday Social – Benefiting Toys for Tots
- 15<sup>th</sup> – Tennessee Valley Section Holiday Fundraiser – Frames for Family / Strikes for Bikes, attended with President Matthews
- 16<sup>th</sup> – Monthly National Conference Committee TEAMS Meeting

#### **January 2022**

- 18<sup>th</sup> – Monthly National Conference Committee TEAMS Meeting
- 21<sup>st</sup> – Southeast Region In-Person Meeting in Jacksonville, FL
- 22<sup>nd</sup> – National Board In-Person Meeting in Jacksonville, FL

#### **February 2022**

- 7<sup>th</sup> – 2023 National Conference Finance Committee TEAMS Meeting with Karyn Matthews and Richard Meehan
- 9<sup>th</sup> – National Technology Committee TEAMS Meeting regarding the RFP rollout of the National Membership Database with Mindy Sanders, Tom Morisi, Nancy Morisi, Dick Cochrane, Charlie Flowe, Luke Sullivan, and Brian Kisner
- 11<sup>th</sup> – South Florida/Gold Coast Revitalization Effort TEAMS Meeting with Naldo Gonzalez, Gene Lozano, Holly Painter, Bryan Wilson, and Jason Hewatt
- 15<sup>th</sup> – Monthly National Conference Committee TEAMS Meeting
- 18<sup>th</sup> – Georgia Section Lunch In-Person Meeting



- 23<sup>rd</sup> – 2023 National Conference TEAMS Meeting with Karyn Matthews and Sasha Ugi to discuss Video, Shirts and Giveaways needed for the 2022 Columbus Conference
- 25<sup>th</sup> – Georgia Section call to discuss 2022 Local and 2023 National Conference Golf Courses with Ashley Chan, Nikki Paris, and Jenny Jenkins
- 28<sup>th</sup> – 2023 National Conference Finance Committee TEAMS Meeting with Tim Matthews, Karyn Matthews, Richard Meehan, Nikki Parris, and Brad Cox

### **March 2022**

- 4<sup>th</sup> – 2023 National Conference TEAMS Meeting with Karyn Matthews, Sasha Ugi, Jenny Jenkins, and Amanda Godo to discuss Video, Shirts and Giveaways needed for the 2022 Columbus Conference
- 6<sup>th</sup> to 7<sup>th</sup> – Georgia ASHE/ITE Winter Workshop In-Person Conference in Columbus, GA
- 8<sup>th</sup> – Georgia Section call to discuss National Conference Attendee Scholarships
- 10<sup>th</sup> – South Florida/Gold Coast Revitalization Effort TEAMS Meeting with Naldo Gonzalez, Sunsera Dalton, Bryan Wilson, and Jason Hewatt
- 21<sup>st</sup> – Monthly National Conference Committee TEAMS Meeting



## COMMITTEE STATUS REPORT

### NOMINATING COMMITTEE

*Ensure a slate of qualified officers is presented to the National Board and the membership each year in accordance with the By-Laws. Solicit, evaluate, and select individuals for honorary awards in accordance with the appropriate guidelines. Administer the National Award Process.*

**Date:** March 26, 2022  
**Report Period:** January 2022 to March 2022

#### **Committee Members**

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

#### **Email**

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

1. None (see "Activities" for Committee discussions via email)

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

Motion to approve the following 2022 National Award nominations as recommended by the National Nominations Committee:

1. **Pearson Person of the Year:** Jack Marchbanks, Ph.D., ODOT Director
2. **Young Member of the Year:** Emily Preston, PE, Great Lakes Region, Central Ohio Section
3. **Member of the Year:** James Barr, PE, Southwest Region, Phoenix Sonoran Section
4. **Lifetime Achievement:** Samir Mody, PE, Northeast Region, Southern New Jersey Section

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

One candidate was submitted for the Pearson Person of the Year:

1. Jack Marchbanks, Ph.D, ODOT Director

Three candidates were submitted for the Young Member of the Year:

1. Emily Preston, Great Lakes Region, Central Ohio Section
2. Maile Sprang, Southeast Region, Central Florida Section
3. Lance Croft, Southeast Region, Tampa Section

Three candidates were submitted for the Member of the Year:

1. James Barr, Southwest Region, Phoenix Sonoran Section
2. Nick Ramirez, Mid-Atlantic Region, Carolina Triangle Section

3. Jordan Caviggia, Southeast Region, Tampa Section

(NOTE: Charlie Flowe was a reference for Nick Ramirez so recused himself from scoring the Member of the Year candidates.)

Three candidates were submitted for the Lifetime Achievement Award:

1. Samir Mody, Northeast Region, Southern New Jersey Section
2. Drew Bitner, Northeast Region, Harrisburg Section
3. Gary Kuhns, Southeast Region, Central Florida Section

**Activities:**

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

**Budget Update:**

1. 2021 – 2022 Budget: ?? Spent: \$0.00

-END-

2021-2022 ASHE National Awards

Committee Ranking

AWARD	NOMINATION	CRITERIA	WEIGHT	HURTT		MORISI		FLOWE		RIDLEN		GREENWOOD		Scorer Average	
				Scale (1-5)	Total	Scale (1-5)	Total	Scale (1-5)	Total	Scale (1-5)	Total	Scale (1-5)	Total		
PEARSON PERSON OF THE YEAR	Jack Marchbanks, Ph.D Director ODOT	Notable Achievements to Industry	40%		0.00		0.00		0.00		0.00		0.00		
		Society Involvement (HWY Industry)	20%		0.00		0.00		0.00		0.00		0.00		
		Personal time spent on Industry	15%		0.00		0.00		0.00		0.00		0.00		
		Respect of Peers	15%		0.00		0.00		0.00		0.00		0.00		
		State/National Impact	10%		0.00		0.00		0.00		0.00		0.00		
		TOTAL	100%		0.00		0.00		0.00		0.00		0.00		
YOUNG MEMBER OF THE YEAR	Emily Preston, PE Great-Lakes Region Central Ohio Section	ASHE Activities	25%	4.5	1.13	5	1.25	5.0	1.25	5	1.25	4.5	1.13		
		Career Achievements	20%	5.0	1.00	5	1.00	5.0	1.00	5	1.00	4.5	0.90		
		Activities other than ASHE	15%	4.0	0.60	4	0.60	4.5	0.68	4	0.60	4	0.60		
		Civic Activities	15%	4.5	0.68	5	0.75	4.5	0.68	4	0.60	4.5	0.68		
		Educational Achievements	10%	4.0	0.40	4	0.40	4.0	0.40	4	0.40	4	0.40		
		Letter of Reference	10%	4.5	0.45	5	0.50	5.0	0.50	5	0.50	4	0.40		
		Application Completeness	5%	5.0	0.25	5	0.25	4.5	0.23	5	0.25	5	0.25		
	TOTAL	100%		4.50		4.75		4.73		4.60		4.35		4.59	
	Maile Spang, PE Southeast Region Central Florida Section	ASHE Activities	25%	3.0	0.75	5	1.25	4.5	1.13	4	1.00	3.5	0.88		
		Career Achievements	20%	4.0	0.80	4	0.80	4.0	0.80	4	0.80	4	0.80		
		Activities other than ASHE	15%	2.5	0.38	4	0.60	4.0	0.60	4	0.60	4.5	0.68		
		Civic Activities	15%	3.0	0.45	5	0.75	4.0	0.60	5	0.75	3.5	0.53		
		Educational Achievements	10%	3.0	0.30	4	0.40	4.0	0.40	4	0.40	3.5	0.35		
		Letter of Reference	10%	5.0	0.50	5	0.50	5.0	0.50	5	0.50	5	0.50		
		Application Completeness	5%	5.0	0.25	5	0.25	5.0	0.25	5	0.25	5	0.25		
	TOTAL	100%		3.43		4.55		4.28		4.30		3.98		4.11	
	Lance Croft, PG Southeast Region Tampa Section	ASHE Activities	25%	4.0	1.00	4	1.00	4.5	1.13	4	1.00	4	1.00		
		Career Achievements	20%	3.5	0.70	4	0.80	4.5	0.90	4	0.80	4	0.80		
		Activities other than ASHE	15%	2.5	0.38	4	0.60	4.5	0.68	4	0.60	4	0.60		
Civic Activities		15%	4.5	0.68	5	0.75	4.0	0.60	4	0.60	4.5	0.68			
Educational Achievements		10%	5.0	0.50	5	0.50	5.0	0.50	5	0.50	4.5	0.45			
Letter of Reference		10%	3.0	0.30	4	0.40	4.5	0.45	5	0.50	3.5	0.35			
Application Completeness		5%	5.0	0.25	5	0.25	5.0	0.25	5	0.25	4.5	0.23			
TOTAL	100%		3.80		4.30		4.50		4.25		4.10		4.19		
MEMBER OF THE YEAR	James Barr, PE Southwest Region Phoenix Sonoran Section	Notable Achievements in past year	30%	4.0	1.20	5	1.50		0.00	4	1.20	4.8	1.44		
		Impact to ASHE	20%	4.5	0.90	4	0.80		0.00	5	1.00	4.5	0.90		
		Personal time spent on ASHE	15%	4.0	0.60	5	0.75		0.00	4	0.60	4	0.60		
		Respect of ASHE Peers	10%	4.5	0.45	5	0.50		0.00	4	0.40	4.5	0.45		
		ASHE Office Held	10%	4.0	0.40	4	0.40		0.00	4	0.40	4.5	0.45		
		Letter of Reference	10%	4.0	0.40	5	0.50		0.00	4	0.40	5	0.50		
		ASHE Tenure (2012)	5%	4.0	0.20	4	0.20		0.00	3	0.15	4	0.20		
	TOTAL	100%		4.15		4.60		0.00		4.15		4.54		3.50	
	Nick Ramirez, PE Mid-Atlantic Region Carolina Triangle Section	Notable Achievements in past year	30%	3.0	0.90	3	0.90		0.00	3	0.90	4	1.20		
		Impact to ASHE	20%	4.0	0.80	5	1.00		0.00	5	1.00	4.5	0.90		
		Personal time spent on ASHE	15%	3.5	0.53	5	0.75		0.00	4	0.60	4	0.60		
		Respect of ASHE Peers	10%	4.5	0.45	5	0.50		0.00	5	0.50	4.5	0.45		
		ASHE Office Held	10%	3.5	0.35	5	0.50		0.00	4	0.40	4	0.40		
		Letter of Reference	10%	4.0	0.40	5	0.50		0.00	5	0.50	5	0.50		
ASHE Tenure (2013)		5%	3.5	0.18	4	0.20		0.00	3	0.15	3.5	0.18			
TOTAL	100%		3.60		4.35		0.00		4.05		4.23		3.25		
Jordan Caviggia, PE Southeast Region Tampa Section	Notable Achievements in past year	30%	3.0	0.90	3	0.90		0.00	4	1.20	3.5	1.05			
	Impact to ASHE	20%	4.0	0.80	4	0.80		0.00	4	0.80	4	0.80			
	Personal time spent on ASHE	15%	3.5	0.53	4	0.60		0.00	4	0.60	3.5	0.53			
	Respect of ASHE Peers	10%	4.0	0.40	4	0.40		0.00	3	0.30	3.5	0.35			
	ASHE Office Held	10%	3.5	0.35	4	0.40		0.00	4	0.40	4	0.40			
	Letter of Reference	10%	3.0	0.30	4	0.40		0.00	3	0.30	5	0.50			
	ASHE Tenure (2002)	5%	4.5	0.23	5	0.25		0.00	4	0.20	4	0.20			
TOTAL	100%		3.50		3.75		0.00		3.80		3.83		2.98		
LIFETIME ACHIEVEMENT	Drew Bitner, PE Northeast Region Harrisburg Section	Impact to ASHE and Achievements	30%	4.5	1.35	4	1.20	4.5	1.35	5	1.50	4	1.20		
		National/Regional/Section Office	30%	4.0	1.20	4	1.20	4.5	1.35	4	1.20	3.5	1.05		
		ASHE Tenure (1972)	15%	5.0	0.75	5	0.75	5.0	0.75	5	0.75	4.5	0.68		
		Service on ASHE Committees	15%	4.0	0.60	4	0.60	5.0	0.75	4	0.60	3.5	0.53		
		Corp / Gov't Positions held	10%	4.5	0.45	5	0.50	5.0	0.50	5	0.50	4	0.40		
	TOTAL	100%		4.35		4.25		4.70		4.55		3.85		4.34	
	Gary Kuhns, PE Southeast Region Central Florida Section	Impact to ASHE and Achievements	30%	3.0	0.90	4	1.20	4.0	1.20	3	0.90	3	0.90		
		National/Regional/Section Office	30%	2.5	0.75	3	0.90	4.0	1.20	3	0.90	3	0.90		
		ASHE Tenure (1999)	15%	3.0	0.45	3	0.45	5.0	0.75	4	0.60	3	0.45		
		Service on ASHE Committees	15%	3.5	0.53	3	0.45	4.0	0.60	3	0.45	2.5	0.38		
		Corp / Gov't Positions held	10%	4.0	0.40	5	0.50	5.0	0.50	5	0.50	3.5	0.35		
	TOTAL	100%		3.03		3.50		4.25		3.35		2.98		3.42	
	Samir Mody, PE Northeast Region Southern New Jersey Section	Impact to ASHE and Achievements	30%	5.0	1.50	5	1.50	5.0	1.50	5	1.50	4.5	1.35		
National/Regional/Section Office		30%	5.0	1.50	5	1.50	5.0	1.50	5	1.50	4.5	1.35			
ASHE Tenure (1986)		15%	4.0	0.60	4	0.60	5.0	0.75	5	0.75	4	0.60			
Service on ASHE Committees		15%	5.0	0.75	5	0.75	5.0	0.75	5	0.75	4.5	0.68			
Corp / Gov't Positions held		10%	4.0	0.40	5	0.50	5.0	0.50	4	0.40	4	0.40			
TOTAL	100%		4.75		4.85		5.00		4.90		4.38		4.78		