



ASHE National Board Meeting Minutes
May 14, 2022

CALL TO ORDER: Leigh B. Lilla, PE

President Lilla called the meeting of the National Board of the American Society of Highway Engineers to order at 1:00 PM. The meeting was held at the Renaissance Columbus, Downtown, 50 North 3rd Street, Columbus, OH 43215.

PLEDGE OF ALLEGIANCE: Leigh B. Lilla, PE

President Lilla led the Pledge of Allegiance.

Roll Call: Thomas S. Morisi

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

Note: Actions of the National Board are Highlighted in yellow.

Assignments or actions pending are highlighted in green.



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WELCOME: Leigh B. Lilla, PE

President Lilla welcomed the attendees and guests to the National Board Meeting and thanked everyone for their cooperation in moving the meeting from Sunday morning to Saturday afternoon. Ms. Lilla outlined her goals for the coming year, noting they will be the first items on the agenda for each upcoming National Board meeting.

2022-2023 GOALS

Strategic Plan: Kathryn E. Fink, PE

Ms. Fink noted there was a meeting the prior day discussing how to proceed with updating the Strategic Plan. As a trained facilitator, Ms. Fink will facilitate the update of the plan. The committee is looking to gather input, strategies, and thoughts.

ACTION ITEM: Ms. An initial planning meeting will be held at the August Executive Committee Meeting which Ms. Fink is to attend.

ACTION ITEM: Plan a workshop for the full Board and other participants at the October National Board Meeting.

Member Diversity: Timothy J. Matthews, PE

Mr. Matthews summarized conversations over the past year to grow the organization through diversity of membership types noting it is beneficial to have all sides of the transportation industry represented. The committee is planning to meet with industry leaders to present what this organization has to offer.

ACTION ITEM: Mr. Matthews is to send a list of committee members to Mr. Morisi.

Roles of Regions: James T. Shea, PE

Over the past few years, the committee has established the Southwest Region. They are now looking to empower the Regions. Mr. Shea explained that, at the March National Board Meeting, there was a discussion about rearranging or dissolving committees. He would like that effort completed prior to starting efforts to assign tasks to the Regions. Mr. Shea reported he has reviewed the Region Manual and plans to update it. In conjunction with that update, he would like to develop an outline of committee responsibilities.

ACTION ITEM: The committee is to review documents associated with committees being dissolved and make recommendations for how to properly dissolve committees and update documents.

ACTION ITEM: A workshop will be arranged in conjunction with the January National Board Meeting to further help define the roles of the Regions.

APPROVAL OF MINUTES: Thomas S. Morisi

March 25, 2022, National Executive Committee Meeting:

MOTION: Motion by Morisi to approve the minutes from the March 25, 2022, National Executive Committee Meeting; seconded by O'Hare; all in favor.



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March 26, 2022, National Board Meeting:

MOTION: Motion by Morisi to approve the minutes from the March 26, 2022, National Board Meeting; seconded by Matthews; all in favor.

May 4, National Board Meeting:

MOTION: Motion by Morisi to approve the minutes from the May 4, 2022, National Board Meeting; seconded by Bywaletz; all in favor.

PRESIDENT'S REPORT: Leigh B. Lilla, PE

The President's Report as prepared by Mr. Matthews is attached to and made part of these meeting minutes. Ms. Lilla reported that she attended the Pittsburgh Past Presidents' Banquet and is looking for invitations to other events.

ACTION ITEM: President Lilla is working on the committee list as well as specifying committee chairs and liaisons and will coordinate with Ms. Morisi on that update.

SECRETARY'S REPORT: Thomas S. Morisi

The Secretary's Report is attached to and made part of these meeting minutes. In addition to the written report, Mr. Morisi reported he will not attend the 2023 National Conference because his son getting married that day. He and Ms. Morisi will ensure everything is prepared for the Conference ahead of time.

ACTION ITEM: Mr. Morisi will ensure that Mr. Greenwood is invited to all upcoming National Board meeting since, as Chair of the Operations & Oversight Committee, he is now an Executive Committee member.

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

The Treasurer's Report is attached to and made part of these meeting minutes.

MOTION: Motion by O'Hare to congratulate and thank the Central Ohio Section on a successful conference; seconded by Harris; all in favor.

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

ADMINISTRATIVE ASSISTANT'S REPORT: Nancy A. Morisi

The Administrative Assistant's Report is attached to and made part of these meeting minutes. Ms. Morisi requested that Directors ensure Section leadership information is sent to her as soon as it becomes available after new leadership has been sworn in. Mr. Morisi stated that the Georgia Conference Committee needs to contact Ms. Morisi for information presented in the conference book and so that errors in the current book are not repeated from this point forward.

ACTION ITEM: Once the committee list is updated/finalized, Ms. Morisi will distribute.

COMMITTEE REPORTS

Ad Hoc/Regions: James T. Shea, PE presenting

The Ad Hoc/Regions Committee Report is attached to and made part of these meeting minutes. Refer to discussion at the top of the meeting.

Budget/Audit: Stan B. Harris, PE presenting

The Budget/Audit Committee Report is attached to and made part of these meeting minutes.

Constitution/Bylaws: David A. Greenwood, PE presenting

The Constitution/Bylaws Committee Report is attached to and made part of these meeting minutes. A discussion was held as to the possibility of adding another membership level to help meet the needs of the Diversity Committee. Another discussion was held regarding the recommendation to Sections that they keep the Secretary and Treasurer on for longer terms to provide continuity.

ACTIN ITEM: Directors are to reach out to Sections and Regions to have them submit their bylaws to Mr. Greenwood.

ACTION ITEM: Committee to review the bylaw template to make clear what can and cannot be changed by the Sections and Regions.

Membership: Robert G. Prophet, PE presenting

The Membership Committee Report is attached to and made part of these meeting minutes. The Best Practices Manual has been completed and distributed as well as posted to the website. Mr. Prophet gave a brief presentation on the manual at the Section Officers Meeting.

ACTION ITEM: Directors are to ensure Sections and Regions have a copy of the recently developed Best Practices Manual.

National Conference: Michael D. Hurtt, PE presenting

The National Conference Committee Report is attached to and made part of these meeting minutes. The Committee will be soliciting for a 2026 conference host.

Operations and Oversight: David A. Greenwood, 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.

MOTION: Motion by Committee to enter into a partnership agreement with ACRO; seconded by O'Hare; all opposed. Under discussion Mr. Matthews explained that, at the last National Board Meeting, the Board decided to move away from existing and future partnerships and that all partnerships will be managed at the Section level.



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MOTION: Motion by Matthews to dissolve all previous partnership agreements; seconded by O'Hare; all in favor.

Public Relations: Donato DiZuzio, PE presenting

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

Scanner: Donato DiZuzio, PE presenting

The Scanner Committee Report is attached to and made part of these meeting minutes. A discussion was held as if we are going to reimburse TNT Graphics for conference attendance. There were some emails sent prior to the conference that may have given Ms. Farrell the impression she would be reimbursed. No action was taken on the motion presented in the report.

ACTION ITEM: Mr. DiZuzio is to research and make recommendation to the Board as to reimbursement to Tammy Farrell for travel expenses to the conference.

Technology: Melinda H. Sanders, PE presenting

The Technology Committee Report is attached to and made part of these meeting minutes. Ms. Sanders noted the final RFP for the database update is attached to the Technology report. The Committee is in the process of updating the website guidelines and will send to Ms. Morisi for formatting. The server software is going to be updated which may impact websites. Jake Morisi is going to draft a memo to Sections outlining the update and potential impacts.

ACTION ITEM: Directors are to review and comment on the RFP and provide those comments to Ms. Sanders by the end of the month.

ACTION ITEM: Coordinate server upgrade with all Sections and Regions.

MOTION: Motion by the Committee to approve the JM Server Solutions contract; seconded by O'Hare; all in favor with Mr. Morisi abstaining due to conflict of interest.

OLD BUSINESS

None

NEW BUSINESS

None

SECTION/REGION REPORTS

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

NATIONAL DIRECTOR REPORTS

The National Director Reports are attached to and made part of these meeting minutes. No additional discussion was held.



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UPCOMING BOARD MEETINGS

August 19, 2022: National Executive Committee Meeting in Chattanooga, TN

October 8, 2022: National Board Meeting in Raleigh, NC

January TBD, 2022: National Board Meeting in Tampa, FL

ADJOURNMENT

MOTION: Motion by O'Hare to adjourn the meeting; seconded by Kartalis; all in favor.

The meeting adjourned at 3:00 PM.

ATTACHMENTS

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

- Attachment 1: Committee Reports
- Attachment 2: Section-Region Reports
- Attachment 3: Director Reports

Respectfully Submitted,

Thomas S. Morisi
National Secretary



**ASHE National Board Meeting Minutes
May 14, 2022**

Attachment 1: Committee Reports



PRESIDENT'S REPORT May 2022

Activities (Cumulative): completed or planned

Travel and Meetings:

2021

1. **July:** Traveled to Chattanooga TN for TN Valley Chartering.
2. **Aug:** Traveled to Houston TX for National Board Meeting
3. **Sept:** Traveled to PA for SW PA Awards Dinner
4. **Oct:** Traveled to Norfolk, VA for National Board Meeting
5. **Oct:** Traveled to Columbus for OTEC Conference
6. **Nov:** Traveled to Phoenix AZ for ASCE/ASHE Conference
7. **Dec:** Traveled to Chattanooga TN for ASHE Fundraiser

2022

8. **Jan 21st:** Traveled to SE Region Board Meeting
9. **Jan 22nd:** Traveled to Jacksonville, FL for ASHE National Board Meeting
10. **Mar 26th:** Traveled to Cincinnati, OH for ASHE National Board Meeting
11. **May 4th:** Held Virtual National Board Meeting for Budget
12. **May 6th:** Traveled to Egg Harbor, NJ for SNJ 35th Anniversary dinner
13. **May 14th:** Traveled to Columbus, OH for ASHE National Board Meeting

Committee Activities:

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

Meetings:

1. **Monthly:** Reoccurring President's with Leigh, Stan and Mike
2. **Aug 26th:** Held Coffee and Conversations Series (Virtual)
3. **January 2022:** Participated in POD Cast for ASHE

Upcoming Meetings:

- 1.

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 May 2, 2022.

Northeast Region		Southeast Region	
Albany	84	Alabama	55
Altoona	196	Central Florida	85
Central New York	50	Georgia	541
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	Subtotal	1319
Long Island	47		
Mid-Allegheny	126	Great Lakes Region	
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
Subtotal	3267	Triko Valley	158
		Subtotal	991
Mid-Atlantic Region			
Blue Ridge	64	Southwest Region	
Carolina Piedmont	68	Central Texas	71
Carolina Triangle	216	Dallas-Forth Worth	35
Chesapeake	281	Houston	101
Greater Hampton Roads	83	Phoenix Sonoran	135
N. Central West Virginia	51	Subtotal	342
Old Dominion	87		
Potomac	157	Total	7027
South Carolina	101		
Subtotal	1108		

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 7,027 which represents a net increase of 105 members since the report for the January 2022 National Board meeting.

The only change in membership levels since my March report occurred in Potomac and Georgia. Therefore, I have not provided a detailed comparison since the March report.

ASSESSMENTS

All 2021-2022 assessments have been paid. We will be starting the process for 2022-2023 shortly.

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

May 21, 2022

Columbus, Ohio

1. Income and Expenses - Income and Expenses are shown as of 4/30/2022. See Attachment.
 - o Operating Income Comments –
 - o Operating Expenses Comments
 - Four hundred dollars (\$400.00) has been added to the FYE Budget for the Scanner for the booth at the 2022 Conference 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. The check was determined to be lost. The check was reissued and was cashed. A stop payment order was issued for the original check at a cost of \$33.00.
2. Investment as of 4/30/2022. See Attachment. The investment account lost approx. \$45 K. this FY.
3. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for February, March and April. The statements and reconciliations were forwarded to Budget/Audit Committee Chair Leigh Lilla for review.
4. Credit Card reconciliations have been forwarded to the National Secretary for review.
5. Requested stipends have been sent to board members.
6. The reorganization group for Circle City was assisted in obtaining an EIN tax id. Unfortunately, they obtained a 501c3 number instead of a 501c6 number.
7. Worked extensively with VP Lilla and VP Harris in developing the budget for FYE 2023.
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.** One file with expense report and receipts.
9. Send checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address
10. Mileage is \$ 0.585/mile.

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

ASHE Treasurer's Report
for
For June 1, 2021 to April 30, 2022

Natonal Board Meeting, Columbus, Ohio

PNC Checking Account

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2020	\$	149,431.86
2	<u>Inflows</u>		
3	Income	\$	207,285.63
4	Total Inflows (Income)	\$	207,285.63
5	<u>Outflows</u>		
6	Expenses	\$	187,623.07
7	Total Outflows (Expenses)	\$	(187,623.07)
8	Balance 8649 - 4/30/2022	\$	169,094.42

PNC Investment Account

9	PNC Investment - Beginning Balance (6/1/2021)	\$	409,340.31
10	Increase (Decrease) in Fund as of 4/30/2022	\$	(44,953.80)
11	-		
12	Balance on 4/30/2022	\$	364,386.51
13			
14	Total Assets as of 4/30/2022	\$	533,480.93
15	Total Assets as of 6/1/2021	\$	558,772.17
16	Increase or (Decrease) in Total Assets - 6/1/2021 to 4/30/2022	\$	(25,291.24)

Respectfully submitted:



Digitally
signed by:
ASHE
Treasurer
Date: 2022.
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ASHE National Treasurer

Item	Operating Income	Budgeted FYE 2022	Actual as of 4/30/2022
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 intiation fees	\$ 9,000.00	\$ 23,350.00
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	\$ 5,683.12
L101.0	Sponsorships - SCANNER	\$ 28,000.00	\$ 23,850.00
	Total	\$ 183,803.00	\$ 207,285.63
	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	No.	EXPENSES	Budgeted FYE 2022	Actual as of 4/30/2022
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	\$ 7,654.91
	C103.0	Awards, pins, & ribbons	\$ 4,000.00	\$ 3,706.04
	C104.0	Committee chair travel by President's invitation	\$ 6,000.00	\$ 6,974.31
	C105.0	Computers, purchase, repair	\$ 500.00	\$ -
	C106.0	Contingencies, legal, bank fees	\$ 500.00	\$ 561.25
	C107.0	Donations, memorials, gifts	\$ 200.00	\$ 186.90
	C108.0	Employee - taxes, fica	\$ 12,000.00	\$ 10,474.07
	C109.0	Employee - wages	\$ 31,980.00	\$ 20,905.44
	C110.0	Employee - expenses ¹	\$ 2,000.00	\$ 1,073.90
	C111.0	Insurance - business	\$ 5,000.00	\$ 5,476.00
	C112.0	Misc. Expenses	\$ 500.00	\$ 303.72
	C113.0	Office- conf. call	\$ 500.00	\$ 74.45
	C114.0	Business Office - Rent	\$ 3,500.00	\$ 3,250.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 750.00	\$ 780.75
	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
		TOTAL:	\$ 90,530.00	\$ 69,077.80
D.	MEMBERSHIP/MEMBER AT LARGE COMMITTEE			
		TOTAL:	\$ -	\$ -
E.	NATIONAL BOARD			
	E101.1	Board Directors Lodging	\$ 10,000.00	\$ 11,233.36
	E101.2	Board Directors Travel	\$ 23,000.00	\$ 24,853.22
	E102.0	Board Meeting Expenses	\$ 10,000.00	\$ 17,639.52
		TOTAL:	\$ 43,000.00	\$ 53,726.10

Item	No.	EXPENSES	Budgeted FYE 2022	Actual as of 4/30/2022
F.		NATIONAL CONFERENCE COMMITTEE		
	F101.0	2021 conference stipend & expenses (6/9-13/2021)	\$20,000.00	\$15,471.60
	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	\$19,471.60
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	\$ 1,366.00
	G104.0	Travel - New Sections & Chartering	\$ 2,000.00	\$ 769.13
		TOTAL:	\$ 8,600.00	\$ 2,135.13
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	\$ 2,663.84
	I103.0	Project of the Year	\$ 2,500.00	\$ 1,608.05
	I104.0	Society History Comm. ¹	\$ -	\$ -
		TOTAL:	\$ 6,500.00	\$ 4,271.89
J.		OUTREACH COMMITTEE		
	J102.0	Exposure Funds	\$ 6,000.00	\$ 6,000.00
		TOTAL:	\$ 6,000.00	\$ 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 4/30/2022
M.		PUBLIC RELATIONS COMMITTEE		
	M102.0	Contest	\$ 200.00	
	M104.0	Promotional Materials, Social Media	\$ 4,000.00	\$ 505.00
	M106.0	Software	\$ 1,200.00	\$ 1,068.62
	M105.0	Shipping - ASHE Display	\$ 500.00	\$ 28.94
		TOTAL:	\$ 5,900.00	\$ 1,602.56
N.		SCANNER COMMITTEE		
	N102.0	TNT Invoices	\$ 23,000.00	\$ 26,453.99
	N103.0	Scanner Exhibit Booth - See Note 2	\$ 400.00	\$ 400.00
		TOTAL:	\$ 23,400.00	\$ 26,853.99
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	\$ 1,923.13
	Q106.0	Website hosting	\$ 4,840.00	\$ 2,560.87
		TOTAL:	\$ 20,540.00	\$ 4,484.00
		TREASURER		
	R.	Transfer from Checking to Investment	\$ -	
			\$0.00	
		Total Expenses	\$ 234,070.00	\$ 187,623.07

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

2. See National Board Meeting Minutes of 3/26/2022 adding this item to budget.



Administrative Assistant Report

ASHE National Board Meeting-May 14,2022

New Member Request Forms (Website): The following is a region summary of the new member request forms (January thru April) total of 84 received and forwarded to the appropriate Sections:

January-13 Total

Great Lakes: 0
Northeast: 6
Mid-Atlantic: 1
Southeast: 3
Southwest: 3

February-30 Total

Great Lakes: 3
Northeast: 9
Mid-Atlantic: 8
Southeast: 8
Southwest: 2

March-22 Total

Great Lakes: 6
Northeast: 6
Mid-Atlantic: 8
Southeast: 2
Southwest: 0

April-19-Total

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

Website requests (non-membership): There were 4 non-membership requests, report is attached.

New Members: 161 new member certificates and pins were mailed from February 1,2022 to present.

Replacement Banner: A replacement banner was requested and ordered for Central Florida Section on 4/12/2022.

Awards: Section Awards were ordered from Stineman Ribbon on 3/29/2022 and received 4/29/2022. Individual awards were ordered from RPM Awards on 4/5/2022 and received 5/3/2022. Request letter was sent to receive the Horn Foundation Grant was sent via email and hard copy via USPS was sent on 4/5/2022.

Scanner Invoices: 7 have been received and processed from 2/1/22 to 4/30/2022.

Documents Updated: Leadership chart is in the process of updating as Sections and Regions send new officer information for 2022-2023. An updated chart will be sent to all National Officers/Sections/Regions/Committee Chairs upon completion. National By-Laws were updated due to formatting issue. 990 Form was sent to National Website for updating.

Section/Region Communication: The following communications were sent to the Regions for distribution to the Sections since January 2022:

- 1/6/2022-ASHE Program Book Advertisement Flyer
- 1/11/2022-Section Anniversary Certificate Requests

- 1/31/2022-Request for National Award Nominations (reminders 2/7/22,2/14/22)
- 2/3/2022-2022 ASHE Conference Registration Form
- 2/17/2022-ASHE 2022 Banner Shipping Letter (reminder sent 4/12/2022)

Various emails from Sections, Region, National and Committees were received and responded to in a timely manner. I assist the organization in any manner asked of me.



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: 2022 Q1 – January – May

Committee Members

Jim Shea, Co-Chair

Tim Matthews

Leigh Lilla

Mike Hurtt

Kathryn Fink

Stan Harris

Scott Jordan

Amanda Schumacher

David Greenwood

Jason Hewatt

E-Mail

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llilla@nelson-construction.com

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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:

- Jim Shea held coordination meeting with Region Presidents to discuss Region Roles. Summary from that meeting was provided at the 3/26/2022 National Board Meeting.

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

- N/A

Discussions to be brought before the board:

- Region Operating Manual Updates

Activities:

- At the 3/26/2022 ASHE National Board Meeting the Executive Committee presented changes to the National Committees:
 - New Sections will remain at the National level with region support.
 - Membership will remain at National level.
 - Outreach may be moved to the Region level, but there are concerns about the distribution of the Exposure Funds and potential to keep at National level. Leigh Lilla will decide for her term.

- Partnership committee will be dissolved.
- PR committee will remain at National level with regional support.
- Strategic Plan will be extended one more year to include an update and moved to Operations and Oversight as a sub-committee.
- Professional Development will be dissolved at the National level and taken over by the Region.
- Student Chapters will be dissolved at National level and engagement can be coordinated at Region and Section level.
- Jim Shea has reviewed the Region Operating Manual D9. Will discuss potential changes at May Board meeting.

Ongoing Business:

- Region Operations Manual Review and update.
- Coordination with Regions on revised committee roles.

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: 5/2/22

Report Period: January 2022 – May 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

E-vote scheduled for May 4th for approval of 2022-2023 budget

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. Solicited all Committee chairs for their budget feedback for upcoming year requesting input by February 4th. Incorporated committee chair recommendations into draft budget which was presented for discussion before the Board at the Cincinnati meeting.
2. Met with Frank O'Hare on Friday, April 9th to finalize budget for distribution and vote.

Ongoing Business

N/A

New Business

N/A

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: 05/03/2022

Report Period: Spring '22

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. Updated spreadsheet to be shared.

Activities:

Reviewed and provided comments for Great Lakes Region Bylaws. Waiting for reply

Previously reviewed and provided comments to NCNJ Section Bylaws. Waiting for reply

Reviewed and approved Tampa Bay Section Bylaws with caveat that dues' structure was split for private/public membership

Reviewed and approved NE Florida Section bylaws with same caveat as Tampa Bay Bylaws.

Working with Lake Erie Section Bylaws contact to check referencing between National Bylaws and Section Bylaws.

Working on Central Texas Bylaw review.

Working on South Carolina Section Bylaw review.

Reviewed amended Middle Tennessee Bylaws and requested revision using latest section template

Reviewed Alabama Section Bylaws and requested revisions using latest bylaws template (provided in my response).

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: 5/5/22

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

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llilla@nelson-construction.com

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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

- February 24, 2022
- March 21, 2022 - Cancelled
- April 21, 2022

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

Resolved: N/A

Summary of activities

1. Reviewed current membership totals (national and regional). Currently at 6,898 with a decrease of 179 members since October. Harrisburg, Potomac and Georgia Sections all had decreases of over 30 people. The feeling is that the lack of in person events due to COVID 19 restrictions is slightly affecting membership retention and new memberships.
2. Reviewed Sections which have previously had membership issues:

- a. Central Texas – Report from John Derr that there is improvement with their organization and membership numbers.
 - b. Tampa – Leigh Lilla has been assisting the section to get back on track.
3. Discussed the status of the Electronic Database. Nancy noted that an RFP had been sent to the Board for review/approval at the March National Board meeting. Nancy to provide a copy.
4. RP noted that one of the goals of the membership committee is to increase the number of contractors. One possible avenue is to create a relationship between ASHE and some of the National and State Contractors Associations. RP noted that he had reached out to Kevin Johnson and Kevin Loftus on the Association of Pennsylvania Contractors (APC) board to gauge interest in building a relationship between the two organizations. Both AS and KD noted that they have a relationship with Bob Latham who heads up APC. RP noted that the model used in PA then be used an example of how to do this effort in other states. AS noted that Frank Bronzo from the Outreach Committee should be included in conversations. Several partnering options were discussed, including 1) discounted membership fees for APC members, 2) reciprocity for booths at conventions, 3) reduced rate for advertising in newsletters and magazines, etc. It was noted that there may be an opportunity to partner with ARTBA which is a national organization, however, this may not be applicable since they are more of a lobbying organization. Another possible partner would be AGC.
5. After the meeting, KD reached out to Chris Runyan at the Ohio Contractors Association about potential partnering since our ASHE Conference and their organization are both in Columbus, OH.
6. RP noted that the Best Practices Manual was sent to the National Board for review. NM noted that it was discussed briefly at the January Board meeting with no comments received. RP to check with Tim and Leigh to make sure it is OK to send out to the Regions/Sections.
7. RP and AS discussed sending out the two page flyer that the PR committee prepared to the Regions and Sections so that they could then forward it along to the local DOT offices. There was a discussion about creating a national membership drive campaign. The campaign would involve sending out monthly updates with a bar line tracking system to show how each section is doing. Try to create a little fun competition between the sections. The winning section would receive some sort of reward (i.e. cash, discounted memberships, swag, etc.). Membership committee will need funds to cover this cost.
8. RP noted that he had reached out to Sam Mody regarding new sections. Sam noted that this some of this responsibility will be transitioning to the Regions. Sam said not much action there.
9. Amanda Shumaker noted that many of the sections are looking for more guidance from National.
10. Best Management Practices Manual sent to Board for review.

Discussions to be brought before the board

None

Activities:

Completed: N/A this period

Ongoing Business:

1. Coordinating with Public Outreach Committee regarding coordination with APC
- 2.

New Business:

Budget update:

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



COMMITTEE STATUS REPORT

NATIONAL CONFERENCE COMMITTEE

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

Committee Members

E-Mail

Date: 4/28/2022

Report Period: Summer 2022

Nikki Parris, Chair

nicole.parris@atkinsglobal.com

Mike Hurtt

mhurtt@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 – 1/18/22 Members in attendance – 14 (includes conference chairs)
2. Date – 2/15/22 Members in attendance – 12 (includes conference chairs)
3. Date – 3/21/22 Members in attendance – 11 (includes conference chairs)
4. No April meeting due to conference being in May

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 – Only remaining item is waiting for the EIN to be closed out – waiting on confirmation from IRS.

2021 – The conference report is complete. Conference has moved over funds to be used for 2025 to new account. Conference has requested EIN will be closed.

2022 – Contract for hotel and golf course (Golf Club of Dublin) has been finalized. \$182K in sponsorships committed to date. 42 exhibitors including ASHE Scanner and 2023 Conference. Eventzilla is the registration company which will also allow for a mobile application. 427 Conference attendees have registered, and the golf outing is SOLD OUT (120 golfers)! 489 of 500 contracted room nights have been reserved. Call for papers elicited 40 abstracts used to develop technical program. 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. A transportation provider has been selected and contracts have been executed. Program Book has gone to printer.

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 have been ordered and will be distributed to National Board members at 2022 National Conference. Core team has started to meet quarterly. The local GA Section is holding their 2022 local tournament at a golf course as a “test drive” for 2023. If it goes well they will enter into a contract with this course. Promo video has been developed and will be played at 2022 Gala. Website is set up and ready to go once 2022 has finished.

2024 – This has been awarded to Carolina Triangle Section (Raleigh, NC). Diamond Sponsors have agreed to allow 2020 to push their sponsorship towards 2024. New EIN has been established for 2024. Checking accounts have been opened. They are working on a logo contest to help brand the new conference – looking at 2024ward (202foreward) – hope to have logo finalized in May. Starting to pull together old budgets and program schedules and update for 2024.

2025 – Dates have been set for June 4-8 at the Kalahari. A new logo is being developed. EIN has been established and working on setting up bank accounts.

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 – May 2, 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.
- **The final conference report is complete and is posted to the 2021 conference web site.**
- **Funds from the 2021 bank account (\$23,499.21) have been moved to the 2025 bank account and the account has been closed.**



National Conference Report - 2022 ASHE CONFERENCE

4/27/2022 (2nd Quarter)

Central Ohio Section

Date: May 12-15th, 2022

Emily Preston & Aaron Call Co-Chairs

Activities to Note Since last Report:

- Sponsorship letter has been created and distributed to contact list and all ASHE sections. To date we have received about \$182,000 in sponsorships.
- Registration: 427 Conference Attendees, Golf Outing is full (120), 120 Friday Luncheon Attendees, 153 Friday Night Attendees, 115 Saturday Night Attendees
- 500 actual out of 489 contracted room nights booked for the hotel
- Volunteers have been assigned for the conference
- Confirmed Opening Session and Luncheon Speakers
- Mobile App has been setup
- Committees have been meeting regularly and have finalized their proposed budgets
- Conference Budget has been updated per all of the latest quotes.
- Call for papers has completed and the abstracts have been selected. We received over 40 abstracts.
- Deposits have been made for all Friday and Saturday events and entertainment
- Ordered attendee laptop bags
- Sent program book to printer
- Giveaways have been ordered for the conference

Next Items to Note on the Horizon:

- Signage is being finalized and ordered
- Provide hotel with final head count for food
- Assemble Registration Packet
- ATTEND CONFERENCE! 😊



April 25, 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 on file with Waverly Hotel (no deposit required).
- Promo video will be complete this week.
- Shirts arrived – started handing out to Georgia members attending 2022. Will package shirts for National Board to give out at 2022 conference.
- Booth at 2022 conference will include giveaways with save the date information.
- Golf outing for GA Section to be held at Canongate as a trial run for 2023. 2 full courses. Almost an hour South of the hotel, but a very nice course. Local members have filled 1 course with a waitlist.
- GA Section approved \$5,000 loan to the conference to cover any additional startup costs.
- Sponsorship committee has met several times to determine sponsorship levels and have sponsor website and emails ready to push upon completion of 2022 conference.
- New website ready: 2023.ashe.pro

Regards,

A handwritten signature in blue ink, appearing to read 'Karyn Matthews'.

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

A handwritten signature in blue ink, appearing to read 'Scott Jordan'.

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

ASHE 2024

National Conference Report – April 27, 2022 (2022 1st Quarter) 2024 ASHE NATIONAL CONFERENCE

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

Conference Co-Chairs: Drew Joyner & Terry Snow

Executive Committee - Confirmed:

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

Subcommittees – Confirmed:

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

ASHE 2020 Wrap-Up

- The only outstanding item is the ASHE 2020 EIN. We will close ASHE 2020 EIN once final tax return is submitted to IRS in June/July 2022.

ASHE 2024 Activities & Accomplishments:

- ASHE 2024 branding/conference logo development is underway with the logo/theme being finalized for NCC review on or before May 12.
- 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 DRAFT conference budget has been developed (Income: \$420,732.50 Expenditures: \$381,638.64 Net Profit: \$39,193.86).
- Transferred funds from closed ASHE 2020 checking account and opened ASHE 2024 checking account (\$38,378.74).

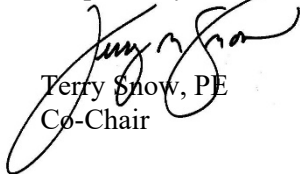
- DRAFT Tentative Conference Agenda has been developed.
- DRAFT Sponsorship and Exhibit Plan has been developed.
- The ASHE 2024 website is '2024conference.ashe.pro' and it is active.

Major Actions for Q2, Q3, and Q4 2022

- Finalize ASHE branding/conference logo in May.
- Update ASHE 2024 web site with new logo/theme.
- 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.
- Develop Tentative List of Sessions, Speakers, and Project Tours
- Compile List of Potential Exhibitors
- Compile List of Potential Sponsors
- Guest Programs – Review and consider various tours and entertainers
- Golf – Arrange for course and determine details and prizes
- Sporting Clays – Set date/time for event and determine details and prizes
- Determine and purchase advertising items to distribute at ASHE 2023 National Conference
- Hold quarterly planning meetings.

This concludes our 2022Q1 ASHE 2020 and 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 REPORT – May 2, 2022

Updates in **Bold**

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COMMITTEE QUARTERLY REPORT

NEW SECTIONS COMMITTEE

Committee Members

Sam Mody, Chair

Brian O'Connor, Co-Chair

Jason Hewatt, Board Liaison

Kathy Johnson - Committee Member

Mark Kinnee - Committee Member

Ahmed Valdez, Committee Member

Thomas Ziegler – Committee Member

E-Mail

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JasonRHewatt@gmail.com

kathy.johnson@mbakerintl.com

makinnee@urbanengineers.com

avaldez@akvce.com

TZiegler@columbia-engineering.com

Date 5/10/2022

Motions or Discussions to be brought before the National Board (May 14, 2022)

1. None

Activity held since the previous Quarterly Report (VIA Zoom)

1. Bi-weekly Denver Core Group Calls
2. Bi-weekly Circle City Re-Start Coordination Meetings
3. 4/5 South Carolina Board Mtg
4. 4/7 Alabama Board Meeting
5. 4/14 Denver Metro presented at Transportation Symposium
6. 4/19 South Carolina Technical Meeting
7. 5/4 Kansas City Core Group Call
8. 5/5 Circle City Meet and Greet
9. 4/14, 5/10 Central Texas Board Meeting
10. 2/17, 3/16 Denver Metro New Member Meetings

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/Circle City Initiative Bi-weekly Meetings
5. May 10: Alabama Section Casino Night
6. May TBD: Chicago Follow-up calls

7. Date: June/July TBD – Circle City Event

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

Sections Chartered in 2021:

Alabama (72 members) – President - Theresa Barksdale

- <https://alabama.ashe.pro/>
- Financial Health - \$2,934.10
- Outstanding Actions –
 - (1) By-Laws – Converting document to new template. Planning to submit to National during Week of May 16th
- 5.10.22 - Casino Night in conjunction with ALDOT's Pre-Construction conference.
- No technical and social events will be planned in June or July.
- Hosting a social event around September 15th in unison with ALDOT CEME conference.
- Hosting a social event in December.
- Board Meeting Week of May 16th

Central Texas (90 Members) – President – Tara Alexander (Sam)

- <https://ctx.ashe.pro/>
- Financial Health - \$7,955.36
- Outstanding Actions –
 - (1.) By-Laws – Approved by National in February, 2022.
 - (2.) Nominations for FY-22/23 – candidates for President, 1st and 2nd VP's and Treasurer Elect/In-Training when Fadi's two-year term ends. SDM encouraged CTX Section not to turnover Secretary and Treasurer every two years unless the individual elects to step down from the position or desires to move up the organizational ladder. Fadi has expressed an interest in stepping down and assume a lesser responsible role with the CTX Section.
 - (3.) 12 current annual sponsors for 2021-2022. CTX Section is considering increasing the annual sponsorship price from \$250 to \$500 for 2022-2023. The Section will make a decision in May/June of 2022 after the membership renewal for FY-2022-23 and to make sure the sponsorship threshold does not exceed the IRS allowable limit.
- Assistance from NS Committee – none at this time.
- 11 Active Committees – Event Planning; Membership; By-Laws; Public Sector Liaison; Program Planning; Technology & Communications; Sponsorship; Scholarship; Volunteer; Young Members; and Professional Development.
- Upcoming Meetings/Events During Next Quarter:
 - (1.) 4.12.22 – CTX Section Monthly Meeting
 - (2.) 4.30.22 – Highway Cleanup

- (3.) 5.10.22 – CTX Section Monthly Meeting
- (4.) 6.4.22 – Young Members Joint Summer Barge Event with YPT and ASCE
- (5.) 6.8.22 – 1 year milestone since Chartering
- (6.) 6.11.22 - Food Bank of Texas
- (7.) 6.14.22 – Informal Happy Hour
- (8.) 6.17.22 – Construction Tour
- (9.) 7.12.22 – TBD
- (10.) 8.9.22 - TBD

South Carolina (121 Members) – President – Scott Carney (*Brian and Kathy*)

- <http://sc.ashe.pro/>
- Financial Health - \$12,894.98
- Updated Section By-Laws were distributed to National on 3.21.22.
- Board meetings: 1st Tuesday of every other month (11:00 – 12:00). Next meeting on 6.7.
- Membership meetings: 3rd Tues of every other month (11:30 – 1:00). Next meeting on 6.21.
- October 2022 – Golf Tournament

Tier 1 New Endeavors:

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

- Core Group members – 8 members
 - Developing a Core Group and leadership team.
- Bank account: \$1,680.95
 - Applying for new EIN (had the incorrect type previously)
- Membership – 22 Applications received
- 5.5.22 – Meet and Greet Event – 65 Attendees
- June/July Event to keep momentum going
- Fall 2022 – Increase program schedule
- Bi-weekly Core Group Meetings – Next 5/13

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

- The Core Group consists of 6 members with several more interested. They expect to grow this group to 10 in the next month or two.
- 20 prospective members.
- The ASHE Metro Denver Section hosted their first in person event at Stranahan's Distillery in Denver in partnership with WTS. They had a great turnout with over 25 people in attendance including representation from prominent firms in the industry such as AECOM, Kiewit, Horrocks, Stanley, and Wilson & Company. They used this event to recruit new members and springboard interest for future events. ~\$100 was raised in seed money for the Section from the Stranahan's event.

- Tyler manned an exhibit booth representing ASHE at the annual Colorado Transportation Symposium where he spread the word about their first in person event as well as overall information about the new section. Tyler collected contact info from nearly 20 interested parties and followed up via email with more information.
- Another event was planned in partnership with WTS for a September outing to the Colorado Rapids game. More information to follow.
- Tyler & Evan passed out information about ASHE at the annual ACEC Conference in Aurora, where they recruited several more interested members.
- The City of Thornton is interested in speaking to ASHE about roadway design philosophies whenever the time comes to host their first meeting.

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

- The Core Group has increased to 5 prospective members.
- 5.4.22 – Meeting with Core Group.
- Discussion items:
 - (1) ways of expanding CG; (2) strategies to engage the DOT's/public sector; and (3) generating membership interest.
 - (2) Initial Officer Selection
- Engage Central Region in this Initiative.
- Next Core Group Meeting – 6.1.22.

Tier 2

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

- April – Follow-up meeting with Core Group members.

Northeast Region Initiatives –

Boston

- Regional Initiative – NS Committee to provide support
- Brian Kisner has volunteered to Chair the NE Region New Section's Committee.
- This is an Agenda item at the 5.12.22 NE Region Meeting held in Columbus, OH.
- Develop Strategic plan.
- Hartford, CT, Boston, MA, others will be led by the NE Region.

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

- Move to NE Region Initiative - NS committee to provide support

Long Range Endeavors: (1) Detroit, (2) New Mexico, (3) Pacific NW and (4) West Coast

Budget update

1. **2021 – 2022 Budget:** \$8,600.00.

2. Spent – List items and \$ spent this quarter

- \$1,066.00 – Reimbursement to CTX Section for Chartering Expenses.
- \$300.00 – Grant money issued to the Alabama Section
- \$769.13 – Travel expenses incurred by New Section's Committee member.
- \$2,135.13

3. Current Budget Balance:

- a. \$6,464.87

4. Budget Items Next Quarter:

- a. None.

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

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



COMMITTEE STATUS REPORT

NOMINATING COMMITTEE

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

Date: April 21, 2022
Report Period: March 2022 to May 2022

Committee Members

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

Email

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

Meetings held since the previous Quarterly Report:

None

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

None

Discussions to be brought before the National Board:

Committee Chair, Michael Hurtt, will term-out as committee chair. Tim Matthews will become committee chair starting at this National Board meeting. Michael Hurtt is agreeable to remain on the committee if asked by the President.

Activities:

1. Worked with 2022 Conference Leaders to refine conference agenda related to Award Presentations and Officer Inductions.
2. Prepared documents and Powerpoint Presentation regarding 2022 Award Recipients and National Board Officers and Directors for use at 2022 National Conference.

Budget Update:

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

-END-



COMMITTEE STATUS REPORT

OPERATIONS & OVERSIGHT COMMITTEE

Monitor national, section and region operations to ensure a unified society and ensure that ASHE is operating in accordance with Constitution and Bylaws and guidelines. Assist Sections when needed or as directed by the National Board. Encourage director travel and monitor travel costs. Manage Project of the Year program.

Committee Members

Stan Harris, Chair

Mark Kinnee

Leigh Lilla

David Greenwood

Alice Hammond

Tim Matthews (Pres.)

E-Mail

sharris80uk@gmail.com

Date: 4/18/22

Report Period: 1/12/22 – 4/18/2022

Meetings held since the previous Quarterly Report

1. **March 10, 2022** (Harris, Lilla, Greenwood, Kinnee)

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

None

Discussions to be brought before the board

None

Activities

The committee discussed the status of the various National Committees and had several ideas to consider at the March National Board meeting including; 1) shift POY to Nominating committee, 2) consider moving Outreach to Regions, 3) consider moving Strategic Plan to become a sub-committee under OOC, and 4) consider moving Student and Professional Development to Regions or Sections.

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 (liaison)

E-Mail

RCochrane@ashepro
ASHENationalSecretary@ashe.pro
NMorisi@ashe.pro
sharris80uk@gmail.com

Date: May 2, 2022

Reporting Period: Q1-2022

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

- Posted various minutes to the resource center section as requested by National Secretary
- Posted a reformatted bylaws document to the resource center section as requested by Nancy Morisi. This was a format change, with no change to the text of the bylaws.

Budget update

1. 2021 - 22 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: 2022-05-02

Report Period: Q1-2022

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 (Carried from the January report)

- 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. **2021-2022 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

5/7/2022

Quarterly Report Period

Spring - April

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Activities completed during this quarter included:
 - a. Completed judge the 2022 NPOY submissions.
 - b. Notified all teams and Region representatives who submitted projects for the 2022 NPOY program of the winning projects.
 - c. Began coordination with the winning teams for the presentation of awards at the 2022 National Conference.
2. Activities planned for the next quarter include:
 - a. Coordination with the winning teams for the presentation of awards at the 2022 National Conference.
 - b. Present awards to the winning teams 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

Income	
Budget from National Board	\$2,500.00
Entry Fees (<i>Estimated</i>)	\$600.00
Other Income (Extra Award Orders)	\$150,00
Total Budget	\$3,250.00
Expenses	
Award purchase	730.50
Shipping Awards	
Conference Attendance	
Total Expenses	\$730.50
Balance	\$2,519.5

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: May 14th 2022

Bronzo, Chair

Fbronzo@envdesigngroup.com

Report Period:

Lilla

llilla@nelson-construction.com

4st 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:

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.)

- 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.



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. 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, not including financial, 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.
 - 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.

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”).

From: [Amanda Stratton](#)
To: [Frank Bronzo](#)
Cc: [Rich Grubb](#)
Subject: Partnership Agreement
Date: Monday, April 11, 2022 4:42:44 PM

Hi Frank!

I am happy to report that the ACRA Board approved the partnership agreement with ASHE. Has the ASHE board had a chance to vote on it as well? Please let me know. Thank you!

Amanda Stratton
Executive Director
American Cultural Resources Association
amanda@acra-crm.org
Direct/Text: (202) 316-2559

From: [Amanda Stratton](#)
To: [Frank Bronzo](#)
Cc: [Richard Grubb](#); ashenationalsecretary@ashe.pro; [Samir D. Mody, PE - Keller Engineers \(smody@keller-engineers.com\)](#); [Scott Phillips](#)
Subject: Re: American Society of Highway Engineers "Potential Partnership"
Date: Friday, February 25, 2022 2:26:07 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.jpg](#)
[image014.jpg](#)
[ASHE-ACRA Partnership Agreement Draft Finalized.docx](#)

Hi Frank -

I apologize for the delay; I wanted to make sure I sent over the correct file. I have attached the finalized language here. We also have a board meeting in March and will vote on the partnership agreement. I don't expect any pushback from the board on this, so we will be able to get it signed as soon as the vote is done. More to come!

Amanda Stratton
Executive Director
American Cultural Resources Association
amanda@acra-crm.org
Direct/Text: (202) 316-2559

On Thu, Feb 24, 2022 at 8:52 AM Frank Bronzo <FBronzo@envdesigngroup.com> wrote:

Amanda,

If you could send me over the final agreement with the changes made, I can use that document to bring a motion to our board. I do not need a motion from your board, but it would have been nice to have a signed agreement from you to bring to our board.

Once our board approved and signs, we will forward it to you for signature.

Thoughts?

Thanks

Frank

Frank Bronzo

Field Service Pod Principal



Akron/Cleveland/Columbus

P: 330.375.1390

C: 330.329.9702

FBronzo@envdesigngroup.com | envdesigngroup.com



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From: Amanda Stratton <amanda@acra-crm.org>

Sent: Thursday, February 24, 2022 8:48 AM

To: Frank Bronzo <FBronzo@envdesigngroup.com>

Cc: Richard Grubb <rgrubb@rgaincorporated.com>; ashenationalsecretary@ashe.pro; Samir D. Mody, PE - Keller Engineers (smody@keller-engineers.com) <smody@keller-engineers.com>; Scott Phillips <SPhillips@swca.com>

Subject: Re: American Society of Highway Engineers "Potential Partnership"

Hi Frank -

The language is finalized on our end. Our last step is for the board to vote to adopt it as well. You are free to bring it as a motion to the board. Do you need the board vote finalized from our end in order to move forward? I would assume no, but I would like to make sure.

Amanda

On Feb 24, 2022, at 8:15 AM, Frank Bronzo <FBronzo@envdesigngroup.com> wrote:

Richard,

We have a national board meeting the end on March, if we can get this finalized by the third week in March, I can bring a motion to the board at the national board meeting.

Thanks

Frank

Frank Bronzo

Field Service Pod Principal



Akron/Cleveland/Columbus

P: 330.375.1390

C: 330.329.9702

FBronzo@envdesigngroup.com | envdesigngroup.com



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From: Richard Grubb <rgrubb@rgaincorporated.com>
Sent: Wednesday, February 23, 2022 11:20 AM
To: Frank Bronzo <FBronzo@envdesigngroup.com>
Cc: 'Ashenationalsecretary@ashe.pro' <Ashenationalsecretary@ashe.pro>; 'Samir D. Mody, PE - Keller Engineers' (smody@keller-engineers.com)' <smody@keller-engineers.com>; 'Amanda Stratton' <amanda@acra-crm.org>; 'Scott Phillips' <SPhillips@swca.com>
Subject: RE: American Society of Highway Engineers "Potential Partnership"

Hi, Frank, just to let you know that there has been a slight delay due to the need to appoint a new ACRA Board Member in one of the slots. The full Board will vote as soon as we have a full Board which should be very soon. Any issues on your end?

Rich

Richard Grubb

Vice President

Richard Grubb & Associates

P: 609-655-0692 ext 320

www.rgaincorporated.com

From: Richard Grubb <rgrubb@rgaincorporated.com>
Sent: Sunday, December 19, 2021 9:25 PM
To: Frank Bronzo <FBronzo@envdesigngroup.com>
Cc: 'Ashenationalsecretary@ashe.pro' <Ashenationalsecretary@ashe.pro>; 'Samir D. Mody, PE - Keller Engineers' (smody@keller-engineers.com)' <smody@keller-engineers.com>; 'Amanda Stratton' <amanda@acra-crm.org>; 'Scott Phillips'

<SPhillips@swca.com>

Subject: Re: American Society of Highway Engineers "Potential Partnership"

Great, thanks. Happy holidays!

Sent from my Verizon, Samsung Galaxy smartphone
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From: Frank Bronzo <FBronzo@envdesigngroup.com>

Sent: Sunday, December 19, 2021 9:20:10 PM

To: Richard Grubb <rgrubb@rgaincorporated.com>

Cc: 'Ashenationalsecretary@ashe.pro' <Ashenationalsecretary@ashe.pro>; 'Samir D. Mody, PE - Keller Engineers' (smody@keller-engineers.com)' <smody@keller-engineers.com>; 'Amanda Stratton' <amanda@acra-crm.org>; 'Scott Phillips' <SPhillips@swca.com>

Subject: RE: American Society of Highway Engineers "Potential Partnership"

Richard,

I am having a committee meeting second week of January and then going to bring our recommendation to the board.

Stay tuned, I will contact you if we have any questions.

Thanks

Frank

Frank Bronzo

Pod Principal



Akron/Cleveland/Columbus

P: 330.375.1390

C: 330.329.9702

FBronzo@envdesigngroup.com | envdesigngroup.com



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From: Richard Grubb <rgrubb@rgaincorporated.com>
Sent: Thursday, December 16, 2021 2:53 PM
To: Frank Bronzo <FBronzo@envdesigngroup.com>
Cc: 'Ashenationalsecretary@ashe.pro' <Ashenationalsecretary@ashe.pro>;
'Samir D. Mody, PE - Keller Engineers (smody@keller-engineers.com)'
<smody@keller-engineers.com>; 'Amanda Stratton' <amanda@acra-crm.org>;
'Scott Phillips' <SPhillips@swca.com>
Subject: RE: American Society of Highway Engineers "Potential Partnership"

Hi, Frank, any progress on the partnership agreement?

Rich

Richard Grubb

Vice President

Richard Grubb & Associates

P: 609-655-0692 ext 320

www.rgaincorporated.com

From: Richard Grubb
Sent: Friday, November 12, 2021 8:29 AM
To: 'Frank Bronzo' <FBronzo@envdesigngroup.com>
Cc: Ashenationalsecretary@ashe.pro; Samir D. Mody, PE - Keller Engineers (smody@keller-engineers.com) <smody@keller-engineers.com>; 'Amanda Stratton' <amanda@acra-crm.org>; Scott Phillips <SPhillips@swca.com>
Subject: American Society of Highway Engineers "Potential Partnership"

Hi, Frank, here is a proposed draft agreement for the partnership between ASHE and the American Cultural Resources Association (ACRA). Please look this over, make edits and return. Sorry for the delay getting this to you but hopefully you can turn this around soon.

Thanks.

Rich

Richard Grubb

Vice President

Richard Grubb & Associates

P: 609-655-0692 ext 320

www.rgaincorporated.com

From: Frank Bronzo <FBronzo@envdesigngroup.com>
Sent: Friday, September 03, 2021 8:38 AM
To: Richard Grubb <rgrubb@rgaincorporated.com>; Mody, Samir D. <SMody@keller-engineers.com>
Cc: Ashenationalsecretary@ashe.pro
Subject: RE: American Society of Highway Engineers "Potential Partnership"

Richard,

I do have some time today to have a video call to discuss partnership. I am available at 1:00pm.

I am also available next week the following dates and times:

Sept. 8th at 3:00pm

Sept 9th at 2:00pm

I am looking forward to our dialogue.

Once we confirm a date and time I will send the video call invite(Teams or Zoom?)

Thanks

Frank

Frank Bronzo

Pod Principal



Akron/Cleveland/Columbus

P: 330.375.1390

C: 330.329.9702

FBronzo@envdesigngroup.com | envdesigngroup.com



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From: Richard Grubb <rgrubb@rgaincorporated.com>
Sent: Thursday, September 2, 2021 6:03 PM
To: Mody, Samir D. <SMody@keller-engineers.com>; Frank Bronzo <FBronzo@envdesigngroup.com>
Cc: Ashenationalsecretary@ashe.pro
Subject: Re: American Society of Highway Engineers "Potential Partnership"

Thanks, Sam. Look foward to hearing from you, Frank.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Mody, Samir D. <SMody@keller-engineers.com>
Sent: Thursday, September 2, 2021 5:07:28 PM
To: FBronzo@envdesigngroup.com <FBronzo@envdesigngroup.com>
Cc: Ashenationalsecretary@ashe.pro <Ashenationalsecretary@ashe.pro>
Subject: FW: American Society of Highway Engineers "Potential Partnership"

Good afternoon Frank,

I have not spoken to you in quite some time and hope you are doing well. I hope you and your family are safe from the effects of Hurricane Ida and the pandemic which continues to linger ahead.

I am following up on the outreach from Richard Grubb, a member of the ASHE Southern NJ Section and the Partnership Chair of an industry association, the American Cultural Resources Association (ACRA).

He would like to speak to you about the prospects of forming a partnership between ASHE and ACRA. Would you please contact him at your convenience?

Thank you in advance for your assistance.

Sam D. Mody, P.E.

Past National President and Co-Chair of New Sections Committee

American Society of Highway Engineers

www.ashe.pro



President

Keller Engineers of New Jersey, LLC

Office: 121 Market Street, 2nd Floor, Camden, NJ 08102

Phone: 856-536-3169, Ext. 101

Fax: 856-494-0040

Mobile: 609-310-0364

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From: Richard Grubb <rgrubb@rgaincorporated.com>

Sent: Thursday, September 02, 2021 2:08 PM

To: Mody, Samir D. <SMody@keller-engineers.com>

Subject: RE: American Society of Highway Engineers "Potential Partnership"

Hi, Sam, still nothing from Frank Bronzo. I reached out to him on a few occasions before you did.

Richard Grubb

Vice President

Richard Grubb & Associates

P: 609-655-0692 ext 320

www.rgaincorporated.com

From: Mody, Samir D. <SMody@keller-engineers.com>

Sent: Monday, July 12, 2021 9:43 PM

To: Richard Grubb <rgrubb@rgaincorporated.com>

Subject: Re: American Society of Highway Engineers "Potential Partnership"

Richard,

Good to speak to you after a long absence. I was the inaugural chair of the partnership Committee many years ago.

Frank Bronzo is the National Outreach Committee which oversees the partnerships and not surprised that he has failed to respond to you. Let me ping him tonight and let you know if he responds.

Thanks.

Sam D. Mody, PE

Keller Engineers of New Jersey, LLC

Certified SBE and MBE Firm in NJ

Mobile: 609.310.0364

On Jul 12, 2021, at 9:33 PM, Richard Grubb
<rgrubb@rgaincorporated.com> wrote:

Hi, Sam, great seeing you today! Tom put me in touch with Frank Bronzo who didn't return my emails.

Thanks for all you can do. Maybe he is the wrong person.

Rich

Richard Grubb

Vice President

Richard Grubb & Associates

P: 609-655-0692 ext 320

www.rgaincorporated.com

From: Richard Grubb <rgrubb@rgaincorporated.com>
Sent: Friday, April 23, 2021 8:07 AM
To: ashenationalsecretary@ashe.pro
Cc: 'Frank Bronzo' <FBronzo@envdesigngroup.com>; 'Leigh Lilla' <llilla@nelson-construction.com>
Subject: Re: American Society of Highway Engineers "Potential Partnership"

Thanks Tom!

From: ashenationalsecretary@ashe.pro
<ashenationalsecretary@ashe.pro>
Sent: Friday, April 23, 2021 6:31:11 AM
To: Richard Grubb <rgrubb@rgaincorporated.com>
Cc: 'Frank Bronzo' <FBronzo@envdesigngroup.com>; 'Leigh Lilla' <llilla@nelson-construction.com>
Subject: RE: American Society of Highway Engineers "Potential Partnership"

Hi Rich,

I'm copying Frank Bronzo on this reply. He is currently the chair of National's Outreach Committee which handles Partnerships. He would be best to help you with this request.

Thanks very much for bringing this to our attention.

Have a good day!

Tom

Tom Morisi
ASHE National Secretary

-----Original Message-----

From: American Society of Highway Engineers

<ashenationalsecretary@ashe.pro>

Sent: Thursday, April 22, 2021 2:58 PM

To: ashenationalsecretary@ashe.pro

Subject: American Society of Highway Engineers "Potential Partnership"

From: Richard Grubb, ASHE SNJ <rgrubb@rgaincorporated.com>

Subject: Potential Partnership

Message Body:

Hi, Thomas, I sit on the Board of Directors for ASHE SNJ and serve on the National Student Chapter Committee. I am also the Partnership Chair of my industry association, the American Cultural Resources Association (ACRA). I would be interested in exploring the idea of an ASHE/ACRA partnership where there would be mutual benefits for members of both organizations. I can explain more about this in a conversation if you would like to call me at 609-915-8197 or I can call you. Thanks! Rich

--

This e-mail was sent from a contact form on American Society of Highway Engineers (<http://ashe.pro>)



COMMITTEE STATUS REPORT PUBLIC RELATIONS COMMITTEE

Committee Members

E-Mail

Date:5/4/22

Report Period: Spring

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. Email correspondence

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

Resolved:

Discussions to be brought before the board:

Activities (cumulative report):

a. ASHE Booth

- Denver Emerging Section – April 13, 2022
- Chesapeake Section – May? – still awaiting confirmation
- Tennessee Valley – promos sent 5/3/22 for upcoming university visits

b. Logo & Message

i. Brand Reinforcement Roll Out

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

ii. ENR ads – in tandem with membership drive?

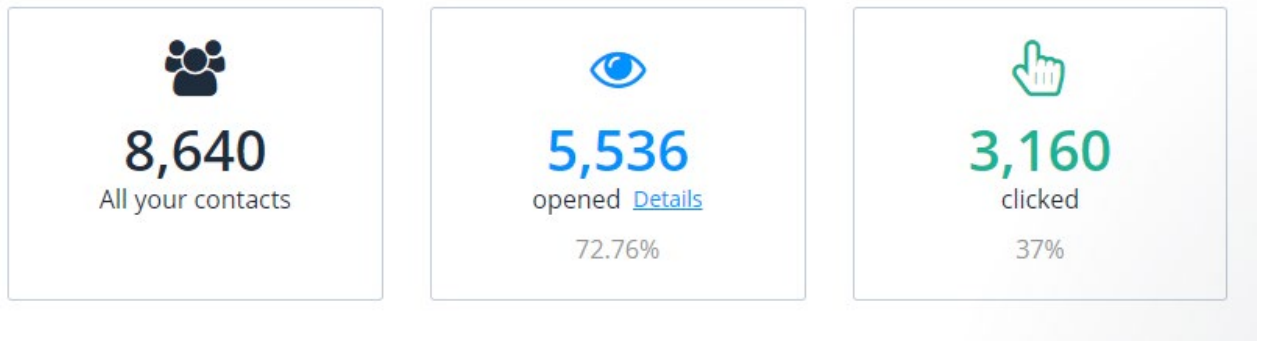
- \$1,150 – 2 runs of bottom banner on national newsletter
- ¼ page regional ad - \$1,785 (1 region)

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 –complete
- New content:
 - 1. Student Path with ASHE – Jen H leading - ongoing
 - 2. Canva

c. Campaigns: SendinBlue
Overall



Recent Campaigns:

Campaigns	Recipients	Openers	Clickers
 Spring 2022 Scanner #64 • Sent on Apr 1, 2022 9:04 AM Report • Preview • More ▼	6,112 100%	924 16.87% Details	291 5.31%
 2022 Conference Email #63 • Sent on Mar 29, 2022 9:32 AM Report • Preview • More ▼	6,016 100%	887 16.41% Details	68 1.26%
 2022 Conference Email #62 • Sent on Mar 16, 2022 9:33 AM Report • Preview • More ▼	6,022 100%	875 16.22% Details	64 1.19%
 2022 Conference Email #60 • Sent on Mar 3, 2022 8:31 AM Report • Preview • More ▼	6,019 100%	906 16.73% Details	82 1.51%
 Podcast Email 1 #61 • Sent on Mar 2, 2022 9:44 AM	7,462 100%	1,974 32.93%	1,165 19.44%

PROMOTE THE PODCAST!!

Subscribe anywhere you get podcasts (apple podcasts, spotify, google, etc)

It can also be found on ASHE's website, in the scanner, in the inside lane and here!

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

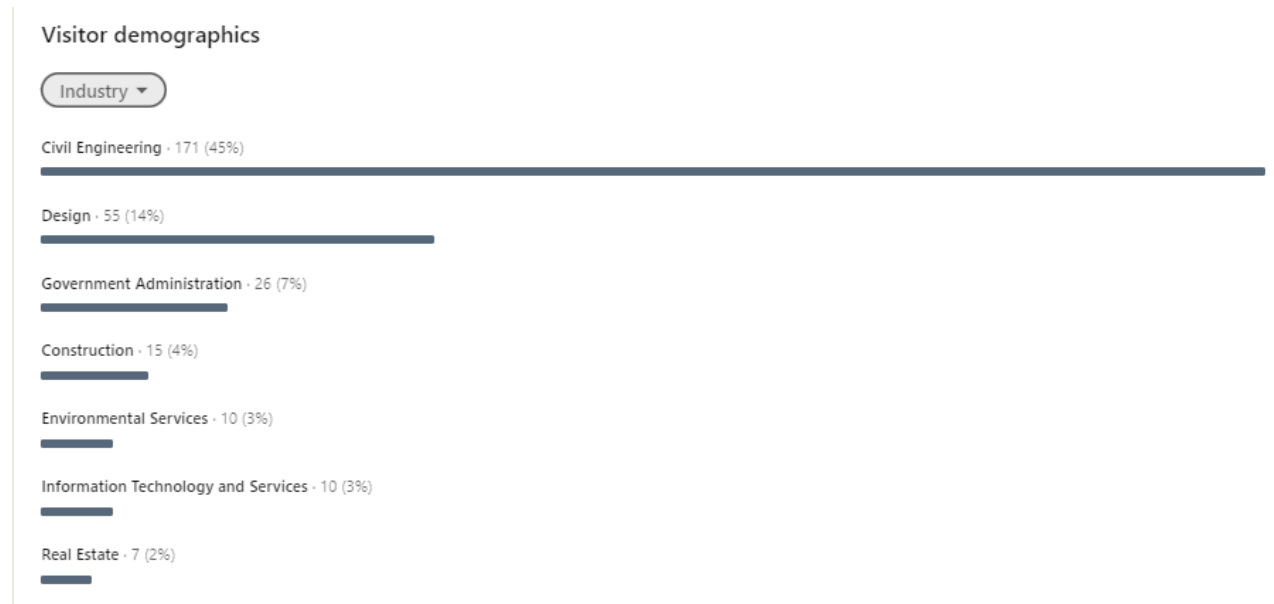
d. Committee Collaboration

- i. Membership committee – membership campaign in the works

e. Social Media Campaign

- i. Continuous momentum with more local Section/activities sharing
- ii. Social media report (+ = increase from May 2020)
 - LinkedIn: 1,053 followers
 - a. + 186 followers
 - Twitter: 212 followers
 - a. +15 followers
 - Facebook: 201 followers
 - a. +61 followers
 - Instagram: 80 followers
 - a. +30 followers

LinkedIn



f. National Conferences

- i. Columbus 2022
 - Ongoing promotions!
- ii. Georgia 2023
 - Logo approved

g. 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 (Feb, March, April, May)
 - b. \$39 x 4- \$156 – sendinblue (Feb, March, April, May)
 - c. \$28.10 – middle tenn section promos
 - d. \$69.22 – booth to CO (tyler)
 - e. \$59.53 – return shipment from CO (tyler)
 - f. \$12 x 4 – podcast hosting – buzzsprout (Feb, March, April, May)
 - g. \$15.89 x 2 – zoom podcast recording (April, May)
- 3. Current Budget Balance: \$2,769.22**
- 4. List any Non-Budget Items that should be considered.**



COMMITTEE STATUS REPORT

scanner COMMITTEE

Administer the publication of the scanner, ensuring that it represents ASHE in a positive, professional, cost-effective manner.

Report Period: Spring 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:

5/02/2022

Meetings held since the previous Quarterly Report:

1. None, all communication is handled via email.

Discussions to be brought before the board:

1. Consider increasing scanner committee budget to help subsidize the total cost of committee members attending ASHE National Conferences (\$1000)
2. Consider awards/plaques for projects showcased in the scanner. Not to compete with project of the year or any other award presented by the ASHE National. (\$100)

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

1. Motion to add funds to scanner Committee budget to support committee members attendance of the ASHE National Conference related to travel, room & board, and registration as well as the scanner award/plaque idea and promotional items, denomination of budgetary amounts are itemized below:
 - a. Scanner Booth - \$400
 - b. TnT Expenses for attending National Conference - \$700
 - c. Scanner Committee Member Expenses for attending National Conference - \$1000
 - d. Scanner award plaque - \$100
 - e. Scanner promotion items - \$300

Status of activities:

1. Scanner editor continues to reach out to firms to increase advertiser revenue.
2. Developed the 2022 Spring Edition.
3. Received the following articles and inserts for Spring 2022 scanner:
 - President's Message

- As the Wheel Turns
- Various articles from different ASHE sections

Budget update:

1. 2021 - 2022 Budget: Increased 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	5176	02/01/22	\$ 6,331.24
	Spring 2022	5189	04/13/22	\$ 6,817.63

Printed Expenses: \$ 26,453.99

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

Digital Expenses: \$ -

Committee Travel	Scanner			

Committee Expenses: \$

National Conference	Exhibit Booth			\$ 400.00
	TnT Expenses			
	Promotional			

Committee Expenses: \$

Total Invoices: \$ 26,853.99

3. Sponsorship Income is directly sent to and tracked by ASHE National.
4. Current net Budget Balance: **\$10,646.01**
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: May 2, 2022

<u>Committee Members</u>	<u>E-Mail</u>	<u>Phone:</u>
Kathryn Fink, Chair	kathrynfink@pa.gov	412-608-2662
Jerry Pitzer (Pittsburgh)	jerry1368@yahoo.com	412-498-0188
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:

April 30th – Out-going Chair Jerry Pitzer, Out-going Board-liaison Kathryn Fink, and incoming National President, Leigh Lilla met to discuss format and timeline for developing the Strategic Plan.

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. Kathryn Fink will be taking over as Committee Chair moving forward.
2. Leigh to solicit input from her planned successors, Stan Harris and Don DiZuzio.
3. New board liaison needs to be identified for the committee. Leigh is to speak with individuals who were suggested during discussion.
4. Open for new members to join this committee. Requesting any interested parties to identify themselves. Existing committee members will be contacted to determine present interest in remaining on the committee.

Activities:

- Next meeting will be held during the National Conference, planned for Friday May 13th at 4PM.
- It is anticipated to facilitate a group workshop to develop the next Strategic Plan.

Budget update:

- 1 . 2021 - 2022 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

mhsanders@pontengineering.com

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jmorisi@jmserversolutions.com

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nmorisi@ashe.pro

Charlie.Flowe@kci.com

sahmed@brudis.com

bkisner@centuryeng.com

luke.sullivan@neel-schaffer.com

khatereh.vaghefi@gmail.com

Date: 5/3/22

Report Period:

Spring 2022

Meetings held since the previous Quarterly Report

None

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

- 1) Requested Motion: **Motion to approve the 2022/2023 Web Hosting Contract with JM Server Solutions.**
 - a. Updated Contract Attached
 - b. Cost is unchanged from 2021/2022 contract (\$4860/year)

Discussions to be brought before the board

- 1) Request for Proposal for Updated Membership Database (**Draft RFP is Attached – Please review and comment**)

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 Cochran (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

- Coordinated with Tammy on alternative to Multiview Ads
- Updated Website Guidelines (including guidelines for National Conference sites)

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)
 - No changes to the 2022/2023
 - Includes Hosting (Available to All Sections), Cloud, and Database Service and Maintenance

Budget update

1. 2021-2022 Budget: \$20,540
2. Spent
 - Previous Balance: \$17,700
 - Items and \$ spent this quarter
 - a. Hosting through JMSS - \$1,200
3. Current Budget Balance: \$16,500
4. List any Non-Budget Items that should be considered.
 - a. None Noted

Attachments:

1. Web Change Log 1/20/22 to 5/3/22
2. 2022/2023 JMSS Contract
3. Draft RFP for Membership Portal

Web Change Log 1/20/21 to 5/3/22

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
111	Added link to Winter, 2022 scanner	RNC	1/24/2022	RNC	1/24/2022
112	Added podcast #2	Amanda S	2/1/2022	RNC	2/1/2022
113	Corrected information for 2022 conference	2022 conf.	2/14/2022	RNC	2/14/2022
114	Added podcast #3	Amanda S	3/1/2022	RNC	3/2/2022
115	Changed body text color to meet accessibility requirements	RNC	3/5/2022	RNC	3/6/2022
116	Posted board minutes for October and January	Tom Morisi	3/28/2022	RNC	3/29/2022
117	Posted Spring scanner	Tammy Farrell	3/30/2022	RNC	3/30/2022
118	Added URL for Alabama section to Region & Section page	RNC	3/30/2022	RNC	3/30/2022
119	Updated contact info for Mid-Atlantic Region	Nancy Morisi	3/31/2022	RNC	3/31/2022
120	Replaced National Bylaws with a reformatted version	Nancy Morisi	4/6/2022	RNC	4/7/2022

RFP TC-2201

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 7,000 members, and 47 Sections and 8 Regions throughout the U.S.

ASHE Structure

The backbone of ASHE is the network of 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 47 operating sections.

At the national level, ASHE is governed 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 National Board meets four times per year.

Eight (five currently operating) 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 its Membership Portal and associated ASHE National Database. The current National Database contains the only recognized ASHE membership roster. The current database is proprietary and has been built specifically for the organization. The organization currently maintains a Membership Portal to its database which includes differing functionality at the member, Section, Region, and National level as outlined below:



Member: Each ASHE Member has access through username and password to their information within the database and is permitted to update that information as needed.

Section: Each ASHE Section has access through username and password to maintain the membership roster of their Section within the National Database. The designated Section representative may edit membership data and pull a variety of reports both in PDF and Excel format.

Region: Each ASHE Region has access through username and password to pull a variety of reports in PDF and Excel format.

National: National has full access to the ASHE Database to add/drop members, edit member data, provide username and password maintenance, and pull a variety of reports in both PDF and Excel format. Only National can add or delete members to the database. A person is not considered a member of ASHE until approved by National and added to the database.

Our organization is currently in need of a more robust membership portal/database that provides functions for Sections to manage day to day operations for their membership. At a minimum, the additional features will allow 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. Our current system requires sections to manage portions of their membership operations separately (i.e., payments, event registrations, etc.), 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) is 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 users/members 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 portal.)

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, Region 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 per se. 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 and Invoices

- Membership Application and Renewal fees vary by section and by category. Sections primarily limit themselves to three Section membership types. Typically, a combination of Regular Member, Government, and Student Membership types are offered for a given section. These fees are subject to change each year. Therefore, the portal shall accommodate these as variables and provide a simple way for appropriate administrators to change them as needed.
- The portal shall allow authorized Section administrators to manually adjust the fees owed for individual members. A note/comment input should be made available for such changes.
- A portion of all membership fees are paid to ASHE National by the Sections for each member as part of an Annual Assessment. The Assessment is dependent on the ASHE National Membership type. There are currently four National Membership types offered (Student, Member, Life, and Honorary). The assessment fees to National vary with each of these types and are subject to change each year. An initiation fee is assessed by ASHE National for New Members. The portal shall function to account for these nuances and accommodate these rates as variables and provide a simple way for appropriate administrators to change them as needed.
- Several regions, but not all, also assess fees upon their sections. This fee is included in the amounts the membership dues for those sections. The portal shall accommodate these payments between the Sections and the Regions and record the amounts paid. These regional fees are subject to change each year. Therefore, the portal shall accommodate these as variables and provide a simple way for appropriate administrators to change them as needed.
- The portal shall allow individuals to register as members with multiple sections. The additional Section(s) will assess fees for these memberships. However, there is no initiation fee or annual fee for these additional Section memberships owed to ASHE National. The portal shall accommodate this nuance.
- Sections are assessed a 10% penalty for annual membership renewals if received after the October 1 deadline. The portal should automatically account for this additional fee when displaying unpaid membership assessment fees for a Section after this deadline.
- Payments from individual members shall flow directly to the Sections. Payments shall be allowed between Sections and National and between Sections and Regions. The portal shall function to accommodate this and record such payments.

- Allow online payments via a third-party processor (such as PayPal) that are automatically recorded in the database
- Allow payments received by cash or check to be manually recorded.
- Printable Invoices shall be available for members, sections, and regions. It is required that an invoice number be generated for cash and check payments that is associated within the databases for all payment items on that invoice.
- It is anticipated that Sections will frequently pay National, and Companies will frequently pay Sections by check for multiple membership fees at a time. A method shall be incorporated that provides an easy way for administrators to record such payments for each of the membership payments associated with that invoice without having to update the database for each member.

Reports

- The site shall provide basic reports that display, summarize, and/or provide simple analysis of the database information as needed to provide users necessary information to manage the membership.
- Reports include, but are not limited to contact information, payment status, and total membership by Section/Region. Reports should be pertinent to the different users (i.e., National, Section, Region).
- It is anticipated that up to 20 filterable reports will be required.

Members

- View Membership Status and Expiration
- Allow Current Members to Apply to Multiple Sections
- Make updates to personal information
- 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
- Renew membership annually
- It should be noted that members may be members of multiple sections and must pay separate dues for each. The portal shall accommodate
- Allow members to view membership status and make payments for fellow members from the same firm/organization within the same section. This feature should be optional for each section.

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 (in PDF and/or Excel format) on current membership roster with sorting and filtering abilities. *
- Allow edits 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 – Region

- 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 the Region based on filters (President, Secretary, Treasurer, Website Administrators, etc.)
- Download Excel reports 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

- 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 portal 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 portal shall allow National to easily add new sections and regions
- The portal 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 and by membership category 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 submission, the portal 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 submission, the section, region, and national administrator dashboards will automatically indicate the number of member applications that have been received and that need to be processed
- The portal 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 portal should maintain a record of membership (and associated payments to the Section and to National) for each member for each year 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 Settings 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 renewal cutoff dates (ahead of National's 10/1 deadline), third party payment email address, payment mailing address, Section/Region officers, etc.
- Certain Section variables in the Settings form will reflect a given section's current Policies and may impact the logic of the code. Examples of such variables include
 - Whether a Section will allow its members to register and/or pay for other members from the same company.
 - Whether a Section will absorb Third Party Payment fees for a given category
 - Whether a Section wants to offer Event Registration through this Membership Portal
 - Whether a Section Offers General Sponsorship or not

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
- Allow administrators at the various levels to establish/change email recipient list
- Automatic email to National when new member applications are Approved by section and need to be processed
- The web host for the ASHE National Website limits the number of emails to 100 per hour. Therefore, programmed mass emails are prohibited.

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 application
- 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 website’s file structure, 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 that can be edited via a form by credentialed administrators instead of hard coded as appropriate to fulfill the portal functions.

JM Server Solutions is the website’s hosting company. Subdomains have been developed for each of the 47 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 series of 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. It is anticipated that a minimum of five one-hour virtual sessions will be required.

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 3rd party payment application) 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.

Point of Contact

Name	Contact Information	Role in Project
Scott Jordan	sjordan@seengineering.com	Point of Contact for this RFP

Proposal Requirements

All Proposals shall include a minimum of the following information and be sent to the Point of Contact listed above on or before the proposal due date. Late proposals will not be accepted.

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 a similar membership portal that your team has developed within the past three years and/or you developed and continue to maintain. 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 of proposed milestones for the project.
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 to develop the requested Membership Portal and appropriate training. Include separate fees for the following Categories: event registration/management and sponsorship registration/management. The costs of the Membership Portal 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 proposal requirements listed above.

Ownership

ASHE shall retain ownership of any code and intellectual property associated with this new portal. Any data involved shall not be used for purposes outside of the needs of this portal.

Timelines & Milestones

Selection Process Timeline Outline:

- Request for Quotation Advertised – March 4, 2022
- Questions from Prospective Proposers Due – March 18, 2022
- ASHE Responds to any Questions – March 25, 2022
 - * A list of all questions received and their responses will be available upon request.
- **Proposals Due – April 20, 2022**
- Planned Contract Award Date – On or before May 20, 2022



J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

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

#202206-01P

J.M. Server Solutions, LLC
251 Collegiate Dr.
Post Office Box 5445
Johnstown, PA 15904-5445

P. 814-242-8410

Email: jmorisi@jmserversolutions.com

Web: <http://www.jmserversolutions.com>

www.facebook.com/jmserversolutions

Introduction

The purpose of this proposal is to continue the agreement between the American Society of Highway Engineers (also referred to as “ASHE” or “client”), and J.M. Server Solutions, LLC (also referred to as “JMSS” or “provider”) for hosting and support services for a period of one year beginning June 1, 2022.

This ongoing agreement provides hosting services to ASHE as well as a designated number of support hours which is explained herein. This project, which started in 2010, is an integral part of the ASHE operations and J.M. Server Solutions remains fully dedicated in providing the best possible service for an affordable rate.

About our Company

J.M. Server Solutions was founded in 2011 with a vision to provide server hosting and other technology related services to the local and national areas. From the beginning, we have had a single mission to provide these services at the highest quality and at an affordable price. Since we are a small business, we are able to easily stick to our mission while maintaining our quality of service.

Our company is a PA registered and licensed Limited Liability Company. Our headquarters are located in Johnstown, Pennsylvania.

Datacenter Information

Our datacenter is hosted courtesy of Amazon Web Services. They provide the ability to host our servers securely and protect them from all failures. Our servers are hosted on the west coast with the ability to fail over to a different datacenter located elsewhere in the United States. The West Coast also avoids the high traffic networks in the East. Our data is securely hosted in the same datacenter as some of the largest companies in the world.

We maintain a secure VPN link with the datacenter for management purposes. This allows us to manage our servers, while also providing us with real-time alerts of failures and other events. Our servers are also scalable, meaning when more space or resources are needed, they can be added easily.

Description of Scope

The purpose of this proposal is to continue the hosting and support agreement for another calendar year. The definitions are as follows.

Hosting

The hosting shall include space on a secure server. The space shall expand as needed as ASHE grows. No ownership of physical hardware is granted through this agreement.

The hosting is for the National Membership Database, ASHE Cloud, and for ASHE National, Region, Section and Conference websites. This definition is open for modification only when a separate agreement demands other data be hosted on this server.

Each of the above-mentioned ASHE websites will have their own control panel in which they can monitor and control every aspect of their individual site. The default limitations for each of these sites shall be as follows:

10GB Storage

50GB Monthly Bandwidth Transfer

5 FTP Accounts

20 Email Addresses

5 Databases

5 Parked Domains

These limitations can be modified on a case-by-case basis within reason. As per ASHE motion passed in 2013, individual regions and sections must contract directly through JMSS for any additional storage needs. No bulk email may be sent from any hosting account. This is in accordance with our acceptable use policy specifically referenced within the terms and conditions and available on our website.

Hosting/Website Support

For the purposes of this agreement, the only support provided for websites, or the hosting accounts is the creation of hosting accounts as needed. All other website support and maintenance is on a time and materials basis contracted with the specific Section or Region at the prevailing rate.

Support - Database

The definition of support differs between various applications and agreements. This definition is unique to this agreement. Support agreements are not time and materials based. This is an unlimited support agreement, meaning there is no cap on the hours of support provided.

J.M. Server Solutions will provide one year of support for this agreement. This support includes the following:

- Repair of Database Malfunctions and Bugs
- Database Field Additions and Subtractions
- Minor Database Customization
- Minor Report Customization
- Section and Region Addition and Subtraction
- Password and Help Requests
- Data Import from CSV as necessary
- Needed Server-Side Software Updates

A representative from the Provider will be available to attend either the ASHE National Board Executive Committee or the Database Committee meetings at the request of the ASHE National President for the purposes of updating the Committee on database progress and any needs (see travel section).

These definitions are custom for this agreement. Therefore, descriptions and price quotes on our corporate website may not reflect those in this agreement.

The ASHE Membership Database and any associated customized software developed at the expense of ASHE will remain the property of ASHE.

JMSS will notify ASHE of downtime and potential changes before they occur. It is the responsibility of ASHE to provide JMSS with a mailing list.

JMSS will maintain contact with the ASHE National Secretary. All communication with the Provider will be conducted through the National Secretary or their designated appointee who will direct the Provider on behalf of ASHE.

Support – ASHE Cloud

The ASHE Cloud is a one of a kind, unique, service that should be supported as such. The Cloud is designed to act as a password protected file server providing ASHE a centralized repository for all files. During the term of this agreement the Cloud will be fully functional, and the support part of this agreement will be tailored to that. Support for the ASHE cloud will include the following:

- Setup of the Workspaces as defined by the Cloud Committee
- Customization of settings to suit the needs of ASHE
- Participation in meetings, webinars, etc.
- Participation in presentation at the ASHE National Conference
- Training of the Committee to set up usernames, passwords, and permissions.
- Current storage for the cloud is capped at 75GB.
- Needed server-side software updates
- Assist Cloud Committee Chair with the initiation and Support of a Cloud User Group
- Daily incremental and weekly full backups of files stored locally and transferred to a different Datacenter nightly, with a retention policy of five daily backups and four weekly backups.

A representative from the Provider will be available to attend either the ASHE National Board Executive Committee or the Cloud Committee meetings at the request of the ASHE National President for the purposes of updating the Committee on Cloud progress and developments (see travel section).

JMSS will also maintain contact with the ASHE Technology Committee. All communication with the Provider will be conducted through this Committee who will direct the Provider on behalf of ASHE.

Reporting

JMSS will provide a report of activities to the ASHE Technology Committee or Board Members as requested, so as to maintain open lines of communication and transparency.

Travel

At the discretion of the National President, JMSS will travel to two National Board meetings, outside of the National Conference, for the purposes of updating the National Board on Provider activities, as well as the progress of all current projects. JMSS will also meet with the respective committees involved with the projects at hand in order to maintain adequate and proper lines of communication with ASHE. ASHE will reimburse JMSS for (1) one night of accommodations (at the ASHE negotiated rate), meals, and transportation expenses (if applicable) up to a maximum \$500.00 per occurrence for the contract term.

Proposed Cost

The itemized cost breakdown is as follows:

Hosting

ONE YEAR \$1,950.00

Support - Database

ONE YEAR \$1,450.00

Support – ASHE Cloud

ONE YEAR \$500.00

Backup – ASHE Cloud/Hosting

ONE YEAR..... \$900.00

Domain – ashe.pro

ONE YEAR..... \$40.00

TOTAL AGREEMENT \$4,840.00

The monthly cost of this agreement is \$400.00 with the domain payable upon renewal.

Contract term is June 1, 2022 to May 31, 2023.

Terms are Net30 from the date of invoice. All bills will be generated on or about the last day of the month for that months' services.

Terms and Conditions

This hosting contract is leasing space on a server owned by J.M. Server Solutions. By signing the contract that is linked to this proposal, there is no transfer of ownership.

The signature of the contract that is associated with this proposal, is accepting the terms for a period of one year. **EARLY TERMINATION:** ASHE must pay out the remainder of the contract in one lump sum if they choose to terminate the contract in partial or in full, before the agreement is over. Payment will be equal to the remaining outstanding balance of the portion or full contract whenever applicable. **EXCEPTION:** Should JMSS not fulfill the terms of the contract and an agreement cannot be made, ASHE has the option to provide 30 days' notice to terminate this agreement. ASHE will then pay the prorated amount (or receive an invoice credit) of services rendered to that date.

Service Level Agreement: JMSS will respond to queries submitted by phone, electronic mail, or other viable communication in a maximum of 48 hours. Should services beyond the terms of this agreement be required as a result of this communication, a contract change request including cost and time estimate will be communicated to the client.

This contract can be changed after signing by either party only by the filing of a contract change request. Changing the contract may involve cost adjustments depending on the change and will require agreement between J.M. Server Solutions and the ASHE National Board. JMSS reserves the right to reject any change request.

The terms and conditions for this contract are valid for the term of the agreement. Any changes will be made in writing to the ASHE National Secretary or their designated appointee thirty (30) days prior to the change.

All terms and conditions listed on the website as well as the Acceptable Use Policy is applicable to this contract. An updated copy of both items can be found at our website.

ASHE will continue to keep the small "powered by" footer on the database and cloud interface throughout the term of this contract.

Questions should be made in writing to J.M. Server Solutions via email at jmorisi@jmserversolutions.com.

J. M. Server Solutions is a limited liability company operated in Johnstown, Pennsylvania. All logos, designs, and software bearing its name shall remain property of the company. This property shall not be used, duplicated, or re-branded without prior permission.

Acceptance of Proposal

To signify acceptance of this proposal both parties must sign Contract Number: 202206-01.



J.M. SERVER SOLUTIONS
HOSTING AND WEB SERVICES

Proposal #202206-01P



Client:

American Society of Highway Engineers

Description

Contract number **202206-01** for the hosting and maintenance as described in proposal 202206-01P for the American Society of Highway Engineers.

Terms:

Hosting – ONE YEAR - \$1,950.00

Database Support – ONE YEAR - \$1,450.00

ASHE Cloud Support – ONE YEAR - \$500.00

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

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

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

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

The agreement will be in effect from June 1, 2022 to May 31, 2023, after which a new agreement will be presented. Should the client terminate this this contract in full or in partial, the Early Termination or Change clause (where appropriate) will become effective as stated in the proposal. All terms are referenced in Proposal 202206-01P attached herewith.

Authorized Signatures

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

Signature	Date
American Society of Highway Engineers	

Signature	Date
J.M. Server Solutions, LLC	



**ASHE National Board Meeting Minutes
May 14, 2022**

Attachment 2: Section-Region 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 2/10/2022 that included the following summary:
 - GLR provided summary of communication that has occurred over the past quarter.
 - 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 provided an ASHE National update from the October Board Meeting.
 - Great Lakes Region has received Exposure Grant money on 1/19/2022 in the amount of \$1,200.
 - ASHE National has complete their review of the GLR bylaws. The feedback generally indicated that the GLR bylaws don't match the current template that was recently posted. GLR Bylaws will be updated again (during the next bylaw review) to match language in the template that is missing from our current bylaws and resubmit for compliance review.
 - Circle City restart – Core group is planning an in person meeting next week to gauge further interest in participation. About 28 people are interested in participating but not leading the group. Core group has a standing Friday afternoon weekly meeting to discuss progress which includes member of the National New Section Committee and the GLR. Progress is promising.
 - Regional Award winners have been updated to National for consideration for the National POY awards.
 - GLR is working on Nominations for next Board.

Operating Budget (As of 1/6/22)		Membership (As of 1/12/22)	
Starting Balance	\$7,581.83	Starting Membership	998
Revenue	\$1,200.00	Losses	10
Expenses	\$0.00	Gains	26
Ending Balance	\$8,781.83	Ending Membership (paid)	1,014

Events scheduled during next quarter:

- Great Lakes Board Region Mtg: Following the May 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 – Q1 (January – May 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:

- Assisted other professional organizations with hosting the E-Week luncheon in February
- Hosted our annual CIP Luncheon featuring guests from ODOT District 6, City of Columbus, Delaware County Engineer's Office and Franklin County Engineer's Office.

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	13
Ending Balance**	\$69,008.23	Ending Membership (paid)	204

**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:

- Quarterly Highway Cleanup
- Hosting our first Euchre Tournament on April 14
- Hosting ADA training course with the City of Columbus

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 – Q1
(January – May 2022)**

President:	Kevin Damron	KDamron@Palmernet.com	2016-2022
Vice President:	Alison Gwynn	Alison.Gwynn@greshamsmith.com	2018-2022
Secretary:	Keith Damron	Kdamron@aei.cc	2019-2022
Treasurer:	Josh Coburn	JCoburn@palmernet.com	2019-2022

Activities:

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

- Held a Virtual combined Bluegrass-Derby City Lunch Meeting on 1/27/2022.
 - KYTC Tornado Emergency Response
 - Kyle Poat, P.E., District 1 – Paducah Chief District Engineer
 - Deneatra Henderson, P.E., District 2 – Madisonville Chief District Engineer
 - Joe Plunk, P.E., District 3 – Bowling Green Chief District Engineer
 - 113 Participants
- Held a Virtual Section Board meeting on 2/17/2022.
- Received projects for the Project of the Year Award to be given in May.
- Held a Virtual Bluegrass Section Lunch Meeting on 3/17/22 – (58 Participants)
 - I-64/I-75 Split Fayette County
 - Joshua Samples - KYTC District 7 Design Project Manager
 - Ben Edelen Adam Hedges, and Rob Frazier – HDR
 - David Lindeman – Palmer Engineering John Michael Johnson, KYTC District #12.

<u>Operating Budget (As of 3/31/22)</u>		<u>Membership (As of 3/31/22)</u>	
Starting Balance	\$10,027.42	Starting Membership	98
Revenue	\$---	Losses	0
Expenses	\$440.76	Gains	0
Ending Balance	\$9,586.66	Ending Membership	98

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

- April Board Meeting
- May a combined in-person/virtual Bluegrass Meeting to select project of the year.

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.
- Begin the renewal of Corporate Sponsorships.

Milestones:

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

- Received the Project of the Year nominations.



**Cuyahoga Valley Section
Regional Directors Quarterly Report – Q1
(January – May 2022)**

Activities:

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

- March 10 ASHE/NEOCEA Billiards Tournament
- March 31 Outstanding Highway Projects awards luncheon
- April 21 ASHE/ASCE joint mtg – Electric Vehicles

<u>Operating Budget (As of 4/20/22)</u>		<u>Membership (As of 4/20/22)</u>	
Starting Balance	\$11,391.00	Starting Membership	113
Revenue	\$1,831.66	Losses	3
Expenses	\$1,660.12	Gains	2
Ending Balance	\$11,562.54	Ending Membership (paid)	112

Events scheduled during next quarter:

- May 11-15 ASHE National Conference
- May 26 Annual Golf Outing at Raintree Golf Club
- June 10 Trap Shoot

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 – Q1
(January – May 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:

- January 6, 2022 – ASHE Board of Directors Meeting- TEAMS virtual
- January 27, 2022 – ASHE Derby City and ASHE Bluegrass Joint Chapter meeting – KYTC Tornado Emergency Response- Kyle Poat, Deneatra Henderson, and Joe Plunk (KYTC)
- February 23, 2022 – ASHE Derby City Chapter Board of Directors Meeting- TEAMS virtual
- March 26, 2022 – ASHE Derby City Chapter Meeting- Electric Vehicles- Ryan Griffith- KTC
- April 13, 2022 – ASHE Derby City Board of Directors Meeting – TEAMS meeting
- April 18, 2022 – ASHE Derby City sent chapter banner for national conference
- April 22, 2022 – ASHE Derby City chapter submitted Scanner article

<u>Operating Budget (As of 04/13/22)</u>		<u>Membership (As of 04/13/22)</u>	
Starting Balance	\$10,688.11	Starting Membership	87
Revenue	\$145.00	Losses	7
Expenses	\$1,090.00	Gains	1
Ending Balance	\$9,743.11	Ending Membership (paid)	81
Scholarship Fund	\$801.59		
Available Balance	\$8,926.52		

Events scheduled during next quarter:

- June 2022 (date TBD) - ASHE Derby City Board of Directors; virtual TEAMS meeting
- May 19, 2022- May ASHE Derby City Chapter Meeting

Student Chapter Update: Derby City scholarship committee will convene in May to select scholarship recipient(s). To date, 3 applications have been received.

Miscellaneous Items:

- The Brent Spence Repair Project won the 2021 ASHE National Project of the Year (and Great Lakes Region Project of the Year) in the \$20 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 – Q1
(January – May 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:

- January 19, 2022; (In Person Attendance 33) Ohio Department of Transportation OpenRoads Designer with John Drsek, PE and Matt Eiben of ODOT Office of CAD and Mapping Services
- February 9, 2022; Board Meeting held at Mott MacDonald with COVID health and safety guidelines. 11 members in attendance. Major topics of discussion included event costs, scholarship applications and winner, project of the year applications and winner, and voted on bylaw updates.
- February 16, 2022; (In Person Attendance 48) Electric Vehicle Charging with Randy Lane of NOACA and Jeff Kupko, PE of Michael Baker International.
- March 22, 2022; (In Person Attendance 38) Project of the Year with Jackie Guttman, PE, or the Ruhlin Company and Jonathan Hren, PE, of ms consultants.

<u>Operating Budget (As of 3/31/21)</u>		<u>Membership (As of 4/21/2022)</u>	
Starting Balance	\$39,959.10	Starting Membership	208
Revenue	\$4,055.70	Losses	0
Expenses	\$7,073.49	Gains	5*
Ending Balance	\$30,941.31	Ending Membership	213

*4 Pending applications

Events scheduled during next quarter:

- April 27th – County Engineer's Panel

Miscellaneous Items:

-

Milestones:

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



**NW Ohio Section
Regional Directors Quarterly Report – Q1
(January – May 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:

- 01/20/22 – Wayne Moening, Ohio Concrete
- 03/17/22 – Mike Pniewski, Lucas County Engineer, Ethics

<u>Operating Budget (As of 4/29/22)</u>		<u>Membership (As of 4/29/22)</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 5/19/22 – Lance Dasher, AICP, TMACOG

Miscellaneous Items:

Milestones:



**Triko Valley Section
Regional Directors Quarterly Report – Q1
(January – May 2022)**

President: Brian Rhodes, Brian.Rhodes@cincinnati-oh.gov, 2021-2022 term
First Vice President: Katie Dillenburger, katedillenburger@bayerbecker.com, 2021-2022 term
Secretary: Dan Springer, dspringer@ljbinc.com, first term
Treasurer: Steve Shadix, steve.shadix@stantec.com, first term

Activities:

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

- January 11, 2022 – Board of Directors Meeting
- January 18, 2022 – General Membership Meeting-Schramm Awards Presentations
- February 15, 2022 – Board of Directors Meeting
- March 15, 2022 – General Membership Meeting-Capital Improvements Program

Operating Budget (As of 3/31/22)		Membership (As of 3/31/22)	
Starting Balance	\$18,377.75	Starting Membership	159
Revenue	\$5,905.00	Losses	0
Expenses	\$6,289.77	Gains	3
Ending Balance	\$17,992.98	Ending Membership (paid)	162

Events scheduled during next quarter:

- April 8, 2022 – Scholarship Applications
- April 19, 2022 – Board of Directors Meeting
- April 23, 2022 – Spring Adopt-A-Highway Cleanup
- May 2, 2022 – Lloyd Wallace Memorial Golf Outing
- May 17, 2022 – General Membership Meeting

Student Chapter Update:

- No section activity

Miscellaneous Items:

- None
-



**Central Dacotah Section
Regional Directors Quarterly Report – Q1
(January – May 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

Operating Budget (As of 04/2022)		Membership (As of 04/2022)	
Starting Balance	\$48,746.64	Starting Membership	93
Revenue	-	Losses	0
Expenses	-	Gains	2
Ending Balance	-	Ending Membership (paid)	95

Activities:

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

- January 11th, 2022: “ND Transportation Management Center” by Sharijad Hasan - UGPTI
- February 8th, 2022: “Right of Way Issues” by Aaron Birst – ND Ass. of County Engineering’s
- March 8th, 2022: no monthly meeting
- April 12th, 2022: “Title 28 & Ethics” by Darcey Handt – Executive Director NDPELS

Events scheduled during next period:

- May 10th, 2022: “Mah Dah Hey Trail” by Curt Glasoe - UGPTI
- June, 2022: ASHE Board Meeting
- July, 2022: No ASHE Activities
- August, 2022: ASHE Board Meeting

Miscellaneous Items:



MID-ATLANTIC REGION:

Quarterly Report (2nd Quarter, 2022)

January 2022 –May 2022

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

We are less than a week away from the ASHE National Conference in Columbus. I am glad that the National conference is in person. I am looking forward to meeting everyone in person at the National Conference nearly after 3 years. Wishing the 2022 ASHE National Conference – Columbus committing for a successful conference.

The eight Sections in the Mid-Atlantic Region continued programs/events through the spring of 2022. After conducting virtual meetings for more than 2 years, several sections within the Mid-Atlantic region are starting to have in person meetings and returning back to normal.

The Mid-Atlantic Regional Board conducted 2 virtual meetings (January 26th and February 25th) during this reporting period. 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 send their flags at the National Conference. All sections were requested to promote the ASHE National Conference and solicit registrations and sponsorship. The region discussed sponsoring at the National Conference during the board meetings. The region also discussed nominations for the member awards and project awards.

It is hard to believe that it has been four years since the current regional officers were elected. "Time Flies" as they say! It is now time to elect new officers within the Mid-Atlantic Region. During the February board meeting, I had discussed the nomination process for electing new offices. All interested candidates within the region were requested to submit their nominations for the 5 officer positions. The Regional Past President Bob Reed and I will be administering the nominations. My plan is to elect the new officers by June 1st. As the page turns and some of the sections will be electing new Regional Directors by end of May. We will continue to update the Mid-Atlantic BOD roster and coordinate with the National.

I got the opportunity to attend the National BOD meeting in Cincinnati as part of the transition as the incoming National Director from the Mid-Atlantic Section. On behalf of the Region, I would like to thank the current National Director from the Region, Mr. Roger Carriker for his outstanding dedication towards ASHE. I look forward to working with the National board and will continue participating in the Region Board in my new role.

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.

SECTION REPORTS

Blue Ridge Section Regional Directors Quarterly Report (January 2022 through May 2022)

Activities:

- BOD Meeting - 3/21/2022
- In-person Membership Meeting - Plant tour of Rossi Precast Concrete Products

Operating Budget	
Starting Balance	\$10,514.79
Revenue	\$0
Expenses	(\$1640.50)
Ending Balance	\$8,874.29
Scholarship \$ awarded in CY 2022	\$0

Membership	
Starting Membership	63
Gains	0
Losses	0
Ending Membership	63
Student Members	0

The following activities are planned for next quarter:

- May 24, 2022 Annual Membership Meeting - Hotel Roanoke, FHWA Virginia
- Thomas Nelson, PE guest speaker on the BIL and IIJA legislation

Carolina Triangle Section Regional Directors Quarterly Report (January 2022 through May 2022)

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

- January 27th Board and Dinner meeting
- March 15th Board and Dinner meeting

Other:

Operating Budget	
Starting Balance	\$89,342.93
Revenue	\$2,968.19
Expenses	\$8,923.06
Ending Balance (est.)	\$83,388.06
Scholarship \$ awarded in CY 2022 (Dec.-Apr.)	\$0.00

Membership	
Starting Membership	220
Gains	0
Losses	0
Ending Membership	220
Student members (estimated)	10

Carolina Piedmont Section Regional Directors Quarterly Report (January 2022 through May 2022)

Activities:

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

Past/Upcoming Meetings:

- March 3, 2022 – Board Meeting
- April 6, 2022 - Jason Lawrence, Lead Transit Planner for CATS

- May 4, 2022 – ASHE CPS Scholarship Golf Tournament Fundraiser
- May, 2022 – Board Meeting
- June, 2022 – Member Summer Social

Other:

- Currently have no student chapters in the Section. Universities include University of North Carolina at Charlotte
- Scholarships awarded to students at the following Universities during CY 2022: 0 - University of North Carolina at Charlotte

Other:

Operating Budget	
Starting Balance	\$25,589.44
Revenue	\$ 2,721.04
Expenses	\$ 706.19
Ending Balance (est.)	\$25,597.28
Scholarship \$ awarded in CY 2022	\$ 0.00

Membership	
Starting Membership	69
Gains	3
Losses	0
Ending Membership	72
Student members (estimated)	N/A

**Chesapeake Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

Officers:

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

Activities:

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

- BOD Meeting 2/1/22
- BOD Meeting 2/22/22
- BOD Meeting 3/22/22
- 1 hour Tech Session -Water Resources #1 2/15/22
- 1 hour Tech Session – Water Resources #2 2/22/22
- 1 hour Tech Session – Water Resources #3 2/24/22
- 3 hour Tech Session – Highway Design 3/15/22
- Younger Member Event – 3/23/22

Other:

Operating Budget	
Starting Balance (01/01/2022)	\$34,359.31
Revenue	\$2,111.39
Expenses	(\$2,825.04)
Ending Balance (3/31/2022)	\$33,645.66

Membership	
Starting Membership (04/11/2021)	281
Gains	8
Losses	0
Ending Membership	289

The following activities are planned for next quarter:

- Board of Directors and Committee Chairs will be meeting monthly in April, May and June.
- Member Appreciation event is being planned for June

**Greater Hampton Roads Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

President: Sean Jessup
Vice President: Matthew Edwards
Secretary: Kenneth Yarberry
Treasurer: Robert Thuma

Activities:

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

- Board Meeting 3/22/22
- High Rise Bridge Presentation – 3/22/22

Operating Budget (as of 3/30/2022)	
Starting Balance (1/01/2022)	\$27,879.70
Revenue	\$997.15
Expenses	\$4,045.29
Ending Balance (as of 3/30/2022)	\$24,831.56

Membership (as of 03/30/2022)	
Starting Membership	84
Losses (Transfer/Dropped)	0
Gains	0
Ending Membership (as of 03/30/2022)	84

The following activities are planned for next quarter:

- Virtual meeting (Guardrail) April 19, 2022
- Board Meeting – May 2, 2022
- May Transportation Roundtable – May 24, 2022

**NCWV Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

Activities:

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

No activity December – April

Other:

Operating Budget	
Starting Balance (4/21)	\$15,310.66
Revenue	\$0.00
Expenses	\$405.68
Ending Balance (est.)	\$14,904.88
Scholarship \$ awarded in CY 2020	0

Membership	
Starting Membership	52
Gains	0
Losses	0
Ending Membership	52
Student members	0

Planned Activities: Mid May Board of Directors meeting to discuss status of the section and plan moving forward with added or new officers.

**Old Dominion Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

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

- January 20, 2022
Topic: Chatham Bridge Rehabilitation
Speaker: Robert Ridgell, P.E., VDOT Fredericksburg District Mega Projects Engineer

- March 17, 2022
Topic: Vision Zero
Speaker: Emily Dalphy, Traffic Operations Engineer, City of Richmond
- April 21, 2022
Topic: VDOT's Cost Estimation Office: Overview and Update
Speaker: S. Mitchell Ball, Director, VDOT Cost Estimation Office

Operating Budget (3/31/22)	
Starting Balance)	\$6,293.35
Revenue	\$26.49
Expenses	(\$375.00)
Ending Balance	\$5,944.84
Scholarship \$ awarded n CY 2022	\$0

Membership	
Starting Membership (04/11/2021)	79
Gains	1
Losses	0
Ending Membership	80
Student Members	0

**Potomac Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

Activities:

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

- January 8th, ASHE Potomac Ice Skating at Reston Town Center
- February 9th, ASHE Potomac Gold Sponsor presentations, Virtual
- March 9th, ASHE Potomac dinner meeting (in-person), Renee Hamilton, Dulles Greenway
- April 6th, ASHE Potomac Bowling Event in Fairfax
- April 11th, ASHE Potomac jurisdiction roundtable (in-person)

Other:

Operating Budget (as of 4/27/2022)	
Starting Balance (12/1/2021)*	\$58,759.13
Revenue*	\$9,803.91
Expenses*	\$17,292.53
Ending Balance (est.)*	\$51,270.51
Scholarship \$ awarded in CY 2021 (Jan.-Apr.)	\$0.00

Membership	
Starting Membership	120
Gains	7
Losses	-
Ending Membership	127
Student members (estimated)	-

*Aggregate amount of Checking and Savings accounts.

Planned Activities: To be determined

**South Carolina Section
Regional Directors Quarterly Report
(January 2022 through May 2022)**

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

- The section held several meetings and member activities this quarter.
- The section included events in Charleston, Columbia and Greenville for current members and in an effort to attract new members.

- The section purchased a booth and marketed members at the SC Highway Conference in Columbia, SC.
- The section held regular meetings and had speakers that enabled the section to issue PDHs, to those attending.
- The section continued to organize subcommittee assignments, work toward establishing a sponsorship program for meetings and our web page and organize a charity golf event for 2022.

Other: The financials below are reflective of account status as of 2/28/2022:

Operating Budget	
Starting Balance	\$4,594.59
Revenue	\$4830.74
Expenses	(\$717.75)
Ending Balance	\$8,647.56
Scholarship \$ awarded n CY 2022	\$0

Membership	
Starting Membership (04/11/2021)	116
Gains	5
Losses	0
Ending Membership	121
Student Members	0



**Northeast Region Quarterly Reports
January - March, 2022
Reports submitted on May 2, 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

- The region had a balance of \$8,635.18 on 4/2/2022. With Income of \$1200.00 in Exposure Funds on 1/20/2022, and Expenses of \$200.00 to National for the Project of the Year entry fee, and \$750.00 to National Conference for the Full Page Ad.
- The Northeast Region had their Virtual Board Meetings on January 6th and April 8th, 2022. We scheduled an In-Person meeting on May 12th at the National Conference at 4PM in Room #21.
- 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 ask the Sections to consider possible Champions in the Hartford, Boston and in Maine areas. He would like the NE Region to take the lead like just occurred in Chattanooga, TN. Brian Kisner has volunteered to Chair the New Sections Committee.
- National Award Nominations were submitted to National.
- Nominations were: Don Di Zuzio for 2nd VP, and J.T. Lincoln for NE National Director.
- When Don Di Zuzio is elected to 2nd VP, Glenn Kartalis will complete Don's one year NE National Director remaining.
- The NE Regional Conference may be scheduled for fall, 2022, however, further discussion resulted in maybe not have a Regional Conference this year.
- The NE Region By-laws were submitted to National in June 2020, but we have not received a response.
- The following Sections have NOT reported:
Altoona, Clearfield, Harrisburg, Mid-Allegheny, NE Penn, NY Metro, North Central NJ, Pittsburgh, and Williamsport.



SECTION REPORT

Albany Section Quarterly Report (from 10/01/2021 to 12/31/21)

Officers:

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

Activities:

- January 22, 2022: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section.
- February 17 & 18, 2022: **Engineer's Week** (ASHE Albany Section typically sponsors a booth); Due to Covid, the events and seminars were remote where up to 10 PDHs were offered in the 45 webinars. The live interactive webinars with Zoom were offered between 8:00am – 4:00pm each day.

<u>Budget (As of 11/30/21)</u>		<u>Membership (As of 04/30/22)</u>	
Starting Balance	\$11,402.83	Starting Membership	84
Income	\$-	Members – New	0
Expenses	<u>(\$-)</u>	Members - Dropped	0
Ending Balance	\$14,673.46	Members - Reinstated	<u>0</u>
		Ending Membership (paid)	84

Events scheduled during the next quarters:

- May 2022: **Membership Meeting** with PDH; Location TBD.
- June 14, 2022: **Albany Section's 12th Annual Golf Outing** at Van Patten Golf Course in Clifton Park. Breakfast is 7:30am - 8:30am with a shotgun start at 9:00am.
- July 2022: **Membership Meeting** with PDH; Location TBD.
- August 2022: **Breakfast at the Saratoga Race Track**, Saratoga, NY.

Student Chapter Update:

Not Applicable

Miscellaneous Items:

Albany Section submitted a project for the >\$20million category.

Albany Section submitted an article for the summer edition of the Scanner.



Albany Section purchased an advertisement for the upcoming National Conference.

Milestones:

None

End of Report



SECTION REPORTS

Central New York Section Regional Directors Quarterly Report (February 2022 – April 2022)

Officers:

President: Luke Morenus, lmorenus@bartonandloguidice.com
1st Vice-President - David Facchini, David.facchini@dot.ny.gov
2nd Vice-President - Andy Coleman, AColeman@midlandasphalt.com
Secretary: Peter Wlodarczyk, pwlodarczyk@bergmannpc.com
Treasurer: Donald P Blasland, pwlabsinc@hotmail.com

Activities:

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

- No activities this quarter

<u>Operating Budget (As of 12/31/2021)</u>		<u>Membership (As of 12/31/18)</u>	
Starting Balance (10/1/2017)	\$8092.51	Starting Membership (7/1)	49
Revenue	\$ 0	Losses	9
Expenses	\$ 31.42	Gains	0
Ending Balance	\$8061.09	Ending Membership (paid)	40

Events scheduled during next quarter:

- No activities plan

Miscellaneous Items:

none

Milestones:

none

End of Report



SECTION REPORTS

Clearfield Section Regional Directors Quarterly Report (January 2022 – March 2022)

Activities

January

The Section did not hold the Holiday Gathering because of CDC and PADOH guidelines and regulations related to COVID-19. Scholarship announcement letter and applications were distributed to colleges and universities.

February

In February, Tom Zurat, PE, District Executive District 2-0, provided an overview of the District's program. We had a great turnout for this virtual event with 94 members and guests in attendance for this informative session.

March

No event has held in March but plans are underway for April Virtual Meeting, May Scholarship and June Workshop.

Operating Budget and Membership

Operating Budget (As of 04.25.2022)		Membership (As of 04.25.2022)	
Starting Balance	\$ 13,632.45*	Starting Membership	174
Revenue	\$ 2,476.15	Losses	0
Expenses	\$ 1,071.00	Gains	2
Ending Balance	\$ 15,037.60	Ending Membership	176

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

Upcoming Events

Date	Event	Location
Apr 2022	BIM and Digital Delivery	Virtual
May 2022	Scholarship Awards	TBD
June 2022	Workshop	TBD

Miscellaneous Items

- None

Milestones

- None

End of Report

Submitted by:
Diane Purdy, PE
Secretary
ASHE Clearfield Section
dppurdy@urbanengineers.com



SECTION REPORTS

Delaware Valley Section

Quarterly Report

(January 2022 to April 2022)

Submitted by: John Caperilla, Regional Director

Officers:

President:	Nate Parrish	nparrish@hntb.com
1 st Vice President:	Isaac Kessler	isaac.kessler@rve.com
2 nd Vice President	Amber Midgely	amber.midgely@aecom.com
Secretary:	Kevin Rice	krice@hntb.com
Treasurer:	Steve Disciullo	steven.disciullo@mbakerintl.com

Activities:

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

- January 19, 2022 – Virtual Meeting, Schuylkill Banks Update and New Christian to Crescent Bridge Connection
- January 25, 2022 – Technical Session, Forewarned is Forearmed – Predicating Construction Related Traffic Conditions
- February 2, 2022 – ASHE YMC, ASCE Philadelphia YMF and MASITE Joint Winter Mixer
- February 16, 2022 – Virtual Meeting, I-95 Girard Interchange Reconstruction Project - Part 1
- Elevated Mainline Reconstruction
- February 22, 2022 – Technical Session, Stormwater BMPs and MS4 permitting.
- March 9, 2022 – Joint Technical Session with ASCE Philadelphia, PennDOT Utility Relocation Management System (URMS)
- March 16, 2022 – Virtual Meeting, Pennsylvania Turnpike Northeast Extension Roadway and Bridge Reconstruction from MP A31.34 to MP 37.39.
- Reconstruction from MP A31.34 to MP A37.39 in Montgomery County.
- March 24, 2022 – Technical Session, Public Road paved with a Waste Plastic Binder.
- April 16, 2022 – Darby Creek Clean Up. Joint event with PAEP
- April 20, 2022 – Dinner Meeting in-person. Presentation of Awards, Delaware Valley Engineer of the Year and Induction of new Board.

<u>Operating Budget (As of 11/30/21)</u>		<u>Membership (As of 11/22/21)</u>	
Starting Balance (6/1/21)	\$47,690.91	Starting Membership (6/3/21)	382
Revenue (YTD)	\$63,890.36	Losses	42
Expenses (YTD)	\$26,375.15	Gains	33
Ending Balance	\$85,476.12	Ending Membership (paid)	373

Events scheduled during next quarter:

- April 30, 2022 – Adopt a Highway Clean-Up with ASCE Philadelphia Younger Member Forum
- May 18, 2022 – Joint ASHE Delaware Valley/PennDOT District 6-0 Workshop
- May 2022 – Dinner Meeting with PSPE Delaware County Chapter. Topic and Tour of SR 322 project.
- June 13, 2022 – Annual Golf Outing.

Miscellaneous Items:

- New Board was installed at our April 20, 2022 dinner meeting. See new officers on the first page of the report.
- 8 Students received scholarships totaling \$12,000.

Milestones:

- None.

End of Report

ASHE East Penn Section

Regional Director Quarterly Report (January 1, 2022 to March 31, 2022)

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

Quarter Activities:

The following is a summary of key activities for the first quarter of 2022:

- Tuesday February 15, 2022 at 5:30 PM:
Leveraging Technology in Transportation
Speaker: Heather Heeter, PE (Borton Lawson)
Hotel Bethlehem, Bethlehem, PA (and virtual) meeting
Number of attendees: 31
Amount raised for scholarship fund: \$95 minus PayPal fees
- Tuesday, March 1, 2022 at 5:30 PM:
SR 78 Section 12M
Speakers: Jennifer Heller and John Serratore (H&K Group)
Hotel Bethlehem, Bethlehem, PA (and virtual) meeting
Number of attendees: 58
Amount raised for scholarship fund: \$205 minus PayPal fees

<u>Budget (As of 2/28/2022)</u>		<u>Membership (As of 3/31/2022)</u>	
Starting Balance (12/3/2021)	\$50,013.39	Starting Membership (9/30/2021)	112
Income	\$4,585.49	Members – New	0
Expenses	(\$3,283.54)	Members - Dropped	0
Ending Balance	\$51,315.34		
		Ending Membership (paid)	112

Events scheduled during the next quarter:

Note: All future meetings are in-person unless otherwise noted.

- Tuesday April 26, 2022 at noon (3 hour event)
PennDOT District 5-0 Technical Session
Multiple speakers
Virtual meeting
- Tuesday May 24, 2022 at 5:30 PM
Project of the Year Awards/Installation of Officers
Multiple speakers
Hotel Bethlehem, Bethlehem, PA

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- ASHE East Penn finished their annual audit on April 1, 2022.

Milestones:

- None

End of Report

SECTION REPORT

First State Section Regional Directors Report (December 22, 2021-April 29, 2022)

Officers

President:	Breanna Kovach	breanna.kovach@delaware.gov
1st Vice President:	Joseph Jakubowski	jjakubowski@harvardenv.com
2nd Vice President:	Leonard J. Brooks, Jr.	lbrooks@geolyn.com
Secretary:	Matheu Carter	matheu@udel.edu
Treasurer:	John Jensen	John.Jensen@kci.com

Activities:

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

- **February 23** – DelDOT Chief Engineer and Deputy Secretary – 105 attended the virtual lunch and learn
- **March 3** – Three-hour education session with Trauner Associates – 15 attended
- **March 24** – 2020 & 2021 Project of the Year Showcase – 100 attended.
- **April 28** – DelDOT Traffic Safety Programs Manager spoke on smart work zones and we hosted a student research poster session – 27 attended

Operating Budget (As of 12/02/21)		Membership (As of 09/30/21)	
Starting Balance	\$ 52,029.02	Starting Membership	194
Revenue	\$ 9,851.50	Losses	0
Expenses	\$ 12,717.94	Gains	4
Ending Balance	\$ 49,162.58	Ending Membership (paid)	198

Events scheduled during next quarter:

- **May 5** – Walking tour of Elkton Road construction, including students from ASHE@UD
- **May 19** – Hall of Fame Banquet, including induction of new officers and Board members

Student Chapter update:

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

Miscellaneous Items:

- Since 1997-1998, First State Section has awarded scholarships totaling \$192,800 (through the 2021 awards).

Milestones:

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

- None

End of Report



SECTION REPORTS

Franklin Section Regional Directors Quarterly Report (January 2022 – March 2022)

Officers:

President:	Justin Gibbons	jcgibbons@urbanengineers.com
Vice President:	Megan McDermott	mmcdermott@msconsultants.com
Secretary:	J.T. Lincoln	jlincoln@dewberry.com
Treasurer:	Darin Hettich	dhettich@gpinet.com

Activities:

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

- January 4, 2022
Section Board Meeting
- January 25, 2022
Section Meeting at Mead 2 with presentation by PennDOT D-1 (97 attendees)
- February 15, 2022
Section Meeting at The Crane Room with presentation by QES (78 attendees)
- March 15, 2022
Section Meeting at My Brothers Place with presentation by Michael Baker Intl (50 attendees)

<u>Operating Budget (As of 3/31/2022)</u>		<u>Membership (As of 4/29/2022)</u>	
Starting Balance (11/30/21)	\$10,605.42	Starting Membership (1/6/22)	129
Revenue	\$9,595.39	Losses	0
Expenses	\$6,981.42	Gains	0
Ending Balance (3/31/22)	\$13,219.39	Ending Membership (4/29/22)	129

Events scheduled during next quarter:

- April 5, 2022
Section Board Meeting
- April 19, 2022
Section Meeting at Trails to Ales2 with presentation by ms consultants
- April 25, 2022
Joint ASHE Meeting at RLA Learning Center with presentation by Melissa Batula, PennDOT
- May 17, 2022
Section Meeting hosted by McCormick Taylor
- June 21, 2022
Section Meeting hosted by Larson Design Group
- June 29, 2022
Section Board Meeting

Miscellaneous Items:

2022 is be the 60th anniversary for ASHE Franklin

Milestones:

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

- None

End of Report

SECTION REPORT
Harrisburg Section
Regional Directors Report
(from Dec 1, 2021 to May 3, 2022)

Officers

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

Activities:

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

- January 14, 2022 – Lunch Meeting, Melissa Betula, PE PennDOT Acting Executive Deputy Secretary
- February 17, 2022 – Evening Social with Mark Compton and Brad Heigel, Pa Turnpike Commission
- March 22, 2022 – Lunch Meeting, Steve Deck, Executive Director, Tri-County RPC
- April 26, 2022 – 16th Annual ASHE/District 8-0/PTC Workshop
- April 28, 2022 – Adopt-a-Highway Spring Clean-Up

<u>Operating Budget (As of 4/12/2022)</u>		<u>Membership (As of 5/3/2022)</u>	
Starting Balance (11/8/21)	\$72,303.20	Starting Membership (12/31/2021)	406
Revenue		Losses	0
Expenses		Gains	6
Ending Balance	69,400.74	Ending Membership (paid)	412

Events scheduled during next quarter:

- May 25, 2022 – Past President’s Banquet
- June (TBD) 2022 – Dinner Meeting – Scholarship Winners, Project of the Year Awards
- August 5, 2022 – Annual Golf Outing
- August 2022 – Annual Casino Night and Picnic

Miscellaneous Items:

Milestones:

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

- **None this period**

End of Report

Long Island Section

Regional Directors Quarterly Report

(January 1, 2022 through March 31, 2022)

Officers:

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

Activities:

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

- None

<u>Budget (As of 1/1/2022)</u>		<u>Membership (As of 3/31/2022)</u>	
Starting Balance	\$4,596.05	Starting Membership	47
Income	\$0.00	Members – New	2
Expenses	\$0.00	Members - Dropped	0
Ending Balance	\$4,596.05	Members - Reinstated	0
		Ending Membership (paid)	49

Events held during this quarter:

- February 8, 2022 – LIDAR Survey presentation (GdB);

Events schedule for next quarter:

- May 12, 2022 - Posillico Wash Plant Tour;
- TBD - GZA Groundwater Monitoring presentation;
- Working on first in person meet and greet;

Student Chapter Update:

- Not Applicable

Miscellaneous Items:

- Trying to reintroduce scholarships;
- Scanner Article due July 15 for Fall 2022;

Milestones:

- None

End of Report



Southern New Jersey Section

Regional Director Quarterly Report (January 2022 – March 2022)

Officers:	Name:	Email:
President:	Joe Macios	JoeMacios@hotmail.com
1 st Vice President:	Heather Sabetta	Heather@ace.engineer
Secretary:	Sara Irick	Sara.Irick@FPAengineers.com
Treasurer:	George Zimmer	George.Zimmer@wsp.com

Quarter Activities:

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

- January 26, 2022 – ASHE SNJ Monthly Board Meeting
- January 26, 2022 – ASHE SNJ Virtual Chapter Meeting: The Ethical Spectrum: Engineering Ethics
- February 16, 2022 – ASHE SNJ Monthly Board Meeting
- February 16, 2022 – ASHE SNJ Virtual Chapter Meeting: Construction Panel Q&A with UTCA NJ
- March 17, 2022 – ASHE SNJ Monthly Board Meeting
- March 17, 2022 – ASHE SNJ Virtual Chapter Meeting: NJDOT Guide Rail Standards with NJDOT
- March 22, 2022 – Social Event: Bowling at Laurel Lanes

<u>Budget (As of 3/31/22)</u>		<u>Membership (As of 3/31/22)</u>	
Starting Balance	\$125,304.67	Starting Membership	170
Income	\$8,010.57	Members – New 2022-2023	12
Expenses	(\$7,112.20)	Members – To Be Dropped 2022-2023	10
Ending Balance	\$126,203.04	Members - Reinstated	0
		Ending Membership	172

Events scheduled during the next quarter:

- April 7, 2022 – POTY 2022 at Cranberry Inn
- May 6, 2022 - 35th anniversary to be held at Renault Winery
- May 25 - NJDOT presents Pavement Preservation – Virtual

Student Chapter Update:

- Active Chapters:
 - Rowan – No Update
 - Mercer County Community College - Chapter remains active; run by Prof. Jim Maccariella.
- Prospective

- *Rutgers* – March 7th became an official chapter
- *Rowan at Cumberland* – No Update
- *Rowan at Gloucester* – No Update
- *NJIT* – Godfrey Joyner – No Update
- *TCNJ* – Tom Dibiase – No Update

Miscellaneous Items:

- None

Milestones:

- May 6, 2022 - 35th anniversary to be held at Renault Winery
- July 11, 2022 – Golf Outing at Little Mill Golf Course

End of Report

SECTION REPORT

SWPA Section Quarterly Report (January 2022, February & March)

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

Activities scheduled during this quarter:

- January, 2022 – Aaron’s Building – Speaker; Mr. William Kovah, P.E. – District Executive, PennDOT Engineering District 12-0 – Topic; “Transportation Outlook for the Region”
“Announce Project-of-the-Year Winners and Runner-ups”
- February, 2022 – Rizzo’s Malabar Inn – Topic; Project of the Year Awardee Presentations
SR 119, Section P10 over Zellers Run – SAI Consulting Engineers
Canonsburg Lake Bridge Replacement – SAI Consulting Engineers
- March, 2022 – St. Spyridon Hellenic Center – Speaker; Roger Eaton – HDR Inc. –
Topic; I-579 Urban Open Space Cap

<u>Operating Budget (As of 1/1/22)</u>		<u>Membership (As of 3-1-22)</u>	
Starting Balance (7/1)	\$150,040.08	Starting Membership (12/1)	269
Revenue	8,681.56	Losses	
Expenses	8,287.74	Gains	2
Ending Balance	150,433.90	Ending Membership (paid)	271

Events scheduled during next quarter:

- April 25, 2022 – 7th Annual Joint Dinner Meeting with PennDOT – Acting Executive Deputy Secretary Melissa J. Batula, P.E.
- May 6, 2022 – Spring Golf Outing – The Madison Club
- May 25, 2022 – Monthly Meeting at Stone Villa Winery
- May, 2022 – To Be Determined - Adopt-A-Highway

End of Report



SECTION REPORT

Williamsport Section Regional Directors Report (November 2021 – January 2022)

Officers

President:	David Hamlet	dhamlet@GFNET.com
Vice President:	N/A	
Secretary:	Jason Campbell (Acting)	jcampbell@mctish.com
Treasurer:	Scott Hunter	ashewmspttreasurer@gmail.com

Activities:

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

- 3/29/22- Robert Latham from APC

<u>Operating Budget (As of 1/31/22)</u>		<u>Membership (As of 1/31/22)</u>	
Starting Balance (11/1)	\$9,579.54	Starting Membership (2/1)	78
Revenue	\$726.73	Losses	0
Expenses	\$1,782.00	Gains	1
Ending Balance	\$8,524.27	Ending Membership (paid)	79

Events scheduled during next quarter:

- Annual Golf Outing-June3 @ Wynding Brook

Miscellaneous Items:

- ?

Milestones:

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

- None

End of Report

REGION REPORT

Southeast Region Regional Directors Report (from – 01/01/22 to 04/30/22)

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
Past President:	Ron Osterloh	Rosterloh@moffattnichol.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:

- 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 (Submitted by Middle TN)
- National Award Nomination due to National 2/15/22
- National Program Book advertising due 4/1/22
- Revitalization efforts for the South Florida section making headway
- Sections continuing to update the bylaws and submit to National
- Submitted PDH Encouragement Letter to National
- Submitted Regional ad with the GA Section for the National Conference to build up the 2023 GA Conference
- Tennessee Valley Section won the Gene G Smith award.
- NE FL Section won the Robert E Yeager award.

<u>Operating Budget (As of 3/31/22)</u>	
Starting Balance	\$ 2,417.53
Revenue	\$ 1,200.00
Expenses	\$ 48.00
Ending Balance	\$3,569.53

Events scheduled during next quarter:

- Regional meeting virtually will be held end of May. This will be Len's last meeting and Ron will take over as past president
- Nominations are open for Regional Secretary and VP. Due to Regional Secretary on 5/13/22.
- National Conference in Columbus, OH 5/11/22-5/15/22.

End of Report

SECTION REPORT

Northeast Florida Section Regional Directors Report (from 1/01/22 to 3/31/22)

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:

- 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. Our section provided 4 scholarships to University of North Florida (UNF) students.

Operating Budget (As of 3/31/22)		Membership (As of 3/31/22)	
Starting Balance	\$ 89,416.98	Starting Membership	129
Revenue	\$ 35,960.00	Losses	0
Expenses	\$ 32,358.33	Gains	0
Ending Balance	\$ 93,018.65	Ending Membership (paid)	129

Events scheduled during next quarter:

- April 21, 2022 – ASHE NEFL In-Person Luncheon featuring Mr. Scott Perfater, Mr. Angelo Belluccia, and Mr. Ryan Williamson from Burgess and Niple presenting on the reconstruction of the SR 202 Butler Blvd and San Pablo Road Traditional Diamond Interchange into a Diverging Diamond Interchange.
- May 6, 2022 – ASHE Northeast Florida Scholarship Golf Tournament will be held at Eagle Harbor Golf Club. This will be our 20th tournament raising scholarships for the University of North Florida.
- May 12-15, 2022 – ASHE National conference in Columbus, GA will be attended by some of our Board members.
- May 19, 2022 – ASHE NEFL In-Person Luncheon with James Bennett, JAXPORT.

Miscellaneous Items:

- Section has 26 corporate sponsors for this fiscal year.

Milestones:

- Recipient of the 2022 Robert E. Yeager Award from ASHE National.

End of Report

SECTION REPORT

Central Florida Section Regional Directors Report (January 2022– April 2022)

Officers

President: Sherman Klaus, PE sklaus@balmoralgroup.us
Vice President: Erin Kelley ekellev@icj-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.

- **Past Events:**
 - Transportation Tuesdays (once every month at different locations)
 - Lunch and Learn – How to Manage your Career in Today’s World on March 31st
- **Planned Events:**
 - Transportation Tuesdays (once every month at different locations)
 - Sinkhole de Mayo Charity Fundraiser with FES CFL and WTS CFL on May 26th
 - Officer Induction (pending)
 - Holiday Gala (pending)

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (4/22/2022) (Checking and PayPal Account)	\$20,256.54	Starting Membership (1/1/22)	86
Revenue Expected	\$ 5,000.00	Losses (Non-renewed during membership drive)	0-
Expenses Expected	\$3,000.00	Gains	14
Ending Balance Expected	\$22,756.54	Ending Membership As of (3/31/22)	100

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!!

I hope everyone is staying well and keeping busy. It was great to see so many of you attend the 9th Annual Transportation Summit on February 24th. I found the presentation and panel discussion very thought provoking, and hopefully you did as well. Also, I don't know about you, but I was very surprised to hear that the number of FHP officers has not changed over the years. A big thanks to everyone who helped make that a spectacular event; but especially to Central Florida Section Board members Scott Perfater and Maile Spang, who spearheaded the organization and logistics of the event.

We now set our sights on our upcoming events. Our next Transportation Tuesday will be on March 22nd at A La Cart; stop on by. We were delighted to have one of the ASHE National Directors, Jason Hewatt, attend the previous TT. There will also be a Technical Luncheon on March 30th; Dana Chester with CFX will use his broad and storied experiences to give advice on career development. In addition to gaining some great career guidance, PE's can also obtain 1 PDH for attending. I don't know about you, but I think I benefitted greatly from attending these types of presentations early in my career; I highly recommend you encourage your younger staff to attend.

I wanted to use this month's message as a call to arms of a sort. Every Spring, the Central Florida Section is responsible for submitting an article to ASHE National for inclusion into their *scanner* magazine. So, if anyone has a project, research or innovative services related to the planning, design, construction, or operation aspects of the highway industry that you'd like to broadcast to a national audience, please contact myself or any of our Board members. The article is a great way to get some notoriety for your company or agency. The deadline to submit to our Section is April 8th.

Last and least, here's the Corny Joke for March:

During his physical, the doctor asked the patient about his daily activity level. He described a typical day this way:

"Well, yesterday afternoon, I waded along the edge of a lake, drank some beer, escaped from wild dogs in the heavy brush, jumped away from an aggressive alligator, drank some more beer, marched up and down several hills, stood in a patch of poison ivy, and crawled out of a mud pit."

Impressed by the story, the doctor said, "Wow, you must be one heck of an outdoorsman!"

“Nah,” he replied, “I’m just a terrible golfer.”

Stay safe out there!

Sherman Klaus, P.E.

ASHE Central Florida Section President

Milestones:

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

- Continue to create involvement with our members by organizing events that members and new members can attend and grow our membership by having our events open to everyone in the industry.

End of Report

SECTION REPORT

South Florida Section Regional Directors Report (January 2022 – April 2022)

Officers

President:	Naldo Gonzalez	ngonzalez@gfnet.com
Vice President:	Jose Gomez	jgomez@ecslimited.com
Secretary:	Yamila Hernandez	yamila.hernandez@wsp.com
Treasurer:	Hugo Gutierrez	Hugo.Gutierrez@hdrinc.com
Revitalization:	Bryan Wilson	Bryan.Wilson@kci.com

Activities: NOTHING TO REPORT – Pending new leadership

The following are the updates for the South Florida Section:

- Set recurring monthly meetings for revitalizing the plan that includes the regional and section representation for monitoring the plan
- Section Website is being updated for new information and a new membership page that allows all electronic payments and member applications
- We will be scheduling a meeting with new members for revitalizing the section; these include several industry peers who agreed to join and help revitalize the section.

End of Report

**Tampa Bay Section
Regional Directors Report
(from 1/1/2022 to 4/30/2022)**

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:

- 2022.01.10 ASHE Executive Committee Meeting (ECM) Call-In
- 2022.02.15 ASHE Executive Committee Meeting (ECM) Call-In
- 2022.02.24 Attendance (reservation of one chapter table) at the 2022 Tampa Bay E-Week banquet. ASHE Tampa Bay awards that were presented at the banquet are as follows:
 - ASHE Tampa Bay Young Engineer of the Week: Shivam Sharma, EI
 - ASHE Tampa Bay Engineer of the Week: Pavan Paiavula, PE
- 2022.03.07 ASHE Executive Committee Meeting (ECM) Call-In
- 2022.03.08 ASHE Tampa Bay Luncheon
 - Guest Speaker was Jose de Jesus, PE, M. ASCE, LEED AP BD+C. He serves as the Director of Engineering for Port Tampa Bay.
 - Topic of the presentation was “Engineering Infrastructure and Development at Port Tampa Bay”.
 - The presentation featured the economic impact of the Port of Tampa Bay on the West and Central Florida market and how the Capital Improvement Program supports the region's ongoing growth.
- 2022.04.11 ASHE Executive Committee Meeting (ECM) Call-In
- 2022.04.27 Develop ASHE Quarterly Section Report
- 2022.04.28 ASHE Tampa Bay Social Event at Sparkman Wharf.

<u>Operating Budget (As of 04/30/2022)</u>		<u>Membership (As of 04/30/2022)</u>	
Starting Balance	\$ 23,481.81	Starting Membership	53
Revenue	\$ 2,449.60	Losses	0
Expenses	\$ 1,801.08	Gains	8
Ending Balance	\$ 24,130.33	Ending Membership	61

Events scheduled during next quarter:

- ASHE Executive Committee Meeting (ECM) Call-In, 5:00 p.m., second Monday of each month.
- Preparation for two potential in-person chapter luncheons/presentations and two social events.

Miscellaneous Items:

- N/A

Milestones:

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

- ASHE Tampa Bay website revamp.

End of Report

SECTION REPORT

Georgia Section
(from January 1, 2022 to March 31, 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@aecom.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 1st quarter of 2022:

- **February 18, 2022 – February Luncheon**
 - Speaker: Chris Tomlinson
 - Topic: Update on SRTA/GRTA/The ATL Transit Link Authority
 - 53 Registered Participants
 - 0.5 PDH Credits Available

Budget & Membership:

Operating Budget (As of 2/28/2022)		Membership (As of 3/31/2022)	
Starting Balance (1/1/2022)	\$152,914.10	Starting Membership (1/1/2022)	571
Revenue	\$5,297.38	Losses	0
Expenses	\$12,434.75	Gains	22
Ending Balance (2/28/2022)	\$145,776.73	Ending Membership (3/31/2022)	593

Events scheduled during next quarter:

- **April 14, 2022 – Poker Tournament**
 - 63 Registered Participants
- **April 22, 2022 – April Luncheon**
 - Speakers: Drew Raessler (Cobb County DOT) and Chairwoman Lisa Cupid (Cobb County)
 - Topic: Update on Cobb County Department of Transportation

- 98 Registered Participants
- **May 5, 2022 – Golf Tournament**
 - Canongate 1 Golf Club in Sharpsburg, GA
 - 124 Registered Participants (Sold Out!)
- **June 2022 (Date TBD) – June Luncheon**

Miscellaneous Items:

- 2023 ASHE National Conference
 - The ASHE Georgia Chapter will be making a strong showing at the 2022 ASHE National Conference in preparation for the 2023 ASHE National Conference being hosted in Atlanta
 - Initial planning and committee meetings have begun

End of Report

SECTION REPORT

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

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:

- Held Lunch meeting in person with virtual option on January 27th about Miami Condo collapse by David Wright
- March 9th meeting in person and virtual option with Clay Culwell discussing Disturbing Trends in Highway Safety
- Preparing for social event that will be held on April 21st at Pins Mechanical (bar in downtown Nashville)
- Hosting lunch meeting on April 13th to discuss TDOT Highway System Access Manual, Volumes 1, 2, & 3 Overview

Operating Budget (As of 3/31/2022)		Membership (As of 3/31/2022)	
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
- Inaugural ASHE Mid TN Banquet will be held on July 29th at the Bell Tower

Miscellaneous Items:

None

End of Report

SECTION REPORT

TN Valley Section Regional Directors Report (from 12/31/2021 – 03/31/2022)

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:

- 01/04/2022 – Board Meeting
- 01/06/2022 – January Webinar – “Moving to Openroads Designer Connect” – Jennifer Lloyd, TDOT Director Roadway Design Division
- 01/27/2022 – Board Meeting
- 02/24/2022 – Board Meeting
- 03/10/2022 – March Webinar – Bipartisan Infrastructure Law – Sabrina David, AICP, FHWA-TN Division, Deputy Division Administrator)
- 03/31/2022 – Board Meeting

<u>Operating Budget (As of 03/31/2022)</u>		<u>Membership (As of 03/31/2022)</u>	
Starting Balance (12/31/2021)	\$5984.49	Starting Membership (12/31/2021)	109
Revenue	3356.23	Losses	0
Expenses	3432.55	Gains	0
Ending Balance	5908.17	Ending Membership (paid)	109

Events scheduled during next quarter:

- 04/07/2022 – April Member Meeting – “Planning for the future when your past just won’t budge” – Daniel Dobry, Aimee Turner (Croy)
- 04/28/2022 – Spring Social – Axe Throwing
- 04/28/2022 – Board Meeting
- 05/26/2022 – Board Meeting

Milestones:

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

- We held two webinars this quarter. We participated in E-Week by posting about our Century Club sponsors projects across our social media platforms.

End of Report

SECTION REPORT

Alabama Section Regional Directors Report (January 2022 – March 2022)

Officers

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

Activities:

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

- Section Chartering Event was held in March
- Held three 1-hour hybrid in-person/virtual lunch meetings with speakers that offered PDHs
- Held a golf tournament in February in conjunction with the ALDOT Transportation Conference. Had 21 teams participate.

Operating Budget (As of 03/31/2022)		Membership (As of 03/31/2022)	
Starting Balance	\$4,068.25	Starting Membership	69
Revenue	\$8,861.55	Losses	0
Expenses	\$1,130.41	Gains	3
Ending Balance	\$11,799.39	Ending Membership	72

Events scheduled during next quarter:

- Will hold one 1-hour hybrid in-person/virtual lunch meetings with speakers that will offer PDHs
- Will hold a Casino Night event in May in conjunction with the ALDOT Pre-Construction Conference.

Miscellaneous Items:

None

End of Report



**ASHE National Board Meeting Minutes
May 14, 2022**

Attachment 3: Director Reports



Jim Shea - National Director Report

Date: 5/15/2022

Report Period: 3/25/2022 – 5/15/2022

Section Interaction:

- No attendance over past 6 weeks since reporting on 3/25/2022.

Upcoming Section Interaction:

- 5/15/2022 – ASHE Central Ohio National Conference
- 5/17/2022 – ASHE Lake Erie Board Meeting
- ASHE GLR Board Meeting (Date TBD)
- 5/24/2022 – Bluegrass Monthly Meeting – POY – Virtual & In-person
- 6/15 – ASHE Bluegrass Board Meeting
- Circle City first event debriefing (Date TBD)

Actions:

- Jim will coordinate with Frank Bronzo on efforts to touch base with Triko Valley, Central Dacotah, NW Ohio, Derby City, as these are the Sections not as easily communicated with.



Michael Bywaletz, PE
National Director
Mid-Atlantic Region

RE: National Director Activities 3/26/2022-5/6/2022

Short time between

3/26/2022 – ASHE National Board Meeting

4/1/2022-4/27/2022 – Remind Weekly ASHE Carolina Piedmont to prepare quarterly report to get to Region, Work with ASHE CPS secretary to get out nominations, hold meetings and hold Board meeting. Hoping the new President will get the Section doing more activities.

5/4/2022 – ASHE National Board Vote on Budget, Review April Banking & Reconciliation

Best Regards,

Michael D. Bywaletz, PE, CPESC

National Director, Mid-Atlantic Region,

Past-President Carolina Piedmont Section

Past-President Georgia Section



North East National Director's Report May 21, 2022

Don Di Zuzio – Period: April 1, 2021 – May 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:

- | | |
|-------------|--|
| * April 14 | North Central and Southern NJ 2022 Awards Program – Cranbury, NJ |
| * May 6 | Southern NJ 35th Anniversary Celebration – Little Egg Harbor |
| * May 11-15 | National Conference – Columbus, OH |
| * May 12 | North East Region Board Meeting – Columbus |
| * May 13 | National Strategic Plan Meeting - Columbus |
| * May 14 | National Board Meeting - Columbus |

Virtual Meetings:

- | | |
|------------------------|-------------------------------------|
| ❖ Bi-Weekly (on-going) | Call with Long Island Section Board |
| ❖ April 4 | National Board Budget Vote Call |
| ❖ April 7 | North Central NJ Section Board Call |
| ❖ April 8 | North East Region Board Call |
| ❖ April 21 | North East Directors Call |
| ❖ May 10 | North East Region Directors Call |

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:

- | | |
|-----------|--|
| ✓ May 18 | DelVal – Joint PSPE Presentation |
| ✓ May 19 | NY Metro – NYCDC Coastal Resiliency Presentation |
| ✓ 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



DIRECTOR'S REPORT SOUTHEAST REGION- JASON HEWATT

This is a summary of activities as requested by the National President for the period stated.

Report Period: 4-1-22 to 5-6-22

April:

- AL Section monthly meeting via webinar

May:

- National Board meeting via Teams to vote on the upcoming budget
- GA Section Golf Tournament



Southeast National Director Report for Scott Jordan

May 14, 2022, National Board Meeting

Instructions: Written report from each National Director outlining their activities over the past month and ¾ month.

March 2022

- 30th – 2023 National Conference Sponsorship Committee In-Person Kickoff Meeting

April 2022

- 12th – 2023 National Conference TEAMS Meeting for 2022 National Conference Promotional Video
- 22nd – Georgia Section Lunch Meeting and Board Meeting
- 28th – 2023 National Conference TEAMS Meeting for Sponsorship and Website Database

May 2022

- 4th – National Board TEAMS E-Meeting to Approve Budget



DIRECTOR'S REPORT SOUTHWEST REGION- NIKOLE CAO

This is a summary of activities as requested by the National President for the period stated.

Report Period: 4-1-22 to 5-6-22

April:

- Attend Section monthly meetings in person.
- Attend Houston section board meeting.
- Attend SW region meeting.
- Sat on committee for SW Regional Summit to be held in Phoenix.

May:

- Continue SW Summit coordination and planning.