



**ASHE National Board Meeting Minutes
October 8, 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 8:30 AM. The meeting was held at the Hyatt House 10030 Sellona Street, Raleigh, NC 27617.

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	Absent
Donato DiZuzio, PE	Second Vice-President	Present
Thomas S. Morisi	Secretary	Present
P. Frank O’Hare, PE	Treasurer	Absent
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	Absent
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	Absent
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	Absent
Nimish Desai, PE	Three Year Director – Mid-Atlantic Region	Present
David A. Greenwood	Operations & Oversight Committee Chair	Present
Invited Guests		
Kathryn E. Fink, PE	Strategic Plan Committee Chair	Present
Guests – Other		
Pete Thompson, PE	Carolina Triangle Section	Present
Ronyell A. Thigpen, PE	Carolina Triangle Section	Present
Patrick A. Norman, PE	Carolina Triangle Section	Present

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

Assignments or actions pending are highlighted in green.

WELCOME: Leigh B. Lilla, PE

President Lilla welcomed the attendees and guests to the National Board Meeting and thanked everyone for their attendance. She also thanked Ms. Fink for an excellent Strategic Planning Session the day prior.

2022-2023 GOALS

Strategic Plan: Kathryn E. Fink, PE

Ms. Fink provided a summary of the Strategic Plan workshop conducted the day prior.

ACTION ITEM: Finalize proposed Strategic Plan and submit to Executive Committee prior to Christmas.

Member Diversity: Timothy J. Matthews, PE

Mr. Matthews noted he has been soliciting people for the committee and needs to follow up with them.

ACTION ITEM: Finalize people for committee and finalize committee list.

Roles of Regions: Leigh B. Lilla, PE

President Lilla stated that she wants Regions to have a clear understanding of their responsibilities and provide them with the resources they need to fulfill those responsibilities. She also stated that she may be assigning a Co-Chair to the committee. Mr. Matthews noted he is concerned we do not overload the Regions to the detriment of the Sections.

ACTION ITEM - DIRECTORS: At the direction of the Ad-Hoc/Region Committee, each Director is to assist in reaching out to the Regions and to become educated on issues facing the Regions prior to the January National Board Meeting.

ACTION ITEM: Develop workshop for January National Board Meeting.

ACTION ITEM: Prepare list of prompts for Directors to go back to Regions for research prior to the workshop.

ACTION ITEM: Review documents associated with committees being dissolved and make recommendations for how to properly dissolve committees and update documents.

APPROVAL OF MINUTES: Thomas S. Morisi

June 29, 2022, National Board E-Meeting:

MOTION: Motion by Morisi to approve the minutes from the June 29, 2022, National Board E-Meeting; seconded by DiZuzio; all in favor.

May 14, 2022, National Board Meeting:

MOTION: Motion by Morisi to approve the minutes from the May 14, 2022, National Board Meeting; seconded by Matthews; all in favor.



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PRESIDENT'S REPORT: Leigh B. Lilla, PE

The President's Report as prepared by Ms. Lilla is attached to and made part of these meeting minutes. Ms. Lilla noted that she is looking for invitations to other events.

ACTION ITEM: Assign Charter review/update to a committee.

ACTION ITEM: Assign Co-Chair to Ad-Hoc/Regions Committee.

SECRETARY'S REPORT: Thomas S. Morisi

The Secretary's Report is attached to and made part of these meeting minutes. Mr. Morisi noted that the Charter currently being used is the original charter and the language contained on it is rather outdated. He requested the Charter be assigned to a committee for review and update.

ACTION ITEM - DIRECTORS: Review Section Reports to see what is not being updated as well as for accuracy and coordinate with Sections.

ACTION ITEM – DIRECTORS: Review Committee reports for those committees you are liaison to ensure they are being updated properly and outdated information is not in the report.

TREASURER'S REPORT: Thomas S. Morisi

The Treasurer's Report is attached to and made part of these meeting minutes. Mr. Morisi noted the large number of errors that were made on the 990 when they were submitted this year. Mr. DiZuzio expressed concern over the scanner sponsorship funds and that there was nothing budgeted for the Executive Committee.

ACTION ITEM: Develop review process for 990 forms prior to being submitted to National and the Accountants.

ACTION ITEM: Look into developing a spreadsheet for 990 forms.

MOTION: Motion by Matthews 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 provided an overview of the assessment process status as well as those Sections that have requested extensions. She expressed concern with Sections that do not change membership from year to year and that the leadership chart is showing people filling multiple positions in some Sections. Both can be an indication of Section health.

ACTION ITEM: Set January reports due date for December 15, 2022.

COMMITTEE REPORTS

Ad Hoc/Regions:

No Report.

Refer to discussion at the top of the meeting.

Budget/Audit:

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



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Constitution/Bylaws: David A. Greenwood, PE presenting

The Constitution/Bylaws Committee Report is attached to and made part of these meeting minutes. Mr. Greenwood reported that he is working with Sections to update bylaws.

ACTIN ITEM: Update tracking spreadsheet and recirculate it to Directors to aid in pushing for Sections to submit bylaws.

ACTION ITEM – Directors: At the direction of the Constitution/Bylaws Committee, assist in collection Section bylaws.

ACTION ITEM: Review bylaws template to make clear what can and cannot be changed by Sections/Regions

Membership:

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

National Conference: Scott H. Jordan, PE presenting

The National Conference Committee Report is attached to and made part of these meeting minutes. Mr. Jordan expressed there may be a need to increase either the seed money or sponsorship level National provides to the conferences due to rising costs.

ACTION ITEM: Make recommendation at the January National Board meeting as to funding levels.

ACTION ITEM: Verify with the National Treasurer the organization is capable of cash flowing any higher seed money being considered.

New Sections:

No report.

Nominating: Timothy J. Matthews, PE presenting

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

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.

ACTION ITEM – EXECUTIVE COMMITTEE: Review and comment on cover letter for exposure funds provided in committee report.

ACTION ITEM: Initiate E-Vote of distribution once cover letter is approved.

ACTION ITEM – DIRECTORS: Assist Outreach Committee to ensure Regions are reporting on how exposure funds are being used.

Public Relations: Donato DiZuzio, PE presenting

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



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Scanner: Donato DiZuzio, PE presenting

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

Strategic Plan: Kathryn E. Fink, PE presenting

The Strategic Plan Committee Report is attached to and made part of these meeting minutes. Refer to discussion at the top of the meeting.

Technology: Scott H. Jordan, PE presenting

The Technology Committee Report is attached to and made part of these meeting minutes. Mr. Jordan investigated the RFP that was developed with some IT professionals and now has a better understanding of the scope of the project. Those professionals feel the project cost could well exceed \$50K and take more than six months to develop.

MOTION: Motion by Jordan to rescind motion made at August Executive Committee to send out the RFP; seconded by Lilla; all in favor.

OLD BUSINESS

None

NEW BUSINESS

August Executive Committee Meeting: Thomas S. Morisi presenting

Mr. Morisi gave a brief overview of discussions held at the August Executive Committee and noted minutes will be developed and circulated in the near future.

SECTION/REGION REPORTS

The Section/Region Reports are attached to and made part of these meeting minutes. A general discussion was held regarding the roles of the Regions as well as issues throughout the organization. No action was taken.

NATIONAL DIRECTOR REPORTS

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

ACTION ITEM: Review call notes from Northeast Directors included in reports and see if that is appropriate to Implement with Directors from your Regions.

UPCOMING BOARD MEETINGS

January 13/14, 2023: National Board Meeting at Safety Harbor Resort and Conference Center in Tampa, FL – Link will be coming out shortly after this meeting.

March TBD, 2023: Date and location to be determined.



ADJOURNMENT

MOTION: Motion by DiZuzio to adjourn the meeting; seconded by Kartalis; all in favor.

The meeting adjourned at 11:20 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
October 8, 2022**

Attachment 1: Committee Reports



President's Report

October 8, 2022

Activities (Cumulative): completed or planned:

Meetings:

1. **May:** Attended Middle Tennessee Meeting via Zoom for Officer's Swearing in
2. **June:** Tampa Board of Director's meeting, Teams
3. **September:** Tampa Board of Director's meeting, Teams

Committee Activities:

1. **July:** National Conference Committee Meeting
2. **September:** Call with Richard Grubbs to discuss Student Sections / Partnerships

Travel:

1. **August:** Executive committee meeting, Chattanooga, TN
2. **October:** National Board Meeting Raleigh
3. **October:** Great Lakes Region Meeting / OTEC
4. **October:** ASHE / ASCE Joint Conference Phoenix
5. **January:** National Board Meeting, Tampa

Ongoing Business

Reviewed and approved Nancy Morisi Timecards
Prepared Scanner President Messages



ASHE NATIONAL HEADQUARTERS
 610 RADCON STREET
 JOHNSTOWN, PA 15904

SECRETARY'S REPORT

Following is the current ASHE Membership List by Region/Section as of September 28, 2022.

Altoona	195
Central New York	50
Clearfield	174
Delaware Valley	344
East Penn	112
First State	205
Franklin	123
Harrisburg	370
Long Island	47
Mid-Allegheny	126
N. Central New Jersey	134
New York Metro	135
North East Penn	107
Pittsburgh	544
Southern New Jersey	170
Southwest Penn	277
Williamsport	76
Subtotal	3273
Mid-Atlantic Region	
Blue Ridge	64
Carolina Piedmont	68
Carolina Triangle	216
Chesapeake	281
Greater Hampton Roads	83
N. Central West Virginia	51
Old Dominion	87
Potomac	174
South Carolina	101
Subtotal	1125

Central Florida	86
Georgia	541
Middle Tennessee	298
Northeast Florida	186
South Florida	11
Tampa Bay	46
Tennessee Valley	106
Subtotal	1329
Great Lakes Region	
Bluegrass	95
Central Dacotah	96
Central Ohio	194
Cuyahoga Valley	113
Derby City	95
Lake Erie	214
Northwest Ohio	48
Triko Valley	158
Subtotal	1013
Southwest Region	
Central Texas	71
Dallas-Forth Worth	35
Houston	101
Phoenix Sonoran	137
Subtotal	344
Total	7084

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. Those Sections highlighted in yellow have had the database updated as a result of the assessment process. Others are in process or waiting for assessments to arrive. Circle City is not yet listed as they are Chartering on October 12th.

Total membership as of the date listed is 7,084 which represents a net increase of 57 members since the report for the May 2022 National Board meeting.

Since we are in the middle of the assessment process, the numbers are fluctuating. Therefore, a comparison to the prior report is not provided. A detailed comparison will be provided for the January National Board meeting.

ASSESSMENTS

Please refer to the Administrative Assistant's report for an updated summary of the status of assessments. If a Section has not paid by October 1st, a 10% penalty will be added to their invoice.

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.

CHARTER

We worked with TNT Graphics to scan the current version of the charter which allowed for a more professional look to those portions that need filled in by hand. We used this to prepare the charter for Circle City. Total cost was \$160. The language on the charter has not changed since the inception of the organization and is outdated. A copy of the language has been sent to the National President for review to determine if it should be updated along with the font and overall appearance. A copy of the current charter is attached to this report.

Charter

KNOW ALL MEN BY THESE PRESENTS, THAT

of

*has complied with all the rules and regulations
prescribed by the*

American Society of Highway Engineers

*and is hereby vested with all the rights, privileges
and authority set forth in the Constitution and
By-Laws of the American Society of Highway
Engineers and by acceptance of this Charter has
assumed all of the attendant obligations.*

In Testimony Whereof: *The American Society of
Highway Engineers has herewith put its name
and caused its seal to be affixed hereto by its
President and its Secretary.*



PRESIDENT

SECRETARY

Charter Number —

Seal

Date _____



National Treasurer's Report

Frank O'Hare, PE, PS, National Treasurer

ASHE National Board Meeting

October 8, 2022

Raleigh, NC

1. Income and Expenses - Income and Expenses are shown as of 09/30/2022. See Attachment.
 - o Operating Income Comments –
 - The 2022 Columbus Conference has returned the \$8,000 seed money.
 - o Operating Expenses Comments
 - Unused stipend money has been refunded.
 - Florida registration charged to professional development committee.
2. Investment as of 12/31/2021. See Attachment. The investment account lost approx. \$36,000 since June 1, 2022.
3. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for May, June, July, August, and September. The statement was forwarded to Budget/Audit Committee Chair Stan Harris for review.
4. Credit Card payments have been forwarded to the National Secretary for review and approval.
5. Fourteen (14) ASHE Sections submitted 990 forms with errors. The forms were returned for correction. Six sections' forms were return twice for continued errors. The last corrected return arrived in late September from North Central NJ. A certified letter was sent to NCNJ informing them their 990 was missing. Sections with 990 problems:
 - o Central Dakotah
 - o Dallas Fort Worth
 - o Blue Ridge*
 - o South Carolina
 - o Carolina Piedmont
 - o Chesapeake
 - o Greater Hampton Roads*
 - o Gold Coast
 - o Tampa Bay*
 - o Tennessee Valley*

- Harrisburg*
- Mid-Allegheny
- North Central NJ*

(Asterisk* indicates multiple corrections required to the 990 by ASHE Auditors, CPA Associates.)

6. Currently CPA Associates and the National Treasurer are finalizing the taxes and audit. This year the auditor requested the following information from the ASHE National Secretary, Administrator, and Treasurer:
 - National Board Meeting Minutes including E-meetings
 - Executive Committee Meeting Minutes
 - National, Region and Section Officer Rosters
 - 2021-2022 National Board Approved Budget
 - PNC Investment Statements for FYE 2022
 - Copies of deposit slips for FYE 2022
 - Quicken check listing for FYE 2022
 - Copies of paid invoices, i.e., insurance, Scanner,
 - Copies of PNC Electronic Checks
 - Copies of Section's Membership Checks for FYE 2022
 - 990 Forms for Sections, Regions, and Conferences for FYE 2022
 - Credit Card Transfers, Statement, and Receipts for FYE 2022
 - Bank Statements for FYE 2022 with copies of checks
 - Copies of Scanner Sponsorship Checks for FYE 2022
7. 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.
8. Send checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address
9. Mileage is \$ 0.625/mile.

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

ASHE Treasurer's Report

for

For June 1, 2022 to September 30, 2022

Natonal Board Meeting, Raleigh, North Carolina

PNC Checking Account

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2022	\$	157,654.14
2	<u>Inflows</u>		
3	Income	\$	43,096.20
4	Total Inflows (Income)	\$	43,096.20
5	<u>Outflows</u>		
6	Expenses	\$	51,771.49
7	Total Outflows (Expenses)	\$	51,771.49
8	Balance 8649 - 9/30/2022	\$	148,978.85

PNC Investment Account

9	PNC Investment - Beginning Balance (6/1/2022)	\$	364,229.20
10	Increase (Decrease) in Fund as of 9/30/2022	\$	(36,047.03)
11	-		
12	Balance on 9/30/2022	\$	328,182.17
13			
14	Total Assets as of 9/30/2022....	\$	477,161.02
15	Total Assets as of 6/1/2022....	\$	521,883.34
16	Increase or (Decrease) in Total Assets - 6/1/2022 to 09/30/2022	\$	(44,722.32)

Respectfully submitted:

**ASHE
Treasurer**

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ASHE National Treasurer

Item	Operating Income	Budgeted FYE 2023	Actual as of 9/30/2022
A.	Clothing royalties	\$ -	\$ -
B.	Conference seed money returned	\$ 8,000	\$ 8,000.00
C.	Conference Income	\$ -	
D.	Credit Card Cash Back Rewards	\$ 770	
E.	Lifetime Member Pins	\$ 360	
F.	New members - at large	\$ -	
G.	Member assessment	\$ 140,000	\$ 17,915.00
H.	National Project of the Year	\$ 500	
I.	New members initiation fees	\$ 18,000	\$ 6,450.00
J.	Other Income	\$ 1,000	\$ 349.80
K.	Past Presidents' pins	\$ 1,500	\$ 1,275.00
L.	SPONSORSHIPS		
L100.0	Sponsorships - Multiview	\$ 5,000	\$ 906.40
L101.0	Sponsorships - SCANNER	\$ 30,000	\$ 8,200.00
	Total	\$ 205,130	\$ 43,096.20
	Increase of Demand Assets from Investment	\$ 19,189	
	Total Inflow to Operating Budget	\$ 224,319	\$ 43,096.20

FYE 2023 - June 1, 2022 to May 31, 2023

Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 9/30/2022
A. BUDGET/AUDIT COMMITTEE				
	A102.0	Treasurer's Meeting With Auditors (if needed)	\$ 400	
TOTAL:			\$ 400	\$ -
B. CONSTITUTION & BYLAWS COMMITTEE				
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -
TOTAL:			\$ -	\$ -
C. EXECUTIVE COMMITTEE				
	C102.0	Audit & CPA, Assoc. fees	\$ 8,000	\$ 495.94
	C103.0	Awards, pins, & ribbons	\$ 4,000	\$ 6,539.78
	C104.0	Committee Chair travel for Board Mtg by President's invitation	\$ 4,000	\$ 2,435.96
	C105.0	Hardware - Purchase and Repair	\$ 500	\$ -
	C106.0	Contingencies, legal, bank fees	\$ 130	\$ 89.87
	C107.0	Donations, memorials, gifts	\$ 200	\$ -
	C108.0	Employee - taxes: fica, unemployment, local	\$ 10,800	\$ 3,811.55
	C109.0	Employee - compensation, wages, bonus, etc.	\$ 23,700	\$ 8,461.85
	C110.0	Employee - expenses	\$ 2,000	\$ -
	C111.0	Insurance - business	\$ 6,500	\$ 1,157.20
	C112.0	Misc. Expenses	\$ 1,000	\$ 65.34
	C113.0	Office conf. call	-	\$ -
	C114.0	Business Office - Rent	\$ 3,500	\$ 1,250.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 1,000	\$ 142.93
	C117.0	Presidents travel & expenses (Not to board mtgs.)	\$ 8,000	\$ 1,751.31
	C118.0	Society member's travel - President's request	\$ 3,600	\$ -
	C119.0	Refunds	\$ -	\$ -
	C119.1	Office Supplies and Software: purchases and upgrades	\$ 2,000	\$ 178.36
	C120.0	Executive Committee Meeting	\$ -	\$ 7,931.56
TOTAL:			\$ 78,930	\$ 34,311.65
D. MEMBERSHIP/MEMBER AT LARGE COMMITTEE				
TOTAL:			\$ -	\$ -
E. NATIONAL BOARD				
	E101.1	Board Mtg. Directors Lodging	\$ 10,000	\$ 578.10
	E101.2	Board Mtg. Directors Travel	\$ 20,000	\$ 3,548.23
	E102.0	Board Mtg. Expenses - Room rental, coffee, meals, etc.	\$ 10,000	\$ 700.00
TOTAL:			\$ 40,000	\$ 4,826.33

Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 9/30/2022
F. NATIONAL CONFERENCE COMMITTEE				
F101.0		Atlanta Conference - Board Members Stipend & Expenses	\$ 20,000	\$ -
F101.1		2022 Columbus Conf. Stipends Refunded	\$ -	\$ (1,436.44)
F102.0		Future National Conf. Advance 2026 -	\$ 8,000	\$ -
F103.0		Sponsorships for 2023 ASHE Conf., Atlanta	\$ 4,000	\$ -
F104.0		National Conf. Comm. Travel (Hotel Visit)	\$ 500	\$ -
F105.0		Past Presidents' Stipend for National Conference	\$ 2,500	\$ 510.00
			\$ -	\$ -
		TOTAL:	\$ 35,000	\$ (926.44)
G. NEW SECTIONS COMMITTEE				
G101.0		Startup grant - Two(2) Sections per Year @ \$600.00	\$ 1,200	\$ -
G102.0		New Section Banners - Three(3) Sections	\$ 800	\$ -
G103.0		Exhibiting	\$ 4,600	\$ -
G104.0		Travel - New Section startup & chartering	\$ 1,500	\$ -
		TOTAL:	\$ 8,100	\$ -
H. NOMINATING COMMITTEE				
H101.0		Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 4,000	\$ 3,124.40
		TOTAL:	\$ 4,000	\$ 3,124.40
I. OPERATIONS OVERSIGHT COMMITTEE				
I102.0		Regional Directors Travel	\$ 4,000	\$ 216.50
I103.0		Project of the Year - Awards & Committee Expenses	\$ 2,000	\$ -
I104.0		Society History Comm.	\$ -	\$ -
		TOTAL:	\$ 6,000	\$ 216.50
J. OUTREACH COMMITTEE				
J101.0		Government Outreach - Travel	\$ 3,000	\$ -
J102.0		Exposure Funds to Regions	\$ 6,000	\$ -
		TOTAL:	\$ 9,000	\$ -
K. PARTNERSHIP COMMITTEE				
		TOTAL:	\$ -	\$ -
L. PROFESSIONAL DEVELOPMENT COMMITTEE				
		TOTAL:	\$ -	\$ 250.00
		TOTAL:	\$ -	\$ -

Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 9/30/2022
M.		PUBLIC RELATIONS COMMITTEE		
	M102.0	Contest	\$ -	\$ -
	M104.0	Promotional Materials, Social Media	\$ 4,000	\$ 514.55
	M106.0	Software Subscriptions	\$ 1,200	\$ 341.68
	M105.0	Shipping - ASHE Display	\$ 500	\$ -
		TOTAL:	\$ 5,700	\$ 856.23
N.		SCANNER COMMITTEE		
	N100.0	TNT Expenses for 2022 ASHE Conference ¹	\$ 789.17	\$ 760.17
	N100.1	TNT Expenses for 2023 ASHE Conference	\$ -	\$ -
	N101.0	Exhibiting booth at ASHE 2023 Conference	\$ 500	\$ -
	N102.0	TNT Invoices	\$ 26,800	\$ 6,712.65
		TOTAL:	\$ 28,089.17	\$ 7,472.82
O.		STRATEGIC PLAN COMMITTEE		
	O101.0	Strategic Planning Committee	\$ 3,000	\$ -
		TOTAL:	\$ 3,000	\$ -
P.		STUDENT CHAPTER COMMITTEE		
	P101.0	Student Chapter Committee	\$ -	\$ -
	P102.0	Student event promo materials	\$ -	\$ -
		TOTAL:	\$ -	\$ -
Q.		TECHNOLOGY COMMITTEE		
	Q101.0	Cloud Committee Expenses (Travel)	\$ 700	\$ -
	Q103.0	Database upgrade (Will need board approval)	\$ -	\$ -
	Q106.0	J.M. Server Solutions - Invoices	\$ 5,400	\$ 1,640.00
		TOTAL:	\$ 6,100	\$ 1,640.00
		TREASURER		
R.		Transfer from Checking to Investment	\$ -	\$ -
			\$ -	\$ -
		Total Expenses	\$ 224,319.17	\$ 51,771.49

1. Authorized by National Board, 7/5/2022

Cash Flow
6/1/2022 through 9/30/2022

Category	6/1/2022- 6/30/2022	7/1/2022- 7/31/2022	8/1/2022- 8/31/2022	9/1/2022- 9/30/2022	OVERALL TOTAL
INFLOWS					
B. Conference Advance Money Return	0.00	0.00	8,000.00	0.00	8,000.00
G. Membership Assessments	0.00	1,000.00	20.00	16,895.00	17,915.00
I. New Member-Initiation Fee	1,290.00	1,920.00	675.00	2,565.00	6,450.00
J. Other Income	349.80	0.00	0.00	0.00	349.80
K. Past President-Pins	225.00	750.00	300.00	0.00	1,275.00
L. Sponsorships					
L100.0 MULTIVIEW Sponsorships	0.00	0.00	863.94	42.46	906.40
L101.0 SCANNER Sponsorships	2,350.00	2,200.00	3,100.00	550.00	8,200.00
TOTAL L. Sponsorships	2,350.00	2,200.00	3,963.94	592.46	9,106.40
TOTAL INFLOWS	4,214.80	5,870.00	12,958.94	20,052.46	43,096.20
OUTFLOWS					
C. Executive Committee					
C102.0 Audit, Taxes & CPA Fees	247.97	247.97	0.00	0.00	495.94
C103.0 Awards, Banners, Ribbons, M...	0.00	0.00	6,539.78	0.00	6,539.78
C104.0 Com Chair Travel -Pres.'s Re...					
Lodging	0.00	0.00	249.26	221.60	470.86
Mileage	501.94	198.90	0.00	30.00	730.84
Misc. Travel Expenses, Meals, Par...	69.00	197.77	71.73	31.67	370.17
Travel - Air, Train, Transit, Cab, Rental	0.00	0.00	864.09	0.00	864.09
TOTAL C104.0 Com Chair Travel -...	570.94	396.67	1,185.08	283.27	2,435.96
C106.0 Contingencies, Legal, Bank F...					
Bank Charge-Bank Charge	6.00	56.12	6.00	6.00	74.12
Quickbooks Direct Deposit Fee	5.25	3.50	3.50	3.50	15.75
TOTAL C106.0 Contingencies, Leg...	11.25	59.62	9.50	9.50	89.87
C108.0 Employees - Taxes, FICA, ET ...	771.74	1,559.03	731.56	749.22	3,811.55
C109.0 Employee Wages					
C109.2 Administrative Asst. - N. M...	2,794.84	1,873.15	1,920.71	1,873.15	8,461.85
TOTAL C109.0 Employee Wages	2,794.84	1,873.15	1,920.71	1,873.15	8,461.85
C111.0 Insurance - Business	0.00	0.00	1,157.20	0.00	1,157.20
C112.0 Miscellaneous Expenses	15.39	0.00	49.95	0.00	65.34
C114.0 Business Office - Expenses					
C114.2 Howard, OH-- Internet	125.00	0.00	0.00	125.00	250.00

Cash Flow
6/1/2022 through 9/30/2022

Category	6/1/2022- 6/30/2022	7/1/2022- 7/31/2022	8/1/2022- 8/31/2022	9/1/2022- 9/30/2022	OVERALL TOTAL
C114.3 Johnstown, PA-- Rent	250.00	250.00	250.00	250.00	1,000.00
TOTAL C114.0 Business Office - E...	375.00	250.00	250.00	375.00	1,250.00
C115.0 Postage and Delivery-Postag...	53.43	29.50	54.20	5.80	142.93
C117.0 President's Exp(Not BD Mtgs)	70.91	0.00	0.00	0.00	70.91
Mileage-Mileage at IRS Rate	72.54	0.00	0.00	0.00	72.54
Misc. Travel Expenses, Meals, Par...	226.50	0.00	0.00	0.00	226.50
Travel - Air, Train, Transit, Cab, Rental	1,381.36	0.00	0.00	0.00	1,381.36
TOTAL C117.0 President's Exp(No...	1,751.31	0.00	0.00	0.00	1,751.31
C119.1 Supplies-Software, Ink, Paper, ...	54.01	124.35	0.00	0.00	178.36
C120. Ex. Comm. Meeting	398.96	0.00	81.69	0.00	480.65
Lodging	192.70	0.00	1,502.27	631.87	2,326.84
Meals - Ex. Comm. & Guests	0.00	0.00	1,288.60	15.30	1,303.90
Mileage	0.00	0.00	1,348.38	125.00	1,473.38
Misc. Travel Expenses, Meals, Par...	0.00	0.00	151.76	149.56	301.32
Mtg Rooms, Coffee, Soda, Deposit...	0.00	0.00	308.74	0.00	308.74
Travel-Air, Train, Transit, Cab, Rental	0.00	0.00	812.55	924.18	1,736.73
TOTAL C120. Ex. Comm. Meeting	591.66	0.00	5,493.99	1,845.91	7,931.56
TOTAL C. Executive Committee	7,237.54	4,540.29	17,391.97	5,141.85	34,311.65
E. National Board-Expense for National ...					
E101.0 Board Member-Board Meetin...					
E101.1 Lodging - Board Meeting	578.10	0.00	0.00	0.00	578.10
E101.2 Board Travel Expenses					
Mileage - Board Meeting	845.94	0.00	0.00	0.00	845.94
Misc. Travel Expenses, Meals, P...	503.78	0.00	0.00	0.00	503.78
Travel-Air, Train, Transit, Cab, Ren...	2,198.51	0.00	0.00	0.00	2,198.51
TOTAL E101.2 Board Travel Ex...	3,548.23	0.00	0.00	0.00	3,548.23
TOTAL E101.0 Board Member-Boa...	4,126.33	0.00	0.00	0.00	4,126.33
E102.0 Board Meeting Expenses	200.00	0.00	0.00	500.00	700.00
TOTAL E. National Board-Expense fo...	4,326.33	0.00	0.00	500.00	4,826.33
F. National Conference Committee					
F101.1 2022 Stipend Refunds	-1,243.74	-192.70	0.00	0.00	-1,436.44
F105.0 Past Presidents Stipends to C...	510.00	0.00	0.00	0.00	510.00
TOTAL F. National Conference Com...	-733.74	-192.70	0.00	0.00	-926.44
H. Nominations Committee					
H101.0 Award Travel Expenses					

Cash Flow
6/1/2022 through 9/30/2022

Category	6/1/2022- 6/30/2022	7/1/2022- 7/31/2022	8/1/2022- 8/31/2022	9/1/2022- 9/30/2022	OVERALL TOTAL
H101.1 Gene Smith Award	425.00	0.00	0.00	0.00	425.00
H101.4 Lifetime Member Award-Na...	1,597.30	0.00	0.00	0.00	1,597.30
H101.5 Young Member Award	1,102.10	0.00	0.00	0.00	1,102.10
TOTAL H101.0 Award Travel Expe...	3,124.40	0.00	0.00	0.00	3,124.40
TOTAL H. Nominations Committee	3,124.40	0.00	0.00	0.00	3,124.40
I. Operations Committee					
I102.0 Regional Director Travel					
Mileage	176.90	0.00	0.00	0.00	176.90
Misc. Travel Expenses, Meals, Par...	39.60	0.00	0.00	0.00	39.60
TOTAL I102.0 Regional Director Tr...	216.50	0.00	0.00	0.00	216.50
TOTAL I. Operations Committee	216.50	0.00	0.00	0.00	216.50
L. Professional Development Comm.					
L102.0 Florida Registration Board	0.00	0.00	250.00	0.00	250.00
TOTAL L. Professional Development ...	0.00	0.00	250.00	0.00	250.00
M. Public Relations Committee					
M104.0 Promotional Material, Social ...	177.95	336.60	0.00	0.00	514.55
M106.0 Software	95.17	95.17	95.17	56.17	341.68
TOTAL M. Public Relations Committee	273.12	431.77	95.17	56.17	856.23
N. SCANNER Committee					
N.101.1 TNT Travel Expenses	0.00	760.17	0.00	0.00	760.17
N102.0 TNT Invoices - Scanner Only	0.00	0.00	6,712.65	0.00	6,712.65
TOTAL N. SCANNER Committee	0.00	760.17	6,712.65	0.00	7,472.82
Q. Technology Committee					
Q101.0 Support ASHE Cloud	0.00	156.66	58.33	58.33	273.32
Q102.0 Data Base Project Admin.-Up...	0.00	225.00	112.50	112.50	450.00
Q106.0 Website Hosting	0.00	458.34	229.17	229.17	916.68
TOTAL Q. Technology Committee	0.00	840.00	400.00	400.00	1,640.00
TOTAL OUTFLOWS	14,444.15	6,379.53	24,849.79	6,098.02	51,771.49
OVERALL TOTAL	-10,229.35	-509.53	-11,890.85	13,954.44	-8,675.29



Administrative Assistant Report

ASHE National Board Meeting-October 8,2022

New Member Request Forms (Website): The following is a Region summary of the new member request forms (June -Aug) 39 total received and forwarded to the appropriate Sections:

June-Total 9

Great Lakes-0
Mid-Atlantic-2
Northeast-1
Southeast-2
Southwest-4

July-Total 13:

Great Lakes-0
Mid-Atlantic-3
Northeast-2
Southeast-3
Southwest-5

August-Total 17:

Great Lakes-1
Mid-Atlantic-2
Northeast-6
Southeast-6
Southwest-

Website requests (non-membership): There were 9 non-membership requests, report is attached.

New Members: 38 new member certificates and pins were sent from June-August.

New Section Banner & Charter: The banner for the Circle City Section was ordered 9/6/2022. Charter ordered 9/16/2022. Circle City charter is scheduled Oct.12,2022. New member applications were received and entered National Database. The member certificates, pins and all other charter items will be shipped no later than September 30, 2022.

Past President Pins-18 Past Section Pins were paid for and mailed to the following Sections:

Potomac-2	First State-3
Middle Tennessee-1	Pittsburgh-1
Southern New Jersey-10	Tennessee Valley-1

Pins Ordered: 100 Past President Section Pins and 10 National President Pins were ordered and received from MTM Recognition. The Past Section President Pins will be charged to Sections as they order them. The Past Section President will be an estimated 2- year supply and the National Past Presidents will be a 10-year supply (must order 10 minimum).

Scanner Invoices: 9 have been received and processed from 6/1/22 to 8/31/2022.

Assessments: Assessment transmittal and invoices were emailed to directly to each Section Secretary on 6/28/2021. First reminder of assessment due date was sent 8/28/22 to all Section Leadership directly.

Second reminder of assessment due date was sent 9/12/2022 to all Section Leadership directly. The Third reminder of the assessment due date was sent 9/22/2022.

EIN Verification Replacement Letters: Sections were emailed on 7/19/2022 to send ASHE National a copy of their EIN Verification Letter. National would like to create a primary file so if the Section would misplace their copy we would have back up. Only 8 Sections could provide a copy so a written request from National was sent to the IRS on 9/20/2022 to try to get copies of these letters. The IRS currently has a waiting period of 6 weeks or longer. These letters are needed to change bank accounts and credit card companies etc. The letters go directly to the Section not to National; we are now asking all new Sections to send a copy upon receipt of the letter.

Treasurer Correspondence: National Treasurer requested 990 Form request be sent to all Sections. First email was sent 5/3/2022. The Second notice was sent 5/17/2022. Late notices went to the Sections who did not turn them in by the due date of 6/15/2022. Final 990 Form was collected 9/20/2022, there were a considerable number of errors and corrections to be made.

Nominations Letter: Request Letter and Guidelines for the 2023-2024 National Board Officer Nominations were sent to all Region Leadership for distribution to the Sections as per the Communication Plan. This first request was sent 9/26/2022 the due date of 12/1/2022. Reminders will be sent at appropriate intervals until due date is met.

Documents Updated: Ongoing project to reformat and create uniformity to all website documents. The following documents have been updated and are available on the ASHE National Website:

Governance:

- D6-National Constitution
- D7-National Bylaws
- D8-Code of Ethics
- D17E-Section By-Laws (editable)
- D21-Region By-laws
- D21E-Region By-laws (editable)

Awards:

- D22-National Honorary Awards
- D23-Robert E. Pearson Awards Guidelines
- D24-Young Member of the Year Award Guidelines
- D26-Lifetime Achievement Award Guidelines

Membership:

- D44-Best Practices Manual-Membership
- F1-Membership Application Template

Operations:

- D11-National Officer-Director Nomination Guidelines
- D42-National Fee Schedule
- F7-IRS Form 990
- D37-Website Guideline Procedures

Request Not Membership Related

2/14/2022 Need a W-9 form to issue a check for the conference
3/3/2022 Information on conference and ASHE
5/4/2022 Job posting on National and Local websites
5/17/2022 Need to change where scanner is sent
6/8/2022 ASHE info and costs to join
8/8/2022 High School student looking for ASHE Student Chapter
8/18/2022 Seeking invoice for employee renewal
8/25/2022 Attended a dinner does that make you a member automatically
8/29/2022 Signing up online to Central Texas and credit card payment failed

Laura Karnes
Tony Habodasz
Jennifer Pickel
Victoria Hamsher
Elizabeth Schachtner
Samantha Gable
Lauren Kirms
Frank Fish
Matt Miller

Forwarded to National Treasurer
Gave info and also forwarded to National Secretary
Explained National does not post job openings and sent the local section her information (Carolina Piedmont)
Updated email account and scanner choice
Gave general ASHE info and sent info to Georgia Section about local costs
Sent to Northeast Director for response (Glen Kartalis)
Sent to SNJ Section for renewal
Explained joining process sent his info to local section
Forwarded to Central Texas Section

Section	Members 6-1-22	Invoice	Drops	Deduction for Drops	New Members	Addition for New	New Total	Check Amount	Check Received	Credit	Remarks
Alabama	55	\$1,100.00	0	\$0.00	0	\$0.00	\$1,100.00	\$1,100.00	9/22/2022		ck#1020 paid in full 9/22/2023-no adds or drops
Albany	84	\$1,680.00	6	\$120.00	6	\$270.00	\$1,830.00	\$1,830.00	7/18/2022	\$0.00	ck#665 paid in full 7/5/2022 pkt sent 7/21/2022
Altoona	195	\$3,715.00	14	\$280.00	0	\$0.00	\$3,435.00	\$3,435.00	9/22/2022	\$0.00	ck#100060 \$25.00 credit from last year used, drops need to be made paid in full
Blue Ridge	64	\$1,280.00		\$0.00		\$0.00	\$1,280.00				
Bluegrass	95	\$1,900.00	1	\$20.00	3	\$135.00	\$2,015.00	\$2,015.00	10/1/2022		ck#1038 paid in full-needs processed
Carolina Piedmont	68	\$1,360.00		\$0.00		\$0.00	\$1,360.00				Requested 1 week extension due to secretary having back surgery
Carolina Triangle	216			\$0.00		\$0.00	\$0.00				Extended until Nov. due to computer error
Central Dacotah	96	\$1,920.00	23	\$460.00	8	\$360.00	\$1,820.00	\$1,820.00	10/1/2022		ck#1205 needs processed
Central Florida	85	\$1,525.00	20	\$400.00	48	\$2,160.00	\$3,285.00	\$3,305.00	10/1/2022	\$0.00	ck#1145 paid in full-needs processed
Central New York	50	\$1,000.00	0	\$0.00	0	\$0.00	\$1,000.00	\$1,000.00	7/18/2022	\$0.00	ck# 1158 paid in full 7/18/2022
Central Ohio	194	\$3,880.00	17	\$340.00	28	\$1,260.00	\$4,800.00	\$4,800.00	10/1/2022		paid in full-needs processed
Central Texas	71	\$1,420.00		\$0.00		\$0.00	\$1,420.00	\$1,990.00	9/21/2022	\$0.00	ck#0026046475 waiting for applications
Chesapeake	281	\$5,620.00	46	\$920.00	16	\$720.00	\$5,420.00	\$5,240.00	10/1/2022		ck#1064-paid in full needs processed
Clearfield	186	\$3,720.00	10	\$200.00	6	\$270.00	\$3,790.00	\$3,785.00	9/29/2022	\$0.00	used 25.00 credit-ck#2037 paid in full-needs processed
Cuyahoga Valley	106	\$2,095.00	9	\$180.00	1	\$45.00	\$1,960.00	\$1,960.00	10/1/2022	\$0.00	ck#1427 paid in full-needs processed
Dallas Fort Worth	35	\$700.00	12	\$240.00	19	\$855.00	\$1,315.00	\$1,315.00	9/29/2022	\$0.00	ck#1070 paid in full-needs processed
Delaware Valley	344	\$6,810.00	36	\$720.00	37	\$1,665.00	\$7,755.00	\$8,500.00	9/30/2022		ck#1822 paid in full-needs processed
Derby City	85	\$1,700.00	11	\$220.00	0	\$0.00	\$1,480.00	\$1,480.00	9/28/2022	\$0.00	ck#230 paid in full 9/28/2022-needs processed
East Penn	127	\$2,540.00	11	\$220.00	0	\$0.00	\$2,540.00	\$2,540.00	10/1/2022	\$0.00	ck#497 paid in full 10/1/2022-needs processed
First State	198	\$3,960.00	18	\$360.00	20	\$900.00	\$4,500.00	\$4,500.00	9/21/2022		ck#2479 paid in full-applications processed pkt sent 9/29/2022
Franklin	123	\$2,420.00	3	\$60.00	10	\$450.00	\$2,810.00	\$2,810.00	10/1/2022		ck#522 paid in full-needs processed
Georgia	541	\$10,605.00	79	\$1,580.00	0	\$0.00	\$9,025.00	\$9,025.00	9/28/2022	\$0.00	ck#5287 paid in full-members need dropped
Greater Hampton Roads	83	\$1,660.00		\$0.00		\$0.00	\$1,660.00				
Harrisburg	369	\$7,280.00	45	\$900.00	20	\$900.00	\$7,280.00	\$7,280.00	9/29/2022		ck#4209 paid in full -needs processed
Houston	101	\$2,000.00	52	\$1,040.00	21	\$945.00	\$1,905.00	\$1,925.00	10/1/2022	\$0.00	ck#5028-paid in full-needs processed
Lake Erie	209	\$4,180.00	7	\$140.00	17	\$765.00	\$4,805.00	\$4,805.00	9/23/2022		ck#1026 paid in full- applications need processed
Long Island	47	\$940.00		\$0.00		\$0.00	\$940.00				
Mid-Allegheny	126	\$2,520.00	0	\$0.00	0	\$0.00	\$2,520.00	\$2,520.00	9/19/2022	\$0.00	ck#222 paid in full 9/19/2022
Middle Tennessee	298	\$5,960.00	0	\$0.00	29	\$1,305.00	\$7,265.00	\$7,425.00	10/1/2022		paid in full -needs investigate and processed
New York Metro	136	\$2,496.50	0	\$0.00	32	\$1,440.00	\$3,936.50	\$4,190.00	10/1/2022	\$0.00	overpayment-paid in full 10/1/2022-needs processed
North Central New Jersey	134	\$2,680.00	19	\$380.00	16	\$720.00	\$3,020.00	\$3,020.00	9/29/2022		ck#1621 paid in full-applications need processed
North Central WV	51	\$1,020.00	0	\$0.00	0	\$0.00	\$1,020.00	\$1,020.00	9/19/2022	\$0.00	ck#783 paid in full 9/19/2022
North East Penn	134	\$2,560.00	37	\$740.00	32	\$1,440.00	\$3,260.00	\$3,235.00	10/1/2022	\$0.00	ck#1638 paid in full 10/1/2022 -applications need processed
Northeast Florida	181	\$3,620.00		\$0.00		\$0.00	\$3,620.00				
Northwest Ohio	48	\$960.00	5	\$100.00	2	\$90.00	\$950.00	\$950.00	9/26/2022		ck#1237 paid in full 9/26/2022 needs processed
Old Dominion	87	\$1,740.00	16	\$320.00	2	\$90.00	\$1,510.00	\$1,590.00	10/1/2022		ck#657 paid in full 10/1/2022-needs processed
Phoenix	135	\$2,700.00	14	\$280.00	7	\$315.00	\$2,650.00	\$2,650.00	9/29/2022	\$0.00	email stating direct deposit will be made, did not post as of 10/3/2022-process
Pittsburgh	523	\$10,440.00	12	\$240.00	0	\$0.00	\$10,200.00	\$10,200.00	10/1/2022	\$0.00	ck#7076-drops need to made sent 10/1/2022
Potomac	174	\$3,480.00	48	\$960.00	32	\$1,440.00	\$3,960.00	\$3,910.00	9/29/2022	\$0.00	Used \$50.00 credit- paid in full ck#1786 9/28/2022-needs processed
South Carolina	101	\$2,020.00	6	\$120.00	23	\$1,035.00	\$2,935.00	\$2,935.00	9/29/2022		ck#10007 paid in full 9/29/2022-needs processed
South Florida	11	\$220.00	8	\$160.00	0	\$0.00	\$60.00	\$60.00	9/26/2022		ck#1003 paid in full 9/26/2022
Southern New Jersey	170	\$3,400.00	13	\$260.00	17	\$765.00	\$3,905.00	\$3,905.00	9/30/2022		ck#2049 paid in full 9/30/2022 needs processed
Southwest Penn	271	\$5,420.00	58	\$1,160.00	0	\$0.00	\$4,260.00	\$4,240.00	10/1/2022		ck# 1572-paid in full -needs investigate and processed
Tampa Bay	46	\$920.00		\$0.00		\$0.00	\$920.00				Requested 1 week extension due to Hurricane
Tennessee Valley	106	\$2,120.00	19	\$380.00	23	\$1,035.00	\$2,775.00	\$2,775.00	9/26/2022		ck#136 paid in full needs processed
Triko Valley	158	\$3,160.00	9	\$180.00	3	\$135.00	\$3,115.00	\$3,155.00	10/1/2022		ck#2338 paid in full needs processed
Williamsport	76	\$1,520.00	3	\$60.00	5	\$225.00	\$1,685.00	\$1,635.00	10/1/2022	\$0.00	ck#1046-paid in full needs processed
	7074	\$135,966.50	687		483		\$144,096.50	\$135,875.00		\$0.00	



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.

Committee Members

E-Mail

Date: 9/24/22

Stan Harris, Chair

sharris80uk@gmail.com

Report Period: 6/1/22 – 9/24/22

Michael Bywaletz

mbywaletz@rameykemp.com

Roger Carriker

roger.carriker@wsp.com

Richard Meehan

Richard.meehan@loweengineers.com

Donna McQuade

McQuadeD@pondco.com

Meetings held since the previous Quarterly Report

None

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

None

Discussions to be brought before the board

None

Activities

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.

Budget update

1. 2022 - 2023 Budget: \$0
2. Spent – List items and \$ spent YTD
 - a. N/A
3. Current Budget Balance: \$0



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

E-Mail

Date: 09/30/2022

David Greenwood, PE, Chair

greenwoodda@cdmsmith.com **Report Period: Summer '22**

Stan Harris, PE

stan.harris@stantec.com

Don Dizuzio, PMP

DDizuzio@tandmassociates.com

Calvin Leggett

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Mark Kinnee, PE

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JT Lincoln

jlincoln@dewberry.com

Meetings held since the previous Quarterly Report

1. Correspondence by e-mail

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

1. None

Discussions to be brought before the board

1. None

Activities:

Reviewed and approved Lake Erie Section Bylaws. Posted to Cloud.

Central Texas Bylaw reviewed. Comments provided.

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 the incorporation of harassment/criminal activity language and impact on membership.

Budget update

1. **2022 - 2023 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: 9/21/22

Report Period: June to August 2022

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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james.barr@tylin.com

Meetings held since the previous Quarterly Report

- None

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

Resolved: None

Summary of activities

1. Best Management Practices Manual distributed to the Executive Committee. Approved. Distributed to Regions and Sections.
2. Continuing to monitor section membership numbers. A review will be completed after all sections have completed membership renewals.

Discussions to be brought before the board: None

Activities: None

Completed: None

Ongoing Business: None

New Business: None

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: 9/22/2022

Nikki Parris, Chair

nicole.parris@atkinglobal.com

Report Period: Fall 2022

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

Nimish Desai

ndesai@dewberry.com

Meetings held since the previous Quarterly Report

1. Date – 6/21/22 Members in attendance – 12 (includes conference chairs)
2. Date – 7/19/22 Members in attendance – 12 (includes conference chairs)
3. Date – 8/9/22 Members in attendance – 12 (includes conference chairs)
4. Date – 9/20/22 Members in attendance – 7 (includes conference chairs)

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

Discussions to be brought before the board –NCC is recommending an increase of the seed money for upcoming conferences (starting in 2026) from \$8K to \$15K due to increases in deposits required prior to ability to start soliciting sponsors. NCC is also recommending the National Sponsorship of the Luncheon Honoring Past Presidents and a full page ad from \$4K to \$5K due to rising catering costs.

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

2020 and 2021 – Only remaining item is waiting for the EIN to be closed out – waiting on confirmation from IRS.

2022 – Conference committee is finalizing invoices to determine profit sharing. They have sent back seed money and \$5K gift to 2023. Once this is complete, they will work on closing out bank account and EIN. Conference report should be finalized later this year.

2023 – Contract for hotel and golf has been finalized. Golf will be at Brookstone Country Club (<https://www.invitedclubs.com/clubs/brookstone-golf-country-club>). Conference committee is meeting regularly. Exhibitor packet should be finalized in late September/early October. Sponsorship drive started

in June and they currently they have raised \$80K. Conference committee members are developing a registration page and not using software which will be available by late 2022/early 2023. Call for papers is currently out to help find ideas for programs. This year will also include an "ASHE" track for other sections to help share with others in addition to the normal event that National Secretary/Treasurer attend. Friday night will be a Braves game and they working out details for Saturday night.

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 have developed a logo which the National PR committee has commented on. It has been revised and sent back to the PR committee for final review of ASHE branding guidelines so that it can be finalized. Continuing to pull together old budgets and program schedules and update for 2024.

2025 – Dates have been set for June 4-8 at the Kalahari. Logo will be the same as 2021. EIN has been established and working on setting up bank accounts. Conference committee is holding a monthly meeting at the conference site in March 2023 to help work through any potential kinks and help kick off the committees planning activities.

Status of committee activities

Guidelines up-to-date – Nancy has reformatted and will publish when ready

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

Solicitation for 2026 Conference Host will go out this fall (likely October).

Budget update

1. **2022 - 2023 Budget:** \$ (I'm unsure of my budget – will update on future reports)
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 REPORT – October 8, 2022

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.
- The final conference report is completed and is available at:
<http://www.2021conference.ashe.pro/documents/2021-final-report.pdf>
- All payments are complete and the bank account is closed.
- The final IRS 990 has been submitted to the IRS and we are awaiting a response.
- Seed money has been returned to National.
- National's share (\$3,749.61) of the net proceeds has been returned to the National Treasurer. Remaining funds of \$23,248.82 have been moved to the 2025 conference account. This includes National's sponsorship of the Past Presidents' luncheon.



National Conference Report - 2022 ASHE CONFERENCE

9/26/2021 (3rd Quarter)

Central Ohio Section

Date: May 12-15th, 2022

Emily Preston & Aaron Call Co-Chairs

Activities to Note Since last Report:

- Recorded all conference bank transaction receipts
- Sent out \$5,000 check to Atlanta Conference
- Hosted Volunteer Appreciation Event
- Hosted Committee Chair Appreciation Event

Next Items to Note on the Horizon:

- Complete Conference Summary Report
- Send Profit check to ASHE National
- Send Profit check to ASHE Central Ohio
- Close out Conference Bank Account
- Close out Conference EIN number



September 19, 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)

- Sponsorship drive went live in June. Currently:
 - 15 committed sponsorships (6 paid)
 - \$80,250 total committed
 - \$26,500 in hand
- Call for Papers has been live on the website – no entries yet. Will appear in the Fall Scanner. Deadline: October 28. Plan to do another big push out of this information including to all ASHE Sections corresponding with the Scanner coming out. Note – new track planned for ASHE “best practices”
- Technical Committee also looking into costs for a “motivational” speaker such as former Braves player Dale Murphy or Savannah Bananas owner Jesse Cole.
- Committee chairs met at the hotel to review the exhibit space, registration booth and hospitality suite on July 6 & 7.
- Exhibitor layout has been drafted and approved by Fire Marshall. Committee met on August 5 to determine pricing structure (\$1250 standard booth, \$1500 for the 8 premium booths). Currently updating the website for exhibitor registration – anticipating it will go live in about a week.
- Entertainment Committee officially kicked off July 22.
 - Friday night event – Braves game. We are first on the list for reserving the Hank Aaron Terrace when it becomes available in November. This rental includes bar tables/stools and general admission seating with a minimum purchase of 375 guests. We anticipate the cost will be about \$35,000 for everything.
 - Saturday night event – casino night with DJ.
 - Depending on budget, we may add music to the Icebreaker event.
- Guest Tour committee & Transportation Committee officially kicked off July 29.
- Golf Committee regrouped after a glitch with the course. New course has been chosen – very happy with the course and the facilities, also much closer (35 minutes away with multiple routes available if there is a traffic jam). Only 18 holes, therefore we will limit the registration to conference attendees at first, to avoid overwhelming the tournament with local players.
- Hospitality Committee met August 23 to discuss challenge with hotel elevators. Following the meeting, the hotel has agreed to provide key card access to the floor with the hospitality suite to everyone staying for the conference. Committee is now in discussions about renting out neighboring rooms to avoid noise complaints adjacent to the hospitality suite.

- Facilities Committee met September 14 to discuss adding rooms to the room block due to Braves being in town for duration of the conference and concern about selling out. Will discuss with National Committee at next monthly meeting.
- All Committee meeting scheduled for September 23. Will finalize each committee budget and ensure all committees are getting volunteers and moving forward.
- Booth planned at GA Transportation Summit in November with save the date and sponsorship information.

Regards,



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



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

ASHE 2024

National Conference Report – April 27, 2022 (2022 2nd and 3rd Quarters) 2024 ASHE NATIONAL CONFERENCE

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

Conference Co-Chairs: Drew Joyner & Terry Snow

Executive Committee - Confirmed:

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

Subcommittees – Confirmed:

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

ASHE 2020 Wrap-Up

- The only outstanding item is the ASHE 2020 EIN. We submitted our final tax return to the IRS in June 2022 and are currently awaiting a letter from the IRS regarding our ASHE 2020 EIN close.

ASHE 2024 Activities & Accomplishments:

- ASHE 2024 branding/conference logo is currently being finalized after getting feedback from National on size/color of font.
- ASHE 2024 EIN has been received from IRS.
- 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.

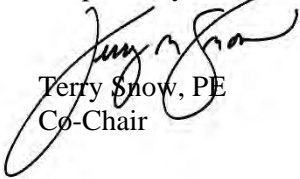
- The ASHE 2024 website is '2024conference.ashe.pro' and it is active.
- Developed a DRAFT ASHE 2024 marketing plan to be deployed at ASHE 2023.

Major Actions for Q4 2022

- Finalize ASHE branding/conference logo in October.
- Update ASHE 2024 web site with new logo/theme.
- Refine Draft Conference Budget.
- Refine Sponsorship/Exhibitor Strategy Plan including online payment options.
- Contract 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 – Contract with tours and entertainers
- Golf – Contract with course and determine details and prizes
- Sporting Clays – Contract with Drakes Landing and determine details and prizes
- Purchase advertising items to distribute at ASHE 2023 National Conference
- Hold quarterly planning meetings.

This concludes our 2022 Q2 & Q3 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 – October 8, 2022

Updates in **Bold**

2025 ASHE CONFERENCE

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

June 4 - 8, 2025

- Dates are June 4 - 8, 2025 at the Kalahari Resort in the Pocono Mountains of Eastern Pennsylvania.
- Most committee chairs will carry over from 2021.
- A logo has been developed. It will be identical to that originally approved for 2021, except for the obvious date change.
- A tax number has been obtained. It is 88-1232952.
- A bank account has been created for the 2025 conference and funds from the 2021 conference (\$23,499.21) have been moved to the account.
- **We are organizing a joint monthly meeting for our three sections at the conference site for March, 2023. It will feature Pennsylvanian DOT executives, and will launch our 2025 conference planning and staffing activities**



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: October 5, 2022
Report Period: July 2022 to September 2022

Committee Members

Tim Matthews, Chair
Michael Hurtt
Charlie Flowe
Larry Ridlen
Dave Greenwood
Tom Morisi
Sam Mody

Email

tmatthews@dot.ga.gov
mhurtt@chacompanies.com
charlie.flowe@kci.com
leridlen@comcast.net
greenwoodda@cdmsmith.com
tmorisi@ashe.pro
SMody@keller-engineers.com

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:

None

Activities:

1. Worked with Nancy to get notification letters out for next year's officer nominations.

Budget Update:

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

-END-



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
Dave Greenwood (liaison)

E-Mail

RCochrane@ashepro
ASHENationalSecretary@ashe.pro
NMorisi@ashe.pro
greenwoodda@cdmsmith.com

Date: Oct 8, 2022

Reporting Period: Q3-2022

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 of the web site as requested by National Secretary
- Posted the following updated documents. These were reviewed and formatted by Ms. Morisi:
 - D44 - Best Practices Manual – Membership
 - D3 - Section Organization Guidelines
 - D37 - Website Guidelines & Procedures

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
Dave Greenwood (Liaison)

E-Mail

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

Date: 2022-10-08

Report Period: Q3-2022

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 and May reports)

- 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
Frank O'Hareott Jordan
Stan Harris – (Board Liaison)

Date

9/28/2022

Quarterly Report Period

Fall - September / October

Motions or Discussions to be brought before the National Board

1. None

Meetings held since the previous Quarterly Report

1. Activities completed during this quarter included:
 - a. None
2. Activities planned for the next quarter include:
 - a. Coordinate with the Scanner Chair to advertise the 2023 National Project of the Year Program in the Scanner Winter Edition.
 - b. Coordinate with the Website Subcommittee Chair to update National Website with 2023 National Project of the Year Program Information
 - c. Send the Call for Entries for the 2023 National Project of the Year Program to the Regions.

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

2022 – 2023 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. 2022 – 2023 Expenditures

Income	
Budget from National Board (Needs confirmed)	\$2,500.00
Entry Fees <i>(Estimated)</i>	\$600.00
Total Budget	\$3,100.00
Expenses	
Award purchase	
Shipping Awards	
Conference Attendance	
Total Expenses	
Balance	

2. List any Non-Budget Items that should be considered in the 2022 – 2023 budget: None



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

David Greenwood, Chair

Mark Kinnee

Leigh Lilla (Pres.)

Alice Hammond

Tim Matthews (Past Pres.)

E-Mail

greenwoodda@cdmsmith.com

Date: 9/30/22

Report Period: 6/1-9/30, 2022

Meetings held since the previous Quarterly Report

1. Not full committee. Small group during Exec. Comm 8/19/22

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

None

Discussions to be brought before the board

None

Activities

Discussions with the committee members has focused on updating the section/region training PPT and potential logistic for conducting the webinar. Have had discussion with Mid-Atlantic folks concerning the health of various section. NC West Virginia section is struggling. Their leadership has prepared a survey for its members to navigate a path forward. Provided input to the survey as well as ideas that may help them generate interest and boost attendance. Also need to expand discussions at the National Board level regarding financial assistance to regions to support the shift of responsibilities for certain committees/subcommittees. Attended MA Regional Board meeting and started discussions for a regional conference in the spring.

Budget update

1. 2022 - 2023 Budget: \$6,000

2. Spent – List items and \$ spent YTD
 - a. No expense items; \$0
3. Current Budget Balance: \$6,000



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
Dave Greenwood (liaison)

E-Mail

RCochrane@ashepro
ASHENationalSecretary@ashe.pro
NMorisi@ashe.pro
greenwoodda@cdmsmith.com

Date: Oct 8, 2022

Reporting Period: Q3-2022

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

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Budget update

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Scott Jordan
Charlie Flowe
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E-Mail

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

Date: 2022-10-08
Report Period: Q3-2022

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 and May reports)

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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

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Jerry Pitzer
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Stan Harris – (Board Liaison)

Date

9/28/2022

Quarterly Report Period

Fall - September / October

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Progress or Pending Actions:

- a. Committee Member Pitzer volunteered to prepare draft manual
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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. 2022 – 2023 Expenditures

Income	
Budget from National Board (Needs confirmed)	\$2,500.00
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Total Budget	\$3,100.00
Expenses	
Award purchase	
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Total Expenses	
Balance	

2. List any Non-Budget Items that should be considered in the 2022 – 2023 budget: None



COMMITTEE STATUS REPORT

OUTREACH COMMITTEE

Support and coordinate various outreach activities and committees to ensure public and engineering-community awareness of the Society. Unify the ASHE brand and external appearance in all internal and external aspects. Promote growth of the Society, both in existing sections and new sections.

Committee Members

E-Mail

Date: October 7,th 2022

Bronzo, Chair

Fbronzo@envdesigngroup.com

Report Period:

Lilla

llilla@nelson-construction.com

1st QTR 2022-2023

Moody

smody@keller-engineers.com

Schumacher

aschumacher@burton-lawson.com

O'Connor

Brian.OConnor@jacobs.com

Meetings held since the previous Quarterly Report: None

Motions:

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 2022.

Review Exposure Grant criteria

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

- 1. 2022-2023 Budget \$6,000.00 exposure**
- 2. Spent – \$0.00**
- 3. Current Budget Balance: \$6,000.00**
- 4. List any Non-Budget Items that should be considered.**



ASHE Exposure Grant Program Guideline

Purpose

The purpose of the ASHE Exposure Grant program is to provide funding for the following types of activities through the Regions and Sections of ASHE:

- Expand and grow our current sections and student sections.
- Start new student chapters or support existing student chapters.
- Promote development of new Sections within the Region's geographical boundaries, in support of, or independent of, efforts of the National New Sections Committee.
- Activities aimed at attracting younger members.
- Increase appropriate representation from all sectors of the transportation industry through membership growth.
- Increase the influence and image of ASHE within the transportation industry.
- Promote educational activities for members from all sectors of the transportation industry.
- Promote ASHE through established national, regional and local alliances where appropriate.
- Initiate appropriate community service projects that support any of the items above.

Eligibility

The ASHE National Board Exposure Grant funds are allocated to the Regions. The Regions will consider distribution of grant monies for both Region and Section events, activities and projects. Grants are not awarded to individuals or non-members. Distribution of funds to Regions will be based on needs expressed by the Sections/Regions and as determined by the National Board.

For an ASHE Region to be eligible for the receipt of Exposure Grant funds, the Region must have all leadership positions filled (i.e. President, Vice President(s), Secretary, and Treasurer) be meeting regularly with both face to face meetings and conference calls, and provide quarterly updates of Region and Section activities to the National Board. For the purposes of this program, the National Outreach Committee will determine the eligibility of Regions and make recommendations to the National Board of the annual funding needs for budgeting in the annual budget. If it is determined that a Region is ineligible to participate in the program, the funds designated for that Region will not be utilized that year or the National Board may choose to reallocate them to the other Regions based on their needs.

For a Section to be eligible for receipt of Exposure Grant monies from the Region, the Region must be eligible, and the Section must have all leadership positions filled, be meeting on a regular basis, and can demonstrate that the funds will be used in a manner that is consistent with the Vision, Values, and Strategies outlined in the current ASHE Strategic Plan. National website link:



<http://ashe.pro/documents/D34-2018-2021-STRATEGIC-PLAN.pdf>. For the purposes of this program, the Region Board of Directors will determine the eligibility of Sections.

Limitations

Grant monies shall not be used for the following purposes:

- Special-event fundraising activities that do not promote the growth of ASHE
- Golf outings or other social events
- Capital campaigns/renovation projects
- Debt reduction
- Emergency or disaster relief efforts
- Dissertations or student research projects
- Indirect/administrative costs
- Religious, political or legislative advocacy activities
- Loans, scholarships, fellowships, or grants to individuals
- Unsolicited requests for international organizations or programs
- To support institutions that discriminate on the basis of race, creed, gender, or sexual orientation in policy or in practice

Distribution of Funds to Regions

The National Board will annually determine the amount of Exposure Funds available for distribution to the Regions and the method of distributing the funds each year during the preparation of the annual budget. It is important that the Sections (and Regions) communicate their needs for this initiative to the Region leadership and in turn National Board (via the Outreach Committee) by the end of the fourth quarter (e.g. Oct-December) each year so that adequate funding can be programmed in the following annual budget to support this program. The ASHE National Outreach Committee will inform the Regions of the grant amounts to be distributed in the late summer/fall of the year after the annual budget is established/approved. It is the intention to distribute the funds to the Regions by November of each year. Regions will need to communicate with the Sections in their Region throughout the year so that funding needs can be identified and requested of the National Board through the Region. The National Board will consider these requests when establishing an annual budget for the Exposure Grant program in the National budget, whose approval is finalized in the late spring of the preceding ASHE fiscal year.

Reporting

Each Region shall document and report in their 2nd quarter (e.g. April-June) report outlining how the funds were distributed and used. At a minimum the report should address:

- Date(s) and description of activity or event
- Number of participants



- How the event benefitted the purposes of ASHE
- Which vision, value, and/or strategy of the current ASHE Strategic Plan was addressed with the initiative
- Note: The exposure grant funding allocated/distributed to the Regions is considered income, therefore each Region will need to record this on their annual 990 form for the FY in which it is allocated to them. The current 990 form can be found on the ASHE National website: <http://ashe.pro/documents/F7-IRS-FORM-990-DATA-SHEET.pdf>



January 8, 2022

National Region Directors, Region Presidents, Secretaries and Treasurers,

As many of you know, for several years ASHE had provided funds to the Regions and Sections to promote the advancement of the Society. These funds came from two separate programs; Exposure Funds and Grant Funds. Feedback from many of our members indicated that the two programs were somewhat confusing. And for several years, the funding was not budgeted to support this program.

Effective this year, the ASHE National Board has reinstated the Exposure Grant program and combined the two programs into one. We are pleased to advise you that funds will be allocated to each of the five (5) active Regions for their use, and/or allocation to the Sections in their Region to aid in the funding of initiatives and events that the program was originally intended to support.

Exposure Grant funds have been allocated and are being distributed to the Regions this year based on the National Board's desire to be equitable with what was budgeted in the ASHE National 2020-2021 fiscal year. The Regions will be responsible for administering and distributing these funds to Sections (or may use funds at the Region level) in accordance with the attached Guidelines and consistent with the Vision, Values, and Strategies outlined in the current ASHE Strategic Plan. <http://ashe.pro/documents/D34-2018-2021-STRATEGIC-PLAN.pdf>

It is the National Board's intention that as the program reestablishes itself, funding allocations will be based on the effectiveness of the program and changing needs of the Regions/Sections for the benefit of ASHE.

Attached is an application/request form for the Regions' use at its discretion in distribution/administering the funds allocated to them by the National Board as part of this revitalized program.

The funding listed below will be distributed to Regions soon by the ASHE National Treasurer. Checks will be mailed to the Region Treasurers. Please confirm the address and contact information for the Region Treasurer so that we can ensure the funds get to the Regions in an expedient manner.

Exposure Grant funding allocation: (Total of \$6,000 in this FY's budget)

- Northeast Region: \$1,200
- Great Lakes Region: \$1,200
- Mid-Atlantic Region: \$1,200
- Southeast Region: \$1,200
- Southwest Region: \$1,200

We are a little late getting this information out, so I suggest for this year that a reasonable goal is to distribute funds by the end of the first quarter of the 2021 calendar year (March). Please distribute this information out to the Sections via your Region Boards to make this happen. We



all know the pandemic has presented obstacles for the Regions and Sections to do what we do best: network, socialize, and promote the transportation industry in face-to-face forums. This funding allocation is intended to provide financial means to maintain and/or increase ASHE's presence and visibility to all our membership and beyond via the Regions and Sections efforts in conjunction with the other initiatives that are ongoing across the organization.

Thank you for all that you do for your Regions' and Sections' members. Please feel free to contact me with any questions and thank you in advance for your cooperation. As soon as we get confirmation of the mailing address for your Region's Treasurer, the funds identified above will be distributed.

Happy New Year. We wish you a safe and prosperous 2021 and look forward to the day when our face-to-face forums will resume.

Frank Bronzo, P.E.
ASHE National Board
Chair, National Outreach Committee
fbronzo@envdesigngroup.com
Work Phone: 330-375-1390
Mobile Phone: 330-329-9702

Attachments:

ASHE Exposure Grant Program Guideline
Exposure Grant Fund Request Form

cc: National Treasurer
National Secretary
Administrative Assistant to the National Board
National Outreach Committee



(Year Term) Exposure Grant Fund Request

Region should place their logo here as well as the National Board's logo above.

Section Requesting Exposure Funds: _____

Contact Person: _____ ASHE Position: _____ Phone: _____

Email: _____ Mailing Address: _____

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

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

Describe how the exposure funds will be used (event/activity name):

Describe how this event/activity is consistent with the current ASHE Strategic Plan (Vision, Values, or Strategies): <http://ashe.pro/documents/D34-2018-2021-STRATEGIC-PLAN.pdf>

Date of event or date funds will be used: _____

Is this a one-time opportunity or a recurring activity/event? _____

Will participation be possible if the full amount requested is not granted? _____

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

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

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

___ Increasing membership in an existing Section? *Section name:*

___ Expand the society into new geographical areas? *Where:*

___ Providing a new service or improving an existing service to ASHE members? _____

___ Other: _____

Describe what and how other organizations, if any, will be participating in this event or activity?

Who will be submitting a report to the Region Board on how the exposure grant funding was used after the event/activity?

Submittal Instructions

E-mail

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

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

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

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

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

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



**COMMITTEE STATUS REPORT
PUBLIC RELATIONS COMMITTEE**

Committee Members

E-Mail

Date:10/6/22

Report Period: Fall

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:

- **ACEC-PA Permitting Brochure – need a vote to add our logo to this report. It is an advocacy report and not something we typically attach our logo to. See email from Mike Hurtt re: bylaws.**

Activities (cumulative report):

a. ASHE Booth

- none

b. Logo & Message




- i. Brand Reinforcement Roll Out
 - Push diversity in skill set & culture
 - Reinforce connection
 - Support growth
- ii. ENR ads – 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
- New content:
 - 1. Student Path with ASHE – Jen H leading - ongoing
 - 2. Canva – Kathy Johnson – ongoing – templates for Sections

c. Campaigns: SendinBlue

Overall

Recent Campaigns:

Campaigns	Recipients	Openers	Clickers	Unsub.
 Fall 2022 Scanner #66 • Sent on Oct 4, 2022 1:03 PM Report • Preview • More ▼	7,344 100%	2,180 34.46%	1,506 23.81%	3 0.05%
 Summer2022 Scanner #65 • Sent on Jul 1, 2022 12:21 PM Report • Preview • More ▼	5,301 100%	908 19%	344 7.2%	2 0.04%
 Spring 2022 Scanner #64 • Sent on Apr 1, 2022 9:04 AM Report • Preview • More ▼	6,095 100%	953 17.44%	304 5.57%	1 0.02%

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!

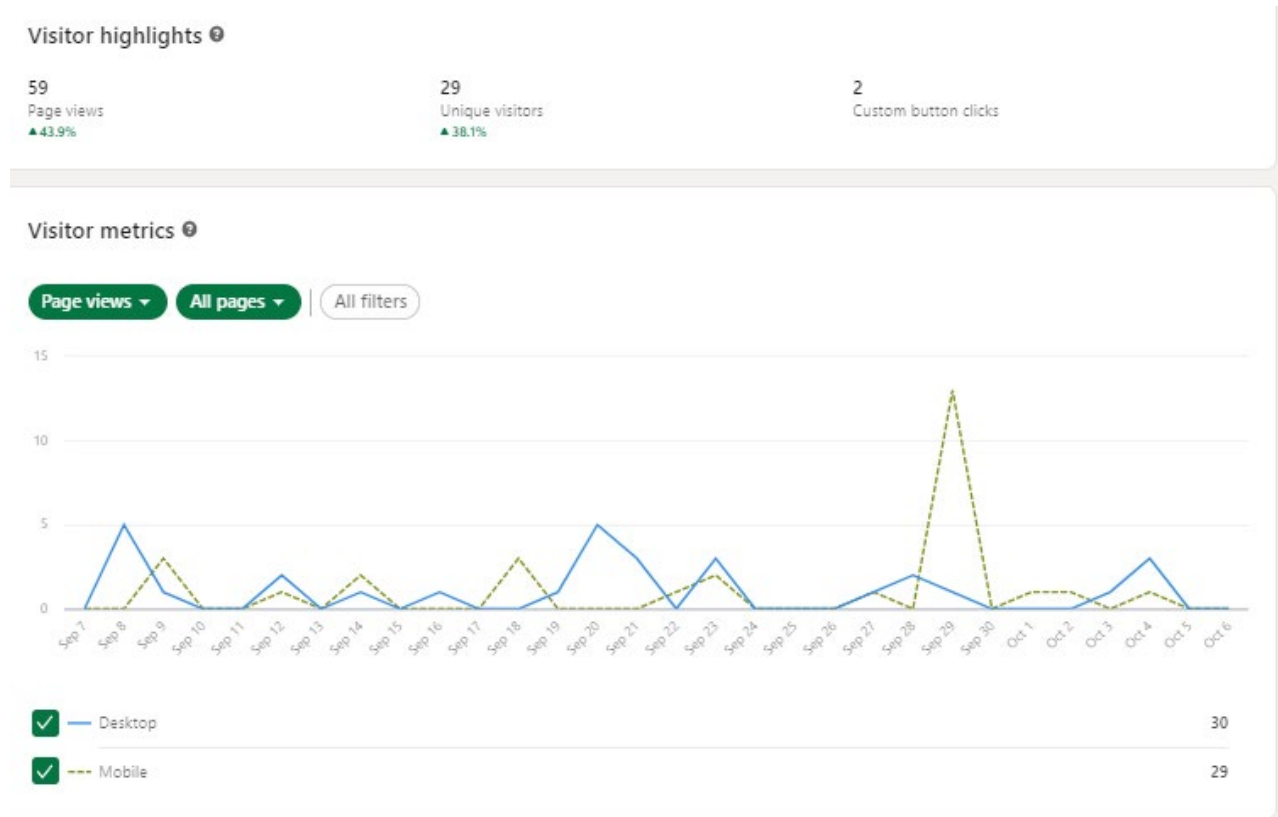
<https://www.buzzsprout.com/1896886/9891331>

** we took a hiatus for the summer, we have Tara Alexander’s and Leigh Lilla’s to post shortly. Sam Mody is being asked for October.

d. Social Media Campaign

- i. Continuous momentum with more local Section/activities sharing
- ii. Social media report (+ = increase from May 2020)
 - LinkedIn: 1,138 followers
 - a. + 270 followers
 - Twitter: 223 followers
 - a. +26 followers
 - Facebook: 213 followers
 - a. +73 followers
 - Instagram: 87 followers
 - a. +37 followers

LinkedIn



e. National Conferences

i. Georgia 2023

- Logo approved
- Ongoing promotions!

f. Multi-Briefs – ASHE Inside lane, contract renewed in April

i. Article review happening consistently (weekly)

Budget update

1. **2022-2023 Budget: \$5,700**
2. **Spent – List items and \$ spent this quarter**
 - a. **\$56.17 x 5 – \$280.85 - adobe creative suite (June, July, August, September, October)**
 - b. **\$39 x 5- \$195 – sendinblue (June, July, August, September, October)**
 - c. **\$336.60 – TNT invoice**
 - d. **\$760.17 – TNT invoice from columbus conference (coverage for scanner committee)**
 - e. **\$12 x 5 = \$60 – podcast hosting – buzzsprout (June, July, August, September, October)**
 - f. **\$15.89 x 5 = \$79.45 – zoom podcast recording (June, July, August, September, October)**
3. **Current Budget Balance: \$3,987.93**
4. **List any Non-Budget Items that should be considered.**

WATERWAY, WETLANDS, AND EARTH DISTURBANCE PERMITTING

It Takes the Whole Team



The purpose of this pamphlet is to present an overview of **INTERDISCIPLINARY COMMUNICATION** that is essential as you navigate the waterway, wetlands, and earth disturbance permitting processes (a.k.a. PA Chapters 102 & Chapter 105). This guide focuses on using an interdisciplinary **TEAM** to make permit application preparation more efficient and less frustrating. For more information on technical permit procedures, refer to PennDOT Publication 783 or PADEP's website.

Key elements to remember:

- Quality control and consistency across permit documents is critical to enabling project construction to proceed on schedule.
- It's a **TEAM** effort. All tasks are interrelated.
- All team members should attend meetings (as allowed per budget). It is important all team members are kept informed as the design progresses so the disciplines can comment on the potential effects to permits.
- Any time there are changes to roadway location, structure footprints, disturbed area limits, or ROW, it will most likely impact the Chapter 102 and/or Chapter 105 permit processes.

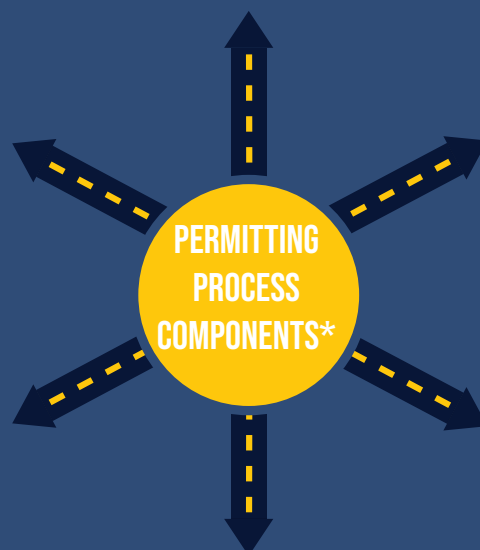
THE BOTTOM LINE: Notify the permitting team of any changes.

Key communication points for Chapter 105 and Chapter 102 permitting processes.

Identify the project study area (PSA) and limit of disturbance (LOD).

Design stormwater controls (PCSM) to communicate with drainage, all project improvements (roadway, structure, ITS, and temporary access).

Design erosion and sediment control (E&S) to communicate with MPT sequence, drainage, construction access, and all disturbance.



Conduct natural and cultural resource studies and submit technical reports. Obtain PA SHPO Section 106 concurrence.

Wetlands and waterways. Perform H&H modeling. Communicate with drainage and all project improvements (roadway, structure, ITS, and temporary access).

Coordinate permit needs with regulatory agencies and assess permit requirements.

* **ANY CHANGE** in structures and roadway alignments, drainage, temporary access, disturbance limits, MPT, and ROW/TCEs affect project impacts and must be communicated to the water resource and environmental permit teams.

What is your role? Ask yourself these questions!

GEOTECH/STRUCTURAL: Did you change foundations? Do you need access for design testing? What is your access during construction? Are you removing any structures?

HIGHWAY, ROW: Did you change fill/cut/LOD? What is your construction access? Do you have permanent, temporary, drainage, or aerial easements? Are these reflected on current plans?

WATER RESOURCES: Where are your outfalls? Did you change outfalls, basins, or riparian buffers? What stream restoration or landscaping is proposed? Are fishery or other timing restrictions noted on plans?

ITS: Where are your new sign structures? Any new buildings or new fiber required?

UTILITY: Do utility relocations change LOD? Will a separate Chapter 105 permit be submitted by the utility company?

ENVIRONMENTAL: Did you update the PNDI? Is the T&E clearance up to date? Have fishery or Chapter 93 water quality designations affected the wetland EV status? Did the PSA fully cover the LOD? Is your JD still current?

PERMIT LEADS: Did you use the QUALITY CHECKLISTS found in Publication 783 and Design Manual 13M (H&H Chapter 10, Appendix D)?



Ask yourself the role-specific questions noted above upon reaching each milestone listed below.

PRELIMINARY DESIGN

L&G
TS&L
Preliminary H&H
Preliminary E&S
Infiltration Testing
Environmental Agency Coordination
Preliminary Permits, LOD, and ROW
NEPA

FINAL DESIGN

Foundation Design
Drainage Design
Final E&S
Final H&H Report
PCSM
NPDES Permit
Waterway Permit
Special Provision Development

CONSTRUCTION SERVICES

Support Services to Review
Revised Plans:

- Structure
- E&S
- H&H
- Permit Modifications
- Sign-Off on Environmental Mitigation Commitments (ECMTS)

Helpful tips for developing schedules with permit submissions:

- Schedules often show permit submittal prior to design submission approvals.
- If you do not know the **TEMPORARY E&S MEASURES, CAUSEWAY IMPACTS, OR FULL LOD**, the permit **CANNOT** be submitted.
- Do **NOT** submit incomplete permits to get the permit in the DEP queue; there is no benefit to this, and it frustrates the DEP.



Amanda R. Schumacher

From: Hurtt, Mike <MHurtt@chacompanies.com>
Sent: Tuesday, April 19, 2022 3:53 PM
To: Amanda R. Schumacher; Nancy Morisi; Frank O'Hare; Tom Morisi
Cc: Tim Matthews; Leigh Lilla
Subject: RE: [--EXTERNAL--]: Fwd: 'EXTERNAL'FW: ACEC's Chapter 102/105 Permit Task Force

The ASHE National By-Laws state that the use of the ASHE Trademark and Logo require National Board approval. Obviously, Melissa is making that request. Before this is even brought before the National Board, my gut says it is NOT appropriate to use the ASHE Logo, or the ASHE East Penn Logo, on the ACEC-PA Brochure as the opinions of the task force members may not be the opinions of this ASHE organization. We have always steered clear of any lobbying and policy-making as that would require a Committee solely focused on lobbying and policy-making efforts. I assume Melissa is representing herself, or her firm, on this task force, not specifically representing ASHE, even though she happens to be a member. I have no idea what the conclusions of the task force are, or what the brochure is representing, but as an organization, we can't say that those conclusions are ours or that we support them. It would require review and discussion of the end product, and we are not in a position to do that. The simplest course of action is NOT to use the ASHE logo.

I know we want to be relevant in the Industry, but we are not ASCE or ACEC, and activities like this don't fit well in our wheelhouse or with our Mission Statement.

This is just my opinion. I'll let Tom and Frank weigh in as well.

Michael D. Hurtt, P.E. (NY, GA)

Senior Vice President
Chief Engineer – Highways

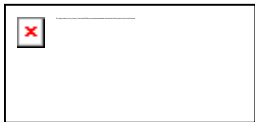
CHA Consulting, Inc.

Office: (518) 453-3985

Cell: (518) 423-4646

mhurtt@chacompanies.com

www.chacompanies.com



Responsibly Improving the World We Live In



From: Amanda R. Schumacher <ASchumacher@borton-lawson.com>

Sent: Tuesday, April 19, 2022 3:16 PM

To: Hurtt, Mike <MHurtt@chacompanies.com>; Nancy Morisi <nmorisi@ashe.pro>; Frank O'Hare <ashenationaltreasurer@ashe.pro>

Cc: Tim Matthews <tmatthews@dot.ga.gov>; Leigh Lilla <llilla@nelson-construction.com>

Subject: [--EXTERNAL--]: Fwd: 'EXTERNAL'FW: ACEC's Chapter 102/105 Permit Task Force

Hi Mike, Tom and Frank -

Please see below - are there issues with us having our logo attached to this since we are not an advocate association?

Thanks,
Amanda

Amanda R.C. Schumacher
Business Development Leader

Borton Lawson

M: [908.319.8829](tel:908.319.8829)

Making Our Client's Vision a Reality. www.borton-lawson.com

Begin forwarded message:

From: "Matthews, Timothy W" <TMatthews@dot.ga.gov>
Date: April 19, 2022 at 2:36:20 PM EDT
To: "Amanda R. Schumacher" <ASchumacher@borton-lawson.com>, Leigh Lilla <llilla@nelson-construction.com>, Robert Prophet <rprophet@trafficpd.com>
Subject: RE: 'EXTERNAL'FW: ACEC's Chapter 102/105 Permit Task Force

May want to ask Mike Hurt, Frank, and Tom. I know there are some rules that don't allow us to advocate or something to that affect.

Tim W. Matthews, PE
State Express Lanes Administrator



Office of Express Lanes
600 West Peachtree Street - 24th Floor | Office
Atlanta, GA 30308
Office: 404-631-1713 | Cell: 404-326-5206

From: Amanda R. Schumacher <ASchumacher@borton-lawson.com>
Sent: Tuesday, April 19, 2022 11:17 AM
To: Matthews, Timothy W <TMatthews@dot.ga.gov>; Leigh Lilla <llilla@nelson-construction.com>; Robert Prophet <rprophet@trafficpd.com>
Subject: Fwd: 'EXTERNAL'FW: ACEC's Chapter 102/105 Permit Task Force

Hey Tim, Rob and Leigh -

I realized I should have sent this to you for your approval as well. I am getting her our updated logo, but do you have any objection to using our logo in this and/or did you have any knowledge of it?

Thanks,
Amanda

Amanda R.C. Schumacher

Business Development Leader

Borton Lawson

M: [908.319.8829](tel:908.319.8829)

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Begin forwarded message:

From: "Logan, Melissa" <Melissa.Logan@wsp.com>
Date: April 19, 2022 at 9:39:03 AM EDT
To: "Amanda R. Schumacher" <ASchumacher@borton-lawson.com>
Subject: 'EXTERNAL'FW: ACEC's Chapter 102/105 Permit Task Force

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Amanda

I saw I missed a call from you and I wanted to follow up to see if you had any questions or concerns regarding the ACEC-PA brochure.

I'm available all morning if you have any questions.

Thanks,
Melissa

Melissa Logan, PE
Supervising Civil Engineer

melissa.logan@wsp.com

wsp.com

From: Logan, Melissa
Sent: Friday, April 8, 2022 11:23 AM
To: aschumacher@borton-lawson.com
Subject: ACEC's Chapter 102/105 Permit Task Force

Hi Amanda,

I'm a member of ASHE East Penn and I have been representing ASHE East Penn as part of a Chapter 102/105 Permit Task Force to improve the quality of permit submissions for transportation projects. The Task force was organized to address the quality of permit concerns expressed by PennDOT, PADEP, and the industry. The Permit Task Force includes representatives from ACEC/PA, ASHE, WTS, PAEP, and

SWEP. The Task Force has been working on a few goals to help with permit quality. One of the identified needs was to improve interdisciplinary communication during the permitting process. The attached pamphlet will be sent out to the industry. Your organizations logo is included, and the Task Force is asking, not for your review of this, but for your approval of using your logo on this piece. Once this piece is ready for distribution, we will reach back out to you to ask that you would help us distribute this to your list serve.

If you are agreeable (or not) to the ACEC/PA Chapter 102/105 Permit Task Force using the ASHE East Penn logo on the brochure, please respond to this email.

Thank you,
Melissa

Melissa Logan, PE
Supervising Civil Engineer
T+ 1 215-398-3823

melissa.logan@wsp.com

wsp.com

NOTICE: This communication and any attachments ("this message") may contain information which is privileged, confidential, proprietary or otherwise subject to restricted disclosure under applicable law. This message is for the sole use of the intended recipient(s). Any unauthorized use, disclosure, viewing, copying, alteration, dissemination or distribution of, or reliance on, this message is strictly prohibited. If you have received this message in error, or you are not an authorized or intended recipient, please notify the sender immediately by replying to this message, delete this message and all copies from your e-mail system and destroy any printed copies.

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Georgia is a state of natural beauty. And it's a state that spends millions each year cleaning up litter that not only mars that beauty, but also affects road safety, the environment and the economy. Do your part – don't litter. How can you play an active role in protecting the splendor of the Peach State? Find out at <http://keepgaclean.com/>.



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: Fall 2022

Committee Members:

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

E-Mail:

ashaikha@kimley-horn.com
tntsince87@comcast.net
DDizuzio@tandmassociates.com
sandyivory@yahoo.com
kathrynfink@pa.gov
levi.littler@woodplc.com

Date:

09/30/2022

Meetings held since the previous Quarterly Report:

1. None, all communication is handled via email.

Discussions to be brought before the board:

1. Need a push from the National Board to encourage Regions/sections to submit articles for inclusion in the scanner.

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

1. No new motions to bring forward.

Status of activities:

1. Developed the 2022 Fall Edition
2. Waiting to receive articles and inserts for Winter 2022 scanner. Current deadline is 10/15, extension is possible if needed for sections requiring more time:

Budget update:

1. 2022 - 2023 Budget: **\$37,500.00**
2. Spent

INVOICES	Period	Invoice Number	Date	Amount
Printed & Electronic	Summer 2022	5202	07/06/22	\$ 6,712.65
	Fall 2022			
	Winter 2023			
	Spring 2023			
Printed Expenses:				\$ 6,712.65
Committee Travel	Scanner/Technical			\$ -
Committee Travel Expenses:				\$ -
National Conference	Exhibit Booth			
	TnT Expenses (Registration, lodging & travel)			\$ -
				\$ -
Total Invoices:				\$ 6,712.65

3. Sponsorship Income is directly sent to and tracked by ASHE National.
4. Current net Budget Balance: **\$30,787.35**
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: September 13, 2022

<u>Committee Members</u>	<u>E-Mail</u>	<u>Phone:</u>
Kathryn Fink, Chair	kathryfink@pa.gov	412-608-2662
Nikole Cao, Board Liaison	ncao@bgeinc.com	
Jerry Pitzer	jerrpy1368@yahoo.com	412-498-0188
Kirsten Bowen	knbowen@mbakerintl.com	216-633-1163
Holly Painter	holly.painter@kci.com	850-341-0905

Meetings held since the previous Quarterly Report:

August 19th National Executive Committee Meeting – met to discuss and identify strategic goals and focus areas of the current and upcoming National Presidents.

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

None

Discussions to be brought before the board:

1. Strategic Plan Workshop to take place with the National Board on October 7, 2022.

Activities:

- Strategic Plan Workshop on 10/7 will map the framework for the Strategic Plan
- After the Workshop, the Committee will formalize and write a draft Strategic Plan
- Strategic Plan will be routed for review and commentary
- It is anticipated that the Strategic Plan could be adopted at the January National Board Meeting.

Budget update:

1. 2021 - 2022 Budget: \$500
2. Spent – List items and \$ spent this quarter
 - a. Need cost of workshop materials for October 7th, markers, poster flip charts.
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

Nimish Desai

Dick Cochrane, WebMaster

Jacob Morisi, WebHost

E-Mail

mhsanders@pontengineering.com

sjordan@seengineering.com

ndesai@dewberry.com

rcochrane@mctish.com

jmorisi@jmserversolutions.com

Date: 9/30/22

Report Period:

Fall 2022

Additional Ad Hoc Committee Participants

Tom Morisi

ashenationalsecretary@ashe.pro

Nancy Morisi

nmorisi@ashe.pro

Charlie Flowe

Charlie.Flowe@kci.com

Shayaq Ahmed (Chesapeake)

sahmed@brudis.com

Brian Kisner (First State)

bkisner@centuryeng.com

Luke Sullivan (Middle Tennessee)

luke.sullivan@neel-schaffer.com

Khatereh Vaghefi (Potomac)

khatereh.vaghefi@gmail.com

Meetings held since the previous Quarterly Report

Presented at National Board Executive Committee – 8/19/22

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

None

Discussions to be brought before the board

None

Status of Committee Tasks:

Website/Hosting

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

Cloud

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

Membership Database

- Ad Hoc Sub-Committee has formed to determine the scope of an RFP for a custom membership website
- Possible objectives:
 - 1) To provide an online membership application and renewal process and to improve the workflow between the Members, Sections, and National Board and eliminate manual applications and renewals *
 - 2) To provide an improved portal for members, sections, and the National Board to actively manage membership and make payments directly into the database*
 - 3) Create/manage/register section events
 - 4) Create/manage/register for sponsorships
 - 5) Section Board Discussion Board
 - 6) Conference Registration
 - 7) Others TBD

(* Primary Objective identified to date)
- Next Steps (in no particular order):
 - Finalize RFP – *Draft RFP attached*
 - Determine a list of companies to directly send the RFP to
 - Advertise RFP
- Current Budget - TBD
- Schedule – TBD
- Recent Activity
 - Presented at the ASHE National Board Executive Committee
 - Determined that RFP will be advertised; Board will review proposals; It was noted that the Board does not need to select any of the responders
 - Most recent draft sent to Scott Jordan to finalize 9/30/22

Microsoft Teams

- 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)
 - Updated Guidelines finalized on 8/16/22
 - <https://ashe.pro/documents/D37-WEBSITE-GUIDELINE-PROCEDURES.pdf>

Contract(s) – monitor and administer contract with IT vendors

- JM Services – Hosting and Database Services 2022/2023 Membership Year
 - \$4840

- 6/1/22 to 5/31/23
- Includes Hosting (Available to All Sections), Cloud, and Database Service, Server Maintenance, and Annual Domain Registration

Budget update

1. 2022-2023 Budget: \$5,540
2. Spent
 - Previous Balance: \$5,540
 - Items and \$ spent this quarter
 - a. Hosting through JMSS - \$1,240
3. Current Budget Balance: \$3,300
4. List any Non-Budget Items that should be considered.
 - a. None Noted

Attachments:

1. Web Change Log 5/4/22 to 9/30/22
2. Draft RFP for Membership Portal

Web Change Log 5/4/22 to 9/30/22

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
121	Replaced F7 – IRS 990	Nancy Morisi	5/4/2022	RNC	5/4/2022
122	Added Membership best practices doc D44	Nancy Morisi	5/10/2022	RNC	5/10/2022
123	Posted revised link to Spring scanner	Tammy Farrell	5/10/2022	RNC	5/10/2022
124	Removed link to conference registration	RNC	5/26/2022	RNC	5/26/2022
125	Added AECOM to Glen Kartalis's information	Glen K	6/2/2022	RNC	6/2/2022
126	Changed conference page to reflect 2023 conf	Nikki P	6/27/2022	RNC	6/27/2022
127	Add link to section database sign-in from membership & region/section pages	Tom Morisi	7/6/2022	RNC	7/7/2022
128	Updated addresses and photos for Directors & Officers	Nancy Morisi	7/7/2022	RNC	7/14/2022
129	Updated DFW section contact & web URL	Nancy Morisi	7/14/2022	RNC	7/14/2022
130	Updated document D3	Nancy Morisi	8/1/2022	RNC	8/1/2022
131	Updated document D37	Nancy Morisi	9/20/2022	RNC	9/21/2022

RFP TC-2201

for

ASHE National Membership Platform Redevelopment



AMERICAN SOCIETY OF HIGHWAY ENGINEERS

DRAFT



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

DRAFT



**ASHE National Board Meeting Minutes
October 8, 2022**

Attachment 2: Section-Region Reports



REGIONAL REPORT
Great Lakes Region
Regional Directors Quarterly Report – Q4
(May 2022 – September 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 6/23/2022 that included the following summary:
 - GLR provided summary of communication that has occurred over the past quarter.
 - Aaron Call provided a summary of the 2022 ASHE National Conference. About 580 attendees, profits for splits and thank you event in July.
 - Jamie Scott provided treasures update and report. Transition to Jamie has help improve board functionality tremendously. GLR will be working to complete an account audit over the next couple of months.
 - Jim Shea provided an ASHE National update from the May Board Meeting.
 - Circle City restart is continuing to move in a positive direction with officers and bank accounts set. Hoping to charter in the fall and they are working on getting to the 35 members needed.
 - GLR is still working on nominations for Secretary and various committee chairs. No interest has been found. Current officers have agreed to complete another term to provide stability to the board.
 - GLR is collection POY applications from the Sections and reaching out for new application reviewers. POY will be given out at OTEC.

Operating Budget (As of 10/4/2022)		Membership (As of 10/4/2022)	
Starting Balance	\$8,781.83	Starting Membership	1005
Revenue	\$400.00	Losses	48
Expenses	\$4.50	Gains	45
Ending Balance	\$9,177.33*	Ending Membership (paid)	995

*Ending Balance includes funds yet to be distributed to Circle City (\$2,880.95)

Events scheduled during next quarter:

- Great Lakes Board Region Mtg: at OTEC

Miscellaneous Items:

- None

Milestones:

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

- None



SECTION REPORTS
Central Ohio
Regional Directors Quarterly Report
(May 2022 – September 2022)

President:	Mike Killian	Mike.Killian@burgessniple.com	2022 – 2023
1st Vice President:	Jordan Gort	Jordan.Gort@strand.com	2022 – 2023
2nd Vice President:	Chad Rundle	crundle@dlz.com	2022 – 2023
Secretary:	Mike Taricska	Mike.Taricska@burgessniple.com	2022 – 2023
Treasurer:	Mike Raubenolt	mraubenolt@structurepoint.com	2022 – 2023

Activities:

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

- Hosted National Conference
- Held Happy Hour in August

YTD Operating Budget (As of 8/2022) (Includes Investment Accounts)		Membership (As of 10/2022)	
Starting Balance	\$61,555.78	Starting Membership	191
YTD Revenue*	\$6,602.84	Losses	0
YTD Expenses*	\$11,285.23	Gains	14
Ending Balance**	\$56,873.39	Ending Membership (paid)	205

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

***Balance includes investment accounts totaling \$46,089.70. Revenue and expenses do not include gains or losses in investment accounts.*

Events scheduled during next quarter:

- OTEC Luncheon (October)
- Columbus Crew outing (November)
- Ethics Event (late November / Early December)

Miscellaneous Items: None

Milestones: Nothing Additional



**Bluegrass Section
Regional Directors Quarterly Report
(May 2022 – September 2022)**

President:	Kevin Damron	KDamron@Palmernet.com	2016-2023
Vice President:	Michael Draper	mdraper@dlz.com	2022-2023
Secretary:	Keith Damron	Kdamron@aei.cc	2019-2023
Treasurer:	Lee Carlisle	LACarlisle@jmcaa.com	2022-2023

Activities:

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

- Held a Bluegrass Lunch Meeting on 3/17/2022.
 - 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.
- ASHE Board Meeting on 4/21/2022
- Held a Virtual Bluegrass Section Lunch Meeting on 5/24/22
 - Project of the Year Awards Presentation
- ASHE Board Meeting on 6/21/2022
- Held a Virtual Bluegrass Section Lunch Meeting on 7/22/22
 - Project of the Year Awards Presented
 - KYTC 2022 Highway Plan Update
 - Guest Speaker: Jason Siwula, PE
 - Deputy State Highway Engineer for Project Development
- ASHE Board Meeting on 8/18/2022

<u>Operating Budget (As of 3/31/22)</u>		<u>Membership (As of 3/31/22)</u>	
Starting Balance	\$9,586.66	Starting Membership	98
Revenue	\$2,971.61	Losses	3
Expenses	\$2,723.97	Gains	0
Ending Balance	\$12,558.27	Ending Membership	95

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
(May 2022 – September 2022)**

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

Activities:

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

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

<u>Operating Budget (As of 9/30/22)</u>		<u>Membership (As of 9/30/22)</u>	
Starting Balance	\$11,562.54	Starting Membership	112
Revenue	\$2,408.10	Losses	9
Expenses	\$2,260.54	Gains	5
Ending Balance	\$11,710.10	Ending Membership (paid)	108

Events scheduled during next quarter:

- Oct 7 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
(May 2022 – September 2022)**

President:	Jason Littleton	jlittleton@aei.cc	2021-2023
Vice President:	Katie Rowe	Katie.rowe@greshemsmith.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:

- June 23, 2022 – ASHE Derby City Chapter Meeting- 2022-28 Highway Plan- John Moore-KYTC
- August 11, 2022 – ASHE Board of Directors Meeting- Jade palace
- September 7, 2022 – Hosted Hospitality Suite at KYTC/ACEC Partnering Conference

<u>Operating Budget (As of 08/11/22)</u>		<u>Membership (As of 08/11/22)</u>	
Starting Balance	\$11,167.86	Starting Membership	87
Revenue	\$8,081.27	Losses	7
Expenses	\$3,630.56	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:

- November 11, 2022- ASHE Derby City Day at the Downs
- We have 8 Corporate Sponsors as of 8/11/22
 - **5 Gold Sponsors-** AECOM, Burgess & Niple, Prime AE, QK4, Gresham Smith
 - **3 Silver Sponsors-** American Engineers, Michael Baker, OR Colan
 - HDR plans to be a Silver Sponsor- have not received payment to date.
- 6/15/22- \$1,200 Scholarship awarded to Cheyenne Wimsatt



**Lake Erie Section
Regional Directors Quarterly Report
(May 2022 – September 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:

- April 27, 2022; (In Person Attendance 65) County Engineer’s Update & Forum with David Ray, PE Cuyahoga County Engineer and Alan Brubaker, PE, PS, Summit County Engineer
- May 17, 2022; Board Meeting held at Chagrin Valley office. 9 members in attendance in person and three on the phone. Major topics of discussion included no fee increase for the upcoming year, purchase of a PO Box, another polo shirt order and Star Chapter.
- August 11, 2022; (In Person Attendance 50) Order of the Engineer, Joint event with WTS and Washkewicz College of Engineering. Attendees took the Oath to become a Member in the Order of the Engineer and received steel rings.
- August 16, 2022; Board Meeting held at Michael Baker office. 8 members in attendance. Discussions included status of membership renewal and upcoming program year events.

<u>Operating Budget (As of 9/13/22)</u>		<u>Membership (As of 9/15/2022)</u>	
Starting Balance	\$30,941.31	Starting Membership	213
Revenue	\$13,773.12	Losses	7
Expenses	\$5,397.47	Gains	12*
Ending Balance	\$39,316.96	Ending Membership	218

Events scheduled during next quarter:

- September 20th – ODOT Update
- October 20th – Cleveland Metroparks
- November – City of Cleveland

Miscellaneous Items:

-

Milestones:

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



**NW Ohio Section
Regional Directors Quarterly Report
(May 2022 – September 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:

- 03/17/22 – Mike Pniewski, Lucas County Engineer, Ethics
- 09/15/22 – Nick Rein, Contech Engineered Solutions, Incorporating Manufactured Treatment Devices into Linear/Roadway Design

<u>Operating Budget (As of 4/29/22)</u>		<u>Membership (As of 4/29/22)</u>	
Starting Balance	\$3959.97	Starting Membership	49
Revenue	\$745	Losses	0
Expenses	\$614.1	Gains	2
Ending Balance	\$4090.87	Ending Membership (paid)	51

Events scheduled during next quarter:

- Next meeting 11/22/22 – TBD

Miscellaneous Items:

Milestones:



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

President: Katie Dillenburger, katiedillenburger@bayerbecker.com, 2022-2023 term
First Vice President: Terry Dull, terry.dull@groupnei.com, 2022-2023 term
Secretary: Dan Springer, dspringer@ljbinc.com, second term
Treasurer: Steve Shadix, steve.shadix@stantec.com, first term

Activities:

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

- April 19, 2022 – Board of Directors Meeting
- May 2, 2022 – Lloyd Wallace Memorial Golf Outing
- May 17, 2022 – General Membership Meeting-ODOT Updates
- August 23, 2022 – Board of Directors Meeting
- September 17, 2022 – Adopt-A-Highway Cleanup
- September 20, 2022 – General Membership Meeting-UC Transportation Center

Operating Budget (As of 9/23/22)		Membership (As of 9/23/22)	
Starting Balance	\$17,992.98	Starting Membership	162
Revenue	\$12,767.97	Losses	0
Expenses	\$7,839.60	Gains	4
Ending Balance	\$22,921.35	Ending Membership (paid)	166

Events scheduled during next quarter:

- October 14, 2022 – Sporting Clays Event
- October 25, 2022 – Board of Directors Meeting
- November 22, 2022 – General Membership Meeting
- December 2022 – Holiday Party (exact date to be determined)

Student Chapter Update:

- No section activity

Miscellaneous Items:

- None



MID-ATLANTIC REGION:
Quarterly Report (1st Quarter, 2022)
June 2022 – September 2022

Hope everyone had a great summer and was able to enjoy some of those vacations that were delayed the past couple of years. As we continue to adapt to the new normal, positive signs of getting back to our events and in-person networking that we all crave through ASHE are beginning to happen. Many sections of ASHE Mid-Atlantic are kicking off the fall with in-person meetings.

The Mid-Atlantic Regional Board conducted 2 virtual meetings (July 29th and September 16th, 2022) during this reporting period. The July 29th Board meeting introduced the new slate of Regional Officers that were elected at the beginning of June. We continue to thrive through the support of our National Director Michael Bywaletz and welcome our new National Director Nimish Desai. The Region is grateful to Nimish for his leadership as Region President over the past 4-years and we express our heartfelt gratitude to Roger Carriker for his leadership as a National Director for the past 7-years. The continued involvement and mentorship of these leaders will provide invaluable support o the new Board.

We continued to update the list of Sectional and Regional Officers for FY 2022-2023 and submitted to ASHE National. Updating the list of officers will be an on-going effort. All sections within the Mid-Atlantic Region have been made aware of the assessments dues that are due to the National on October 1, 2022.

The Board will continue to provide our members ASHE leadership opportunities at the Region level through positions on important committees including those for planning another Regional Technical Conference in Spring 2023. 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. The current balance in the Region's checking account is \$24,627.74 and the Vanguard investment balance is \$20,983.97.

MID-ATLANTIC REGION:
Quarterly Report (3rd Quarter, 2022)
July 2022 – September 2022

by Brian Post, P.E., President, Mid-Atlantic Region, Nick Ramirez, 1st 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, and Potomac

SECTION REPORTS

**Carolina Piedmont Section
Quarterly Report**

Activities:

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

Past/Upcoming Meetings:

- September 20, 2022 – Board Meeting
- October, 2022 – NCDOT Update Member meeting
- December, 2022 – Holiday Social

Other:

- Currently have 0 student chapters in the Section. Universities include University of North Carolina at Charlotte
- Scholarships awarded to students at the following Universities during CY 2022: 0 - University of North Carolina at Charlotte

Other:

Operating Budget	
Starting Balance	\$23,539.57
Revenue	\$ 285.65
Expenses	\$ 341.36
Ending Balance (est.)	\$26,493.99
Scholarship \$ awarded in CY 2022	\$ 0.00

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

**North Central West Virginia
Quarterly Report**

Activities: No activities scheduled as we are going through board transition.

Operating Budget (as of 09/20/22)	
Starting Balance	\$14,904.98
Revenue	\$0.00
Expenses	\$196.20
Ending Balance	\$14,708.78

Membership (as of 09/20/22)	
Starting Membership	52
Gains*	0
Losses*	0
Current Membership	52

**Carolina Triangle Section
Quarterly Report**

President: Pete Thompson
 Vice President: Patrick Norman
 Secretary: Brian Lusk
 Treasurer: Ronyell Thigpen

Activities:

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

- o Membership renewals
- o Century Club Renewals
- o First Section Dinner Meeting

Operating Budget (as of 8/31/2024)	
Starting Balance	\$83,388.06
Revenue	\$8,169.29
Expenses	\$21,424.38
Ending Balance (as of 12/21/2020)	\$70,132.97
Scholarship \$ awarded in CY 2021 (Apr – Aug)	\$8,000.00

Membership (as of 8/31/2022)	
Starting Membership	216
Losses (Transfer/Dropped)	0
Gains	0
Ending Membership (as of 09/13/2021)	216
Student members (estimated)	10

The following activities are planned for next quarter

- Board of Directors and Dinner Meeting November
- Golf Tournament

**Chesapeake Section
Quarterly Report**

Officers:

President: Deni Deliallisi, P.E.
 Vice President: Kathy Walsh, P.E.
 Secretary: Lauren Havener, P.E.
 Treasurer: Greg Barnes

Activities:

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

- o BOD Meeting 5/04/2022
- o 6/9/2022 – Golf tournament and scholarship fundraiser
- o 6/17/2022 – Member Appreciation night with the Orioles
- o BOD Meetings 7/12/2022, 8/02/2022, and 9/06/2022
- o 9/2022– Section’s Construction-themed Field Meeting and Lunch

Other:

Operating Budget	
Starting Balance (03/31/2022)	\$33,645.66
Revenue	\$28,987.78
Expenses	\$32,877.91
Ending Balance (09/23/2022)	\$29,755.53

Membership	
Starting Membership (04/11/2021)	281
Gains	15
Losses	1
Ending Membership (09/23/2022)	295

The following activities are planned for next quarter:

1. The following Technical meetings consist of a technical session with 3 speakers followed by a networking hour and appetizers.
 - i. Traffic-themed meeting on Wednesday, October 19, 2022
 - ii. Planning-themed meeting on Tuesday, November 15, 2022
2. The Younger Member group will host a networking event at Heavy Metal Playground on Saturday, November 5.

**POTOMAC Section
Quarterly Report**

Activities:

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

July 22nd – ASHE Potomac Summer Newsletter was published.

August 31st – ASHE Potomac outing at Nationals park

September 15th – ASHE Potomac dinner meeting, speaker: Dr. Morteza Farjian, Executive Director of the Build America Bureau at USDOT.

Other:

Operating Budget (as of 9/1/2022)	
Starting Balance (6/1/2022)*	\$54,937.75
Revenue*	\$15,240.79
Expenses*	\$19,625.91
Ending Balance (est.)*	\$50,552.63
Scholarship \$ awarded in CY 2021 (June - Aug.)	\$8,000.00

Membership	
Starting Membership	174
Gains	0
Losses	0
Ending Membership	174
Student members (estimated)	

*Aggregate amount of Checking and Savings accounts.

**South Carolina Section
Quarterly Report**

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

- The section held several Board meetings and membership meetings on June 21 and August 16th.
- The section held regular meetings and had speakers that enabled the section to issue 36 PDHs, to those attending.
- A golf tournament is planned for September.
- 64 PDH's were issued PDHs were issued as a result of speakers at our meetings.
- A sponsorship program for the Section was initiated successfully.

Other: The financials below are reflective of account status as of 9/8/2022:

Operating Budget	
Starting Balance	4518.76
Revenue	19896.90
Expenses	3418.16
Ending Balance (est.)	20997.5
Scholarship \$ awarded in CY 2022	na

Membership	
Starting Membership	101
Gains	17
Losses	5
Ending Membership	113
Student members (estimated)	0

Starting Membership numbers are based what is shown on the national roster as of 9-8-2022. Applications for the 17 new members have been forwarded to Nancy Morisi for processing.

Greater Hampton Roads Sections Quarterly Report

President: Matthew Edwards
 Vice President: Jennifer Canatsey
 Secretary: Isabella Marzari
 Treasurer: Robert Thuma

Activities:

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

- o VDOT Guardrail Design Virtual Lunch Presentation – 4/19/22
- o Virtual Board Meeting – 5/2/22
- o Board Meeting – 5/24/22
- o 15th Annual Municipal Highway Roundtable Dinner Presentation – 5/24/22

<u>Operating Budget</u> (as of 06/30/2022)	
Starting Balance (04/01/2022)	\$24,831.56
Revenue	\$990.00
Expenses	\$46.28
Ending Balance (as of 06/30/2022)	\$25,775.28

<u>Membership</u> (as of 06/30/2022)	
Starting Membership (04/01/2022)	84
Losses (Transfer/Dropped)	0
Gains	0
Ending Membership (as of 06/30/2022)	84

The following activities are planned for next quarter:

- Transportation Trivia Night at COVA Brewing – 8/4/22
- Virtual Board Meeting – 8/16/22
- Board Meeting – 9/21/22
- Bridge Inspection Lunch Presentation at VDOT – 9/21/22



**Northeast Region Quarterly Reports
June-August, 2022
Reports submitted on Sept. 30, 2022**

President.....Paul McNamee..... Paul.McNamee@kci.com
Vice PresidentScott Cortese scortese@maserconsulting.com
SecretaryDrew Bitner..... dbitner@twp.fairview.pa.us
TreasurerJerry Pitzer jerry1368@yahoo.com

- The region had a balance of \$8,635.18 on 5/12/2022.
- The Northeast Region had their Board Meeting on May 12, 2022 at the ASHE National Conference in Columbus, Ohio. We have scheduled the next NE Region Virtual Meeting for October 18th at 1 PM..
- Brian Kisner has volunteered to Chair the New Sections Committee for the NE Region.
- 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: However, it is easier to list that the Quarterly Reports attached are from NE Region, Franklin Section and Southern NJ Section. I know that I have lost any control!!



SECTION REPORTS

**Franklin Section
Regional Directors Quarterly Report
(July 2022 – September 2022)**

Officers:

President: Megan McDermott mmcdermott@msconsultants.com
Vice President: Darlene Stringos-Walker dstringos-walker@agesinc.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:

- July 19, 2022
Section Steak Cookout (68 attendees)
- August 16, 2022
Section Meeting at Bay House Oyster Bar with presentation by Urban Engineers (55 attendees)
- September 16, 2022
Section Golf Outing (106 attendees)

<u>Operating Budget (As of 8/31/2022)</u>		<u>Membership (As of 9/30/2022)</u>	
Starting Balance (3/31/22)	\$13,219.39	Starting Membership (4/30/22)	129
Revenue	\$19,579.59	Losses	0
Expenses	\$12,536.53	Gains	0
Ending Balance (8/31/22)	\$20,262.45	Ending Membership (9/30/22)	129

Events scheduled during next quarter:

- October 4, 2022
Section Board Meeting
- October 18, 2022
Section Meeting at Hunters Station with presentation by PennDOT D-1 and Mackin

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 REPORTS

**Pittsburgh Section
Regional Directors Quarterly Report
(May – September 2022)**

Officers

President:	Dan Laird	E-mail address	Daniel.Laird@mbakerintl.com
Vice President:	David Mikec	E-mail address	David.Mikec@rve.com
Secretary:	Chuck Nash	E-mail address	cnash@msconsultants.com
Treasurer:	Jerry Pitzer	E-mail address	jerry1368@yahoo.com

Activities:

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

- May 17, 2022 In Person meeting at Cefalos with Chuck Rompala of the Port Authority
- May 21, 2022 Adopt a Highway
- May 27, 2022 Golf Outing
- June 7, 2022 in person meeting at Narcissi Winery with Jason Zang PennDOT 11-0
- July 29, 2022 Pirate game outing

<u>Operating Budget(As of 9/30/2022)</u>		<u>Membership (As of 09/30/2022)</u>	
Starting Balance	\$65,699.74	Starting Membership	504
Revenue	\$7,080.02	Losses	12
Expenses	\$14,359.45	Gains	19
Ending Balance	\$58,420.31	Ending Membership (paid)	511

Events scheduled during next quarter:

- October 13, 2022 Women’s Forum at Cefalos with Cheryl Moon-Sirianni Panel Director
- Oct 2022 Adopt a Highway
- October 29, 2022 Past Presidents Banquet at the Renaissance Downtown Pittsburgh
- November 2022 Dinner Meeting TBD
- December 2022 Holiday Party

Miscellaneous Items:

- Actively involved in CLC Virtual Meetings
- Soliciting Scholarship Applicants

Milestones:

- None at this time

End of Report



Southern New Jersey Section

Regional Director Quarterly Report (April 2022 – June 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:

- 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

<u>Budget (As of 6/30/22)</u>		<u>Membership (As of 6/30/22)</u>	
Starting Balance	\$126,203.04	Starting Membership	170
Income	\$20,581.61	Members – New 2022-2023	21
Expenses	(\$7,040.95)	Members – To Be Dropped 2022-2023	11
Ending Balance	\$139,743.70	Members - Reinstated	0
		Ending Membership	180

Events scheduled during the next quarter:

- July 11, 2022 – Annual Scholarship Golf Outing at Little Mill Country Club

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

**Williamsport Section
Regional Directors Report
(June 2022 – September 2022)**

Officers

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

Activities:

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

- 6/3/22- Annual golf outing
- 9/1/22- Monthly meeting- Warrensville Road Slide Project

<u>Operating Budget (As of 9/28/22)</u>		<u>Membership (As of 9/28/22)</u>	
Starting Balance (6/1)	\$8,245.66	Starting Membership (6/1)	76
Revenue	\$5,215.02	Losses	3
Expenses	\$3,760.50	Gains	5
Ending Balance	\$9,700.18	Ending Membership (paid)	78

Events scheduled during next quarter:

- 10/12/22- Monthly meeting- PennDOT Digital Delivery

Miscellaneous Items:

- None

Milestones:

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

- None

End of Report



SECTION REPORT

Albany Section Quarterly Report (from 05/01/2022 to 08/31/22)

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:

- June 14, 2022: **Albany Section's 12th Annual Golf Outing** at Van Patten Golf Course in Clifton Park. Breakfast, 7:30am - 8:30am with a shotgun start at 9:00am.
- July 13, 2022: **Albany Skyway Project Tour** at the Corning Preserve, Albany, NY. Tour began at 3:00PM with Happy Hour at the Albany Pump Station following the Tour. 1.0PDH issued by the presenter.
- August 17, 2022: **Breakfast at the Saratoga Race Track**, Saratoga, NY.

<u>Budget (As of 07/30/22)</u>		<u>Membership (As of 08/31/22)</u>	
Starting Balance	\$14,672.46	Starting Membership	84
Income	\$-	Members – New	0
Expenses	<u>(\$-)</u>	Members - Dropped	0
Ending Balance	\$14,672.46	Members - Reinstated	<u>0</u>
		Ending Membership (paid)	84

Events scheduled during the next quarters:

- September 15, 2022: **Training.** The Albany Section is sponsoring training by the American Concrete Pipe Association. Up to 5PDH's are available with 1 Ethics PDH offered by the presenter. Lunch will be provided.
- October 4, 2022: **Annual Dinner Meeting.** The Albany Section will swear in new board members. 5 PM to 8 PM at the Century House, Latham, NY.
- October 26-27, 2022: Sponsor for 2022 **Statewide Conference on Local Bridges**, Syracuse, NY.



- December 2022: **Holiday Social Gathering** benefiting the US Marine Corps' Toys-for-Tots campaign; Date, location and time TBD.
- January 2023: **Capital City Future City Competition**, co-sponsored by the ASHE Albany Section.
- February 2023: **Engineer's Week** (ASHE Albany Section sponsors a booth); Date and time TBD.
- March 2022: **Membership Meeting** with PDH; Location TBD.
- April 2022: **Membership Meeting** with PDH; Location TBD.

Student Chapter Update:

Not Applicable

Miscellaneous Items:

None.

Milestones:

None

End of Report

REGION REPORT

Southeast Region Regional Directors Report (from – 04/30/22 to 08/31/22)

Regional Officers

President:	Sunserea Dalton	Sunserea.Dalton@jacobs.com
Vice President:	Holly Painter	Holly.Painter@kci.com
Secretary:	Danielle Blanchard	DBlanchard@via-cs.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 (Virtual) on 5/16/2022.
- Georgia Section submitted Fall Edition Scanner Article.
- Officer transitions occurred in July 2022.
- Scholarship Totals (due 8/9/2022) were sent to National by all Sections.
- Region received leadership updates from all Sections and sent to National.
- Revitalization for the South Florida Section is making progress and meeting goals.
- Sections continue to update bylaws and submit to National.
- Leadership assistance for the Tampa Bay Section is ongoing.
- National Assessment reminders sent to Sections.

<u>Operating Budget (As of 8/31/22)</u>	
Starting Balance	\$ 3,569.53
Revenue	\$ 0.00
Expenses	\$ 1,130.00
Ending Balance	\$ 2,439.53

Events scheduled during next quarter

- SE Regional Board Meeting (Virtual) on 9/15/2022.
- Follow-up with National Strategic Planning workshop to be held on 10/7/2022.
- Tentatively scheduled workshop with Sections to review and update membership rates, to occur in late October – early November.
- Forming ad-hoc committee to review and workshop SE Region Bylaws and Operations Manual.

End of Report

SECTION REPORT

Northeast Florida Section Regional Directors Report (From 4/01/22 to 6/30/22)

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:

- April 12, 2022 – ASHE NEFL Board of Directors meeting (in Person and virtual) – no quorum.
- 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 was held at Eagle Harbor Golf Club. This was our 20th tournament raising scholarship funds for the University of North Florida. Despite a change in venue/schedule and higher costs than anticipated, we were still able to raise \$7,130 to donate to UNF.
- May 17, 2022 – ASHE NEFL Board of Directors meeting (virtual).
- May 12-15, 2022 – ASHE National conference in Columbus, GA was attended by some of our Board members.
- May 19, 2022 – ASHE NEFL In-Person Luncheon with James Bennett, JAXPORT.
- June 14, 2022 – ASHE NEFL Board of Directors meeting (virtual).

Operating Budget (As of 6/30/22)		Membership (As of 6/30/22)	
Starting Balance	\$ 93,018.65	Starting Membership	129
Revenue	\$ 16,194.00	Losses	0
Expenses	\$ 35,862.24	Gains	0
Ending Balance	\$ 73,350.41	Ending Membership (paid)	129

Events scheduled during next quarter

- July 28, 2022 – ASHE NEFL Summer Social and Director Installation will be held at the Margaritaville Beach Hotel, LandShark Bar & Grill.
- August 18, 2022 – ASHE NEFL In-Person Luncheon with Mr. Greg Evans, FDOT District Two Secretary presenting to our chapter on the updates and initiatives for District Two.

Miscellaneous Items:

-

Milestones:

-

End of Report

SECTION REPORT

Central Florida Section Regional Directors Report (May 2022– August 2022)

Officers

President:	Laura Campos, PE	lacampos@HNTB.com
Vice President:	Dana Chester, PE	Dana.Chester@cfxway.com
Secretary:	Maile Sprang, PE	Maile.Spang@kimley-horn.com
Treasurer:	Rachel Andre, PE	randre@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
 - Sinkhole de Mayo Charity Fundraiser with FES CFL and WTS CFL on May 26th
 - Officer Induction on July 19th

- **Planned Events:**
 - Transportation Tuesdays (once every month at different locations)
 - Clay Shoot (you can input this information)
 - Lunch and Learn (pending)
 - Joint Fundraiser with FES CFL (pending coordination)
 - Holiday Gala on December 13th at Dubsdread Ballroom in Orlando, FL

Operating Budget ⁽¹⁾		Membership ⁽²⁾	
Starting Balance (9/1/2022) (Checking and PayPal Account)	\$25,125.52	Starting Membership (4/1/22)	86
Revenue Expected	\$ 6,500.00	Losses (Non-renewed during membership drive)	0
Expenses Expected	\$4,700.00	Gains	14
Ending Balance Expected	\$26,925.62	Ending Membership As of (8/31/22)	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 SHERMAN’S UPLIFTING HUMOR BELOW:

A MESSAGE FROM OUR PAST PRESIDENT

Greetings, Folks!! I hope the quips below bring a smile to you face. Enjoy!

How hot is it this summer?

The cows are giving evaporated milk.

The chickens are laying hard-boiled eggs.

I saw a dog chasing a cat and they were both walking.

Every time I think about ice, water pours out of my ears.

You realize that asphalt has a liquid state.

The birds have to use potholders to pull worms out of the ground.

You can pull a potato from underground, and all you have to do is add butter, salt and pepper.

The trees are whistling for the dogs.

Satan turned on the AC.

You eat hot chilies to cool your mouth off.

Your seat belt makes a pretty good branding iron.

A climber fell off a cliff, and, as he tumbled down, he caught hold of a small branch.

"Help! Is there anybody up there?" he shouted.

A majestic voice boomed through the gorge:

"I will help you, my son, but first you must have faith in me."

"Yes, yes, I trust you!" cried the man.

"Let go of the branch," boomed the voice.

There was a long pause, and the man shouted up again, "Is there anybody else up there?"

Mrs. Smith was making final arrangements for an elaborate reception. "Nora," she said to her veteran servant, "for the first half-hour I want you to stand at the drawing-room door and call the guests' names as they arrive."

Nora's face lit up. "Thank you, ma'am," she replied. "I've been wanting to do that to some of your friends for the last 20 years."

Stay safe out there!

Sherman Klaus, P.E.

ASHE Central Florida Section Past 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 (July 2022 – September 2022)

Officers

President:	Naldo Gonzalez	ngonzalez@gfnet.com
Vice President:	Bryan Wilson	Bryan.Wilson@kci.com
Secretary:	Vacant	E-mail address
Treasurer:	Hugo Gutierrez	Hugo.Gutierrez@hdrinc.com

Activities

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

- Monthly meeting with representatives of ASHE Southeast Region for revitalization of Section
- June 2022 – received Exposure Grant Funds for section
- July 2022 – began revamping section website using Exposure Grant and sponsors (Gannett Fleming, HDR, and KCI).
-

Operating Budget (As of 9/30/22)		Membership (As of 9/30/22)	
Starting Balance (7/1)	\$1,238.96	Starting Membership (7/1)	11
Revenue	\$1,000	Losses	8
Expenses	\$800	Gains	0
Ending Balance	\$1,438.96	Ending Membership (paid)	3

Events scheduled during next quarter:

- October 2022 – South Florida Section Reboot Meeting for recruiting new members

Miscellaneous Items:

- N/A

Milestones:

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

- N/A

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.

Operating Budget (As of 04/30/2022)		Membership (As of 04/30/2022)	
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 April 1, 2022 to August 31, 2022)

Officers

President:	Sarah Blackburn, P.E.	sarah.blackburn@greshamsmith.com
1 st Vice President:	Lindsey Dunnahoo, P.E.	lindsey.dunnahoo@aecom.com
2 nd Vice President:	Bradley Cox, P.E.	bradcox.ashega@gmail.com
Secretary:	Jennifer Lott, P.E.	jlott@aulickengineering.com
Co-Secretary:	Victoria (Tori) Brinkley, P.E.	Victoria.Brinklev@wsp.com
Treasurer:	James Nguyen, P.E.	jnguyen@peachtreecornersga.gov
Director Y3:	Ravi Vachhani, P.E.	rvachhani@moffattnichol.com
Director Y2:	Chris Rideout, P.E.	Jcrideout@croyeng.com
Director Y1:	Karyn Mathews, P.E.	Karyn.Matthews@arcadis.com
Past President:	Shawn Fleet, P.E.	sfleet@heath-lineback.com

Activities:

The following is a summary of key activities for the 1st quarter of 2022:

- **April 14, 2022 – Poker Tournament**
 - 63 Registered Participants
- **April 22, 2022 – April Luncheon**
 - Speaker: Drew Raessler
 - Topic: Update on Cobb County Department of Transportation
 - 99 Registered Participants
 - 0.5 PDH Credits Available
- **May 5, 2022 – Golf Tournament**
 - Canongate 1 Golf Club in Sharpsburg, GA
 - 124 Registered Participants (Sold Out!)
- **June 24, 2022 – June Luncheon**
 - Speaker: ~~Kevin Abel~~ (Speaker cancelled morning of due to family emergency). ASHE board members filled in
 - Topic: ~~Vice Chairman State Transportation Board~~ Officer initiation and ASHE Nat'l Conference and ASHE overview
 - 83 Registered Participants
 - 0 PDH Credits Available
- **July 21, 2022 – July Happy Hour Social Event**
 - Slow Pour Brewery in Lawrenceville, GA
 - 33 Registered Participants
- **August 25, 2022 – Bowling Tournament**
 - Bowlero in Roswell, GA
 - 186 Registered Participants (Sold Out!)

Budget & Membership:

Operating Budget (As of 8/31/2022)		Membership (As of 8/31/2022)	
Starting Balance (3/1/2022)	\$145,776.73	Starting Membership (3/31/2022)	593
Revenue	\$65,822.31	Losses	0
Expenses	\$52,855.35	Gains	50
Ending Balance (8/31/2022)	\$158,743.69	Ending Membership (8/31/2022)	643

Events scheduled during next quarter:

- **September 16, 2022 – September Luncheon**
 - Speaker: Kevin Abel (make-up from June meeting)
 - Topic: Vice Chairman Sate Transportation Board
 - Anticipated 0.5 PDH Credits Available
- **September 21, 2022 – ASHE GA + Tennessee Valley: Braves Baseball Game Social**
 - Truist Park in Marietta, GA
 - 18 Registered Participants (GA Section only) so far
- **October 21, 2022 – October Luncheon**
 - Speaker: Anna Roach
 - Topic: Federal Funding with the passage of IJA
 - Anticipated 0.5 PDH Credits Available
- **November 9, 2022 – Transportation Summit Social Event**
 - 40 Watt in Athens, GA
- **December 1, 2022 – Holiday Party**
 - Roswell River Landing in Roswell, GA

Miscellaneous Items:

- 2023 ASHE National Conference
 - Initial planning and committee meetings have begun

End of Report

SECTION REPORT

**Middle Tennessee Section
Regional Directors Report
(From Apr 4/1/22– Aug 8/31/22)**

Officers

President:	Alex Carpenter	acarpenter@hmbpe.com
1st Vice President:	Jessica Rich	jessica.rich@dot.gov
2nd Vice President:	Chris Armstrong	chris.armstrong@tn.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:

- Hosted lunch meeting on April 13th to discuss TDOT Highway System Access Manual, Volumes 1, 2, & 3 Overview
- Held social event on April 21st at Pins Mechanical (bar/bowling/arcade in downtown Nashville)
- Performed Adopt-a-Highway Service Event on May 7th
- Hosted annual in-person Technical Session on May 20th which discussed numerous topics and allowed our members to earn up to 6 PDH hours.
- Performed annual Section Audit on June 6th.
- Hosted first Section “Coffee Break”, interview with the new Section President on June 8th.
- Hosted the inaugural Section Awards Banquet on July 29th at The Bell Tower in downtown Nashville.
- Hosted joint lunch meeting with TSITE on August 24th discussing TDOT’s Project Delivery Network Overview

Operating Budget (As of 8/31/2022)		Membership (As of 8/31/2022)	
Starting Balance (8/1/2022)	\$69,827.93	Starting Membership	308
Revenue	\$16,546.19	Losses	45
Expenses	\$11,263.76	Gains	39
Ending Balance (8/31/2022)	\$75,110.36	Ending Membership	302

Events scheduled during next quarter:

- Hosting social event at Blade & Timber scheduled for Oct. 6th
- Hosting lunch meeting Oct. 19th with Pam Kordenbrock, FHWA.
- Hosting Adopt-a-Highway service event sometime in Oct/Nov.
- Additional lunch meetings being scheduled for Nov. and Dec.

Miscellaneous Items:

- Presented Past President pin to Mr. Daniel Jordan at the August Lunch Meeting

End of Report

SECTION REPORT

**TN Valley Section
Regional Directors Report
(from 03/31/2022 – 09/15/2022)**

Officers

President:	Jeremy Sims	jsims@croyeng.com
Vice President:	Curt Duncan	Curtis.Duncan@tn.gov
Secretary:	Haley Slifko	Haley.Slifko@tn.gov
Treasurer:	Sandra Knight	nortonleec@aol.com

Activities

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

- 03/31/2022 – Board Meeting
- 04/07/2022 – Member Meeting at The Walden Club, Chattanooga, “Planning for the Future when your past just won’t budge” – Daniel Dobry, Jr. and Aimee Turner (Croy)
- 04/28/2022 – Board Meeting
- 04/28/2022 – Spring Social – Axe throwing
- 05/11-15/2022 – ASHE National Conference – Jeremy Sims, Haley Slifko, and Rachel Gentry attended and accepted the Gene G. Smith Award
- 05/26/2022 – Board Meeting
- 06/02/2022 – Member Meeting at TDOT Region 2, “Chattanooga Riverpark – From Downtown to St. Elmo” – Matt Stovall and John Brown (Barge Design Solutions)
- 06/30/2022 – Board Meeting
- 07/14/2022 – Member Webinar, “Surfside Condo Collapse – An Engineering and Management Failure” – David Wright (Bennett & Pless, Inc.)
- 07/28/2022 – Board Meeting
- 08/24/2022 – Member Meeting at TDOT Region 2, “Blue Oval Project” – Steve Sellers (TDOT), School Supply Drive benefitting the Hamilton County Schools Foundation
- 08/24/2022 – Board Meeting
- 09/07/2022 – School Supply Drive Drop-off at Hamilton County Schools Foundation
- 09/15/2022 – Member Webinar, “I-240 MemFix4 CMGC Project” – Sammie McCoy and Jake Williams (Benesch)

<u>Operating Budget (As of 09/15/2022)</u>		<u>Membership (As of 09/15/2022)</u>	
Starting Balance (03/31/2022)	\$5908.17	Starting Membership (03/31/2022)	109
Revenue	\$4072.90	Losses	19
Expenses	\$7125.54	Gains	20
Ending Balance	\$2855.53	Ending Membership (paid)	110

Events scheduled during next quarter:

- 09/21/2022 – Technical Tour of Transform 285/400 combined with a Braves Baseball Game with ASHE Georgia
- 09/29/2022 – Board Meeting
- 10/12/2022 – Member Meeting, “TDOT Updates” – Paul Degges (TDOT)
- 10/27/2022 – Board Meeting
- TBD – November Member Webinar
- 11/30/2022 – 2nd annual Bowling Tournament benefitting Partnership for Families, Children, and Adults and the Gift-A-Bike Program

Milestones:

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

- 3 members of our section traveled to Columbus to the National Conference to accept the Gene G. Smith Award.
- We held a school supply drive for our August meeting to benefit the Hamilton County Schools Foundation. We collected several boxes of school supplies as well as \$620 in monetary donations.

End of Report

SECTION REPORT

**Alabama Section
Regional Directors Report
(April 2022 – June 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 March 2022:

- Held one 1-hour hybrid in-person/virtual lunch meeting with speakers that offered PDHs
- Held a Charity Poker event in May in conjunction with the ALDOT Pre-Construction Conference. Had 21 teams participate. A donation of \$1,250 was made to ARBA for their Ed & Charlotte Rogers scholarship fund.

Operating Budget (As of 06/30/2022)		Membership (As of 06/30/2022)	
Starting Balance	\$12,478.67	Starting Membership	72
Revenue	\$80.00	Losses	0
Expenses	\$759.28	Gains	0
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

Miscellaneous Items:

Our Section is in need of help with our website. We will be reaching out to National about this.

End of Report



SOUTHWEST REGION BOARD OF DIRECTORS

James Barr, P.E. (PHX Sonoran)

Southwest Region President
James.barr@tylin.com

Michael Knowles, CPSM (DFW)

Southwest Region Vice President
MichaelFKnowles@outlook.com

Susie Mason (PHX Sonoran)

Southwest Region Treasurer
smason@GFNET.com

Melissa Boyles (PHX Sonoran)

Southwest Region Secretary
mboyles@stacywitbeck.com

Nikole Cao, P.E. (Houston)

Southwest Region Director
Southwest Region National Director
NCao@bgeinc.com

Ahmed Valdez, P.E. (Houston)

Southwest Region Director
avaldez@akvce.com

Suzanne Lansford, P.E. (PHX Sonoran)

Southwest Region Director
suzanne@townlighting.com

Rhys Keller, P.E. (CTX)

Southwest Region Director
RKeller@jmt.com

Ryan S. Thomas, PE, VMA, CSPF (CTX)

Southwest Region Director
rthomas@kfriese.com

SOUTHWEST REGION QUARTERLY REPORT: SEP 30, 2022

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

- The Southwest Region continued to meet virtually this quarter
- Assessments from all Sections are being processed
- Most Sections have begun a shift back to in-person meetings but continue to host meetings virtually occasionally.
- Scholarship fundraising activities have resumed.
- The initial Southwest Summit was a success

Southwest Board of Directors:

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

Formal goals recognized by the Board include:

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

Upcoming Activities:

- Review and update by-laws by Q1 2023 pending guidance from National on best practices
- Continue meeting monthly (next meeting Oct 21, 2022)
- Initial planning for a possible 2023 Regional Summit has commenced; DFW is exploring options for venues, sponsors, and has established an event planning committee
- The Region is expanding invitations to Board meetings to Section Board members
- We are exploring hosting governance/best practice sessions to discuss activities such as membership drives, social media, scholarship fundraising activities, and other Section functions.

Section updates are attached.

Officers:

Name	Role	Organization	E-Mail	Phone
BOARD MEMBERS				
Adam White	Past President	Terracon	Adam.white@terracon.com	
Gabriel Odreman	President	RPS	Gabriel.odreman@rpsgroup.com	832-940-8121
Ruben Calderon	1 st Vice President	ENTECH	rcalderon@entechhou.com	281-615-9403
Syed Haq	2 nd Vice President	Infratech	syed.haq@infratech-us.com	832-552-9195
Adam White	Treasurer	Terracon	adam.white@terracon.com	832-658-0866
Janina Perez	Secretary	ENTECH	jperez@entechhou.com	281-917-8038

Activities:

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

- July, 2022 – No meeting scheduled
- August 24, 2022 - David Berry. Harris County Administrator and Budget Officer, Harris County — Harris County Updates
- Sep 8, 2022 – Matt Sebesta, Brazoria County Judge — Brazoria County Transportation Updates

Events Scheduled in the Next Quarter:

- Info Brief Series – TranStar - TBD
- \$4,000 in scholarships were awarded as follows:
 - An Dinh - \$1,000
 - Nyja Kennedy - \$1,000
 - Olena Reading - \$1,000
 - Dorlee Vargas - \$1,000
- Monthly lunch programs are scheduled for the second Thursday of each month.

Miscellaneous Items: Nothing to report this quarter.

Milestones: Nothing to report this quarter.

Finances/Membership: Current Balance \$53,447.41 Current Membership 63

Officers:

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

Activities:

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

- Current Officers and Contact information

James Barr	Immediate Past President	T.Y. Lin	James.barr@tylin.com	480-968-8814
Ryan Hudson	President	City of Mesa	Ryan.hudson@mesaaz.gov	480-644-2627
Suzanne Lansford	1st Vice President	Town Lighting Engineers	Suzanne@townlighting.com	480-364-5123
Josiah Roberts	2nd Vice President	AECOM	Josiah.roberts@aecom.com	602-648-2439
Susie Mason	Treasurer	Gannett Fleming	smason@gfnet.com	602-553-8817 x8222
Melissa Boyles	Secretary	Stacy and Witbeck, Inc.	Mboyles@stacywitbeck.com	480-518-2353
Al Field	1st Year Director	Al Field & Assoc.	Al.field@alfield-assoc.com	602-616-3618
Jessica Fly	2nd Year Director	WSP	Jessica.fly@wsp.com	480-449-4935
Yvette LeDesma	3rd Year Director	Kiewit	Yvette.ledesma@kiewit.com	602.376.0043
Jesse Gutierrez	3rd Year Director	MCDOT	Jesse.gutierrez@maricopa.gov	602-489-0050
Randy Everett	3rd Year Director	ADOT	reverett@azdot.gov	602-558-7253
Jovan Ilijevski	Student Chapter Liaison	WSP	Jovan.Ilijevski@wsp.com	480-449-4918

• Anticipated 2022-2023 Officers and Contact information

Ryan Hudson	Immediate Past President	City of Mesa	Ryan.hudson@mesaaz.gov	480-644-2627
Suzanne Lansford	President	Town Lighting Engineers	Suzanne@townlighting.com	480-364-5123
Jesse Gutierrez	1st Vice President	MCDOT	Jesse.gutierrez@maricopa.gov	602-489-0050
Josiah Roberts	2 nd Vice President	AECOM	Josiah.roberts@aecom.com	602-648-2439
Susie Mason	Treasurer	Gannett Fleming	smason@gfnet.com	602-553-8817 x8222
Melissa Boyles	Secretary	Stacy and Witbeck, Inc.	Mboyles@stacywitbeck.com	480-518-2353
Jessica Fly	1st Year Director	WSP	Jessica.fly@wsp.com	480-449-4935
Yvette LeDesma	2nd Year Director	Kiewit	Yvette.ledesma@kiewit.com	602.376.0043
Randy Everett	3 rd Year Director	ADOT	reverett@azdot.gov	602-558-7253
Jovan Ilijevski	3 rd Year Director	WSP	Jovan.Ilijevski@wsp.com	480-449-4918
Jason Simmers	3 rd Year Director	Dibble	jason.simmers@dibblecorp.com	
Wyatt Reinke	Student Chapter Liaison	TYLin		

• Programs / Activities (July – Sep)

- Summer break during July
- August 16th, virtual monthly meeting: Brittney Farr (Tx): *“Worldwide, as many as 24.9 million men, women, and children are held against their will and trafficked into forced labor and prostitution. Transportation, specifically public transit, plays an important role in the fight against human trafficking. August's presentation by subject matter expert Brittney Farr will focus on what human trafficking is, why it matters to public transit, and what agencies are doing to fight back.”*
- September 1, Member Appreciation Event at Octane Raceway.
- September 13th, in-person breakfast meeting: John Bullen (MAG)

• Upcoming Programs / activities (Sep – Dec)

- 2nd Tuesday, regular in-person monthly breakfast meetings. Focus on regional funding.
- Oct. 27, ASCE-ASHE State Conference, Desert Willow Conference Center
<http://www.azsce.org/resources/annual-state-conference/>
- November and December monthly breakfast meetings are usually accompanied by food drives. December toy drive and special omelet station at breakfast!

- Scholarship Update
 - Preparing forms for this fall's applications.
- Student Section Activities: The ASU Student Section hosted a kick-off for the semester with Board Liaison Jovan Ilijevski; student leadership shared information regarding the Section, National organization, as well as scholarship opportunities.
- Total Current Member Count: 142
- Financial Overview: \$45,607.05
- Milestones: Nothing to report this quarter.

We started out the new year with many returning board members as well as some new ones.

Currently we have:

- ✓ President – Michael F. Knowles, CPSM
- ✓ Vice-President – Brian Lopas
- ✓ Immediate Past President – Hossein Hosseiny, PE
- ✓ Treasurer – WeiYih Tee
- ✓ Secretary – Chris Hoff
- ✓ Membership – Glen Marshall
- ✓ Media – Colton Gill
- ✓ Events – Sherry Williams
 - Kevin Feldt
 - Lynn Ducas
- ✓ Events PDH – Hank Amen

The one position we are missing is Sponsorship; and I'd like to get someone just for social media.

June

As we normally do, we held our monthly board meeting prior to our event and introduced each member and what their role was.

Wanting to make sure we were all on the same page with our roles and responsibilities, I handed out a 3-ring binder to each volunteer that contained our section by-laws, important dates, contact information and information from National such as proper use of logo etc.

We also presented Hossein Hosseiny, PE with a brass compass, certificate of appreciation and a first aid kit (he started a new home improvement project 😊). There's no question last year was a rough period for our section but he kept us heading in the right direction.

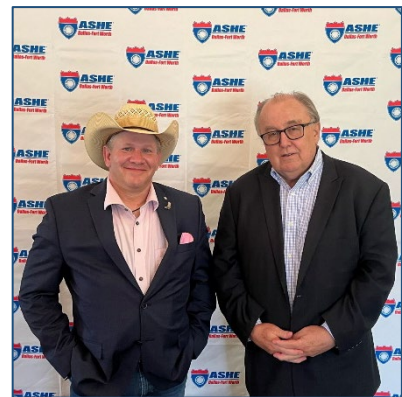
We started out the new year with a top speaker, Michael Morris, PE. Mr. Morris is the Director of Transportation for North Central Texas Council of Governments (NCTCOG) Regional Transportation Council (RTC). He always has great presentations and is a good draw.

In addition, he's the one who inspired what I call our "North Star"/mission statement for this year, guiding our decisions. *Together We Can Move Mountains.*

Which inspired me to decide to give our speakers a book instead of a coffee mug or water bottle after speaking and for June we gave him a copy of *Partnering* by Jean Oelwang (tying in our mission statement).

We had 60 attendees at this event, and it generated a lot of new members and interest from people and firms we hadn't had previously attend our events.

I know it's not a lot compared to other sections in our region, but it's still steps in the right direction.

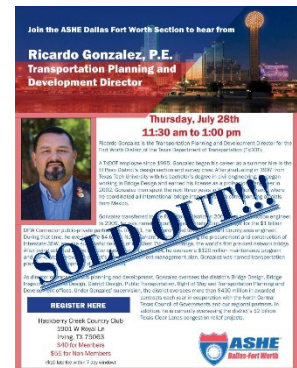


July

For July we had our first ever sold-out event with TxDOT Transportation Planning and Development Director Ricardo Gonzalez, PE from the Fort Worth District. The room was at capacity and we actually had a waiting list. As luck would have it, not all the registered attendees showed up so those on the waiting list were able to attend.

August

We took August off



Upcoming

September we are having our first sponsored event on September 27th. It's a breakfast event and is being sponsored by one of our regular attendees firm. Additionally we are starting to get inquires from other firms about sponsoring this new breakfast event. We are planning on hosting one a quarter to see if we can generate more interest from other firms and individuals who are not able to make the luncheons.

We are going to be doing a Membership Drive this fall/winter. I'm sitting down with our Membership Chair in the next few weeks to put a plan together and in action.

We are gaining new followers on LinkedIn and getting more engagement from our members; one of my goals this year is to increase communication between us and our members which will lead to more members and some sponsorship.

One big thing we started doing this year also was handing our CEU's to our members who attend events. This has been generating more interest as well. We previously didn't have any one individual who could manage it but now do.

We are going to be sending in our dues for members on the 26th to National as well as the Southwest Region.

We've got a lot of other items that we are going to be rolling out to keep our members engaged and keep the conversations with them going.

We have speakers lined up for the next six months with only one currently waiting on a conformation.

Current Membership: 47 (22 joined since June)



ASHE Central Texas Section Quarterly Report (6/1/22 to 8/31/22)

Officers:

Name:		Role:	Name:		Role:
Jonathan Tronson	jstronson@burnsmcd.com	President	Joey Roberts	Joey.Roberts@Halff.com	Director 1
Sean Weingartner	sweingartner@sam.biz	Vice President	Joe Cantalupo	jcantalupo@kfriese.com	Director 2
Peter Ring	pring@kfriese.com	2 nd Vice President	Adeliza Ramirez	adeliza.ramirez@volkert.com	Director 3
Michael Farn	mfarn@jmt.com	Secretary	Rhys Keller	Rkeller@jmt.com	Regional Director
Fadi Estifan	fadi.estifan@hdrinc.com	Treasurer	Ryan Thomas	rthomas@kfriese.com	2 nd Regional Director
Tara Alexander	talexander@jmt.com	Past-President	Clay Gann	cgann@clgann.com	Committees Chair

Committees:

	Name (Chair):	Name (Supports):
Sponsorship	Endeson Juanda	Ryan Thomas / Clay Gann
Membership	Laura Harris	Michael Farn / Fadi Estifan
Events Planning	Marc Drouin	Tara Alexander
Program Planning	Clay Gann	Tara Alexander
PDH	Michael Farn	Peter Ring
Scholarship	Joey Roberts	Scott Williams
Tech & Comm.	Barbara Thomas	Rhys Keller
Volunteer	Harrison Schluter	Bennett Love
Young Members	Colby Chandrasoma	Tyler Mitchell
Public Sector Liaison	Adeliza Ramirez	Tara Alexander

Activities:

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

- 6/11/22 – Volunteer @ Food Bank of Austin
- 6/14/22 – CTX Monthly Meeting, informal HH
- 8/17/22 – CTX Monthly Meeting, Baseball Outing @ Round Rock Express

Membership (As of 9/1/22)

- Starting: 71
- Losses: 12
- Gains: 18
- Ending Total: 77

Operating Budget (As of 9/1/22)

- Beginning Balance: \$7,955.36
- Revenue: \$10,309.88
- Expenses: \$1,295.00
- Ending Balance: \$16,970.24

Anticipated/Scheduled Events during next quarter:

- 9/13/22 – CTX Monthly Meeting, informal HH

- 9/24/22 – Adopt-a-Highway Cleanup
- 10/18/22 – CTX Monthly Meeting, Transportation Director from City of Hutto, 1 hr PDH
- 11/8/22 – CTX Monthly Meeting, Bingo or Trivia Night to raise money for scholarship
- 12/13/22 – CTX Monthly Meeting, Gala Scholarship award & guest speaker

Miscellaneous Items:

- **Bylaws**
 - keeping track of minor revisions. Board to review if amendment is necessary in Dec/2022
- **Financial Overview**
 - Mailed member dues to national on 9/13/22
 - CTX bank balance (9/1/22 snapshot) is \$16,970.24
 - CTX is considering contributing \$800 to \$1000 toward scholarship
- **Scholarship**
 - \$5000 donations received so far, few more pending firms. In coming weeks, committee will summarize and plan for December Gala event. So far, we are targeting 6-8 recipients for award
- **Volunteering**
 - Adopt-a-Highway cleanup is on-going, we have 1 more year left per agreement with TxDOT Board can then decide if we want to continue or find another location. Other opportunities in the works are Animal Shelters and Food Bank.
- **Membership**
 - As of 9/1/22, member count is 77 (59 renewed and 18 new members)
- **Sponsorship**
 - 13 annual sponsor firms for FY22-23. \$350 per firm (up from last of \$250)
- **Young Members**
 - Continue to seek networking and partnering opportunities

Milestones:

- 6/8/21 - Central Texas section officially kicked off with over 75+ attendees
- 9/1/22 – gone thru the renewal process for the first time!

End of Report. Prepared by Michael Farn, CTX Secretary Date: 9/14/2022



**ASHE National Board Meeting Minutes
October 8, 2022**

Attachment 3: Director Reports



Michael Bywaletz, PE
National Director
Mid-Atlantic Region

September 6, 2022

RE: National Director Activities

Section Activities: Not getting any significant response from the Carolina Piedmont Section. New officers were elected. The ASHE CPS had 2 events, an in-person presentation on CATS 2030 Transit Plan and the 2022 ASHE Golf Tournament in May.

On the Regional Level, the Mid-Atlantic Region has been active in keeping up with regular meetings and priorities. Meetings were held on June 3, and July 29, next meeting on Sept. 16. Have been attending meetings virtually. Providing National Board meeting updates to the Region. Looking forward to meeting in person at some point.

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

Attended the Cincinnati Board Meeting.

Best Regards,

Michael D. Bywaletz, PE, CPESC

National Director, Mid-Atlantic Region,

Past-President Carolina Piedmont Section

Past-President Georgia Section



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: 5-7-22 to 9-30-22

May:

- Southeast Quarterly Meeting
- National Conference
- AL Section check in meeting

July:

- Central FL Transportation Tuesday

August:

- Visit golf course for 2023 Conference
- 2023 Conference meeting

September:

- New Sections meeting
- GA Section meeting
- Visit new golf course for 2023 Conference
- Central FL Transportation Tuesday
- 2023 Conference meeting



Northeast Region Directors Coordination Meeting

Date: 9/13/22

Attendees:

- Rob Prophet
- JT Lincoln
- Paul McNamee
- Glen Kartalis

A Harrisburg member had reached out after the annual board installation swearing in of the officers and mentioned he/she was offended during the prayer which started "Heavenly Father" as a reference to God.

Exposure grant allocation is minimal. Should there be a formula for the sections? Or a better definition of this grant for its purpose? Maybe the regions should take a larger role as to what sections need it the most.

Pushing down more of the committee functions down to the sections is wearing on the sections, as its costly to perform. There should be a format to request support from National in taking on these responsibilities or maybe handle at the regional level, which also would be an added expense.

POY timeline and schedule should be better defined (at the regional/sections level) so not to have a fire drill at the end to meet the National deadlines. Feed back from the region on National POY is that it shouldn't just be \$ amount but more around categories. (Planning, Innovation, Social Benefit, Futuristic) This would open it up to more firms and could also create better interest which could increase membership.

Person of the year does not routinely get a lot of candidates. Need to get the sections to focus more attention to this.

Need to get more members interested in participating at the sections board level. Seem to get the same people for years. That said, its important to have Treasurer and Secretary staying on for multiple years. May want to review each of the Sections By-laws to review term limits.

Some of the struggling sections may want to consider merging with a larger section to get a newer focus and reconsider branching out again on their own in the future after their programs turn around.

National Board should consider a Life Membership status for those to local members that have been dedicated over multiple years. There's a past president pin from national, but no life membership pin or proper recognition.

Harrisburg 990 form is resolved. Auditors had questions, but all is complete.

RP noted that E. Penn ASHE does not do a prayer or the pledge of allegiance as part of their meetings.

RP noted that E. Penn ASHE was able to setup a QR code that you scan with your phone during the meeting. This then takes you to a google docs questionnaire regarding the topics at the event. Once you complete the questionnaire correctly, you then are e-mailed a pdf of the certificate of completion. It was very smooth. The section has a record of who completed it via google docs. I spoke with the person that set it up after the meeting. He said that there is some basic coding that needs to be done but it is not terribly difficult. RP to request the section prepare a tutorial video explaining how to set it up so other sections can use it.



Glen Kartalis – National Director Report

Section Oversight: Albany, Central New York, NY Metro, Long Island, North Central New Jersey and Southern New Jersey

Date: 9/22/22

Report Period: 5/15/22 to 9/21/22

Section Activities:

- 5/16/22 Participated in ASHE LI Section Briefing
- 5/30/22 Participated in ASHE LI Section Briefing
- 6/7/22 Attended ASHE NY Metro Board meeting (Assisted in the Scanner Article)
- 6/28/22 Attended ASHE NY Metro Past Presidents Dinner (Ketch Brewhouse)
- 7/11/22 Attended ASHE Southern NJ Scholarship Golf Outing
- 8/8/22 Participated in ASHE LI Section Briefing
- 8/17/22 Attended Albany Breakfast at the Track (Saratoga)
- 8/22/22 Participated in ASHE LI Section Briefing
- 9/5/22 Participated in ASHE LI Section Briefing
- 9/6/22 Attended NY Metro Board Meeting (Assisted in the board term limits)
- 9/19/22 Participated in ASHE LI Section Briefing
- 9/20/22 ASHE NY Metro held its Annual Meeting (USACO Col. Thomas Speaker)

Action items/upcoming events:

- NY Metro moving to new website (Star Chapter) in Oct
- NY Metro looking to fill open Treasure position
- LI Section soliciting for more board members to support activities.
- Albany Section to hold their Annual meeting at Century House (Oct. 4, 2022)
- Central New York working on updating their website
- Joint meeting with ASHE SNJ/NCNJ to discuss NJDOT & NJTA Capital Programs (Oct 13, 2022)
- SNJ Social Event at Double Nickel Brewery (Oct 20, 2022)

Board Activities:

- Coordination regarding 990 forms.
- Continued push to all sections to update their websites
- Attended multiple calls with NE Region Board and NE Region President

Committee Activities: None



Robert Prophet – National Director Report

Section Oversight: Clearfield, Delaware Valley, E. Penn, NE Penn, First State and Harrisburg

Date: 9/22/22

Report Period: 5/15/22 to 9/21/22

Section Activities:

- 5/18/22 Attended ASHE Delaware Valley PennDOT Workshop (Virtual)
- 5/24/22 Attended ASHE Harrisburg Past Presidents Banquet. RP swore in the new officers and provided an update on National Board events and activities.
- 6/3/22 Attended ASHE Williamsport Golf Outing
- 6/9/22 Assisted with ASHE Delaware Valley Audit Committee meeting
- 6/13/22 Attended ASHE Delaware Valley Golf Outing
- 6/23/22 Attended ASHE Northeast Penn Golf Outing
- 9/13/22 Attended ASHE E. Penn Dinner Meeting (Speaker Becky Bradley)
- 9/21/22 Attended ASHE Delaware Valley Dinner Meeting (Scudder Falls Bridge)

Board Activities:

- Coordination regarding 990 forms.
- Attended multiple calls with NE Region Board Members (Glen and JT) and NE Region President (Paul) to discuss ongoing efforts in the region.
- Ongoing coordination with NE Section President (Paul)
- Reviewed Scanner Articles

Committee Activities:

- None



J.T. Lincoln – National Director Report

Section Oversight: Altoona, Clearfield, Franklin, Mid-Allegheny, Pittsburgh and Southwest Penn

Date: 9/25/22

Report Period: 5/15/22 to 9/25/22

Section Activities:

- 5/19/22 Attended ASHE Mid-Allegheny Dinner Meeting
- 5/24/22 Attended ASHE Franklin Dinner Meeting
- 5/25/22 Attended ASHE SW Penn Dinner Meeting
- 5/27/22 Attended ASHE Pittsburgh Golf Outing
- 6/3/22 Attended ASHE Mid-Allegheny Golf Outing
- 6/7/22 Attended ASHE Pittsburgh Board and Dinner Meeting
- 6/22/22 Attended ASHE Franklin Dinner Meeting
- 6/30/22 Attended ASHE Franklin Board Meeting
- 7/19/22 Attended ASHE Franklin Dinner Meeting
- 8/14/22 Attended ASHE Mid-Allegheny Dinner Meeting
- 8/16/22 Attended ASHE Franklin Dinner Meeting
- 8/29/22 Attended ASHE SW Penn Golf Outing
- 9/16/22 Attended ASHE Franklin Golf Outing

Action items/upcoming events:

- 9/26/22 – ASHE Pittsburgh Dinner Meeting
- 9/28/22 – ASHE SW Penn Dinner Meeting
- 9/28/22 – ASHE Altoona Dinner Meeting
- 10/6/22 – ASHE Mid-Allegheny Clay Shoot
- 10/18/22 – ASHE Franklin Dinner Meeting

Board Activities:

- Coordination regarding 990 forms.
- Continued push to all sections to update their websites
- Attended multiple calls with NE Region Board and NE Region President

Committee Activities: None



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: 6/2022 to 9/2022

- Attend Houston Section monthly in person luncheons.
- Attend Houston section board meetings.
- Attend SW region virtual meetings.
- Chair Houston Scholarship committee – awarded first annual scholarships to 4 recipients
- Chair Houston Golf tournament committee
- Liaison for the strategic plan committee

May

- Attended First Annual SW Summit in Phoenix Arizona



Southeast National Director Report for Scott Jordan

October 8, 2022, National Board Meeting

Instructions: Written report from each National Director outlining their activities over the past quarter since the last National Board Meeting.

June 2022

- 3rd – 2023 National Conference bi-weekly TEAMS Meeting
- 16th – Monthly Southeast Region Gold Coast Revitalization Plan Update TEAMS Meeting
- 21st – National Conference Committee TEAMS Meeting
- 23rd – Georgia Section Pre-Meeting for next day Monthly Lunch Meeting
- 24th – Georgia Section Lunch Meeting and Board Meeting
- 29th – 2023 National Conference Call for White Papers on Technical Sessions TEAMS Meeting
- 30th – Georgia Section and Tennessee Valley Section Joint Braves Game and Technical Tour Event on September 21st Preparation TEAMS Meeting with Georgia Social Committee Chair

July 2022

- 1st – 2023 National Conference bi-weekly TEAMS Meeting
- 6th – 2023 National Conference in-person meeting at the Conference Hotel to see the Exhibitor Space
- 7th – 2023 National Conference in-person meeting at the Conference Hotel to visit the Presidential Suite that will be used for the Hospitality Suite
- 8th – Georgia Section and Tennessee Valley Section Joint Braves Game and Technical Tour Event on September 21st Preparation TEAMS Meeting with Lead Owners Verification Firm to discuss logistics of the Technical Tour of the Transform 285 Project
- 15th – 2023 National Conference bi-weekly TEAMS Meeting
- 19th – National Conference Committee TEAMS Meeting
- 22nd – 2023 National Conference TEAMS Meeting with Entertainment Committee Chair
- 29th – 2023 National Conference bi-weekly TEAMS Meeting

August 2022

- 5th – 2023 National Conference TEAMS Meeting with Exhibitor Committee Chair
- 9th – National Conference Committee TEAMS Meeting
- 11th – Monthly Southeast Region Gold Coast Revitalization Plan Update TEAMS Meeting
- 12th – 2023 National Conference bi-weekly TEAMS Meeting
- 12th – National ASHE Membership Database Platform Preparation for Executive Board Meeting
- 19th – National Executive Board Meeting in Chattanooga
- 23rd – 2023 National Conference Hospitality Suite TEAMS Meeting
- 26th – 2023 National Conference bi-weekly TEAMS Meeting



September 2022

- 8th – 2023 National Conference TEAMS Meeting with Hospitality Committee Chair and Hotel
- 8th – Monthly Southeast Region Gold Coast Revitalization Plan Update TEAMS Meeting
- 9th – 2023 National Conference bi-weekly TEAMS Meeting
- 14th – 2023 National Conference TEAMS Meeting to discuss Hotel Room Block Numbers
- 14th – National ASHE Membership Database Zoom Meeting with independent IT coworkers to discuss the RFP
- 15th – Southeast Region Quarterly TEAMS Meeting
- 16th – Georgia Section ASHE Lunch Meeting
- 16th – 2023 National Conference Site Visit to the Conference Golf Course
- 20th – National Conference Committee TEAMS Meeting
- 21st – Georgia Section and Tennessee Valley Section Joint Technical Project Tour of Transform Interstate 285 and Social Event at a day Braves Game
- 23rd – 2023 National Conference Hybrid Meeting with all Committee Chairs