



**ASHE National Board Meeting Minutes  
March 11, 2023**

**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 Hilton Columbia Center, Columbia, SC.

**PLEDGE OF ALLEGIANCE:** Leigh B. Lilla, PE

President Lilla led the Pledge of Allegiance.

**Roll Call:** Thomas S. Morisi

Name	Office	Attendance
Leigh B. Lilla, PE	President	Present
Stan A. Harris, PE	First Vice-President	Present
Donato DiZuzio, PE	Second Vice-President	Present
Thomas S. Morisi	Secretary	Present
P. Frank O’Hare, PE	Treasurer	Present
Timothy J. Matthews, PE	Immediate Past President	Present
Nancy A. Morisi	Administrative Assistant	Present
Frank J. Bronzo, PE	One Year Director – Great Lakes Region	Absent
Glen T. Kartalis, PE	One Year Director – Northeast Region	Absent
Jason Hewatt	One Year Director – Southeast Region	Present
Robert G. Prophet, PE	Two Year Director – Northeast Region	Present
Scott H. Jordan, PE	Two Year Director – Southeast Region	Present
Michael D. Bywaletz, PE	Two Year Director – Mid-Atlantic Region	Present
Nikole A. Cao, PE	Two Year Director – Southwest Region	Present
JT Lincoln, PE	Three Year Director – Northeast Region	Present
James T. Shea, PE	Three Year Director – Great Lakes Region	Present
Nimish Desai, PE	Three Year Director – Mid-Atlantic Region	Present
David A. Greenwood	Operations & Oversight Committee Chair	Present
<b>Invited Guests</b>		
Kathryn E. Fink, PE	Strategic Plan Committee Chair	Present
Brian G. O’Connor, PE	New Sections Committee Co-Chair	Present
Samir D. Mody, PE	Incoming National Treasurer Elect	Present
Kathy Johnson, PE	Incoming Two Year Director – Great Lakes Region	Present
David M. Stills, PE	Incoming Three Year Director – Great Lakes	Present
Ronald W. Osterloh, PE	Region Incoming Three Year Director – Southeast Region	Present
<b>Guests – Other</b>		
Daniel M. Atkinson, PE		Present
Karyn M. Matthews, PE	South Carolina Section	Present

Note: Actions of the National Board are Highlighted in yellow.  
Assignments or actions pending are highlighted in green.



**ASHE National Board Meeting Minutes  
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**WELCOME:** Leigh B. Lilla, PE

President Lilla welcomed the attendees and guests to the National Board Meeting and thanked everyone for their attendance.

**2022-2023 GOALS**

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

Ms. Fink reported that the final draft of the Strategic Plan is completed and she provided that draft to everyone via email at the meeting. She also provided a draft of proposed revisions to the Section and Region reports that would track their efforts to meet the goals of the plan. The Board is to review the draft plan and reports and provide comments to Ms. Fink by the end of March. Once final changes are made a Teams meeting will be established to adopt the final plan. Once the plan is adopted, the Committee will collect data on progress and report back to the Board.

**ACTION ITEM – BOARD:** Review proposed Strategic Plan and Section-Region Report updates and provide comments to Ms. Fink by the end of March.

**Member Diversity:** Timothy J. Matthews, PE

Mr. Matthews reported that he has spoken to all of his Committee members and is hoping to conduct the first Committee meeting at the National Board meeting in June.

**Roles of Regions:** James T. Shea, PE

Mr. Shea presented a report and draft budget at the Budget Workshop conducted the day prior to this meeting. He will work with Mr. Harris finalize the recommended budget amount to each Region based on a \$52,000 total budget and have those figures placed in the National budget before adopted. He also noted the Committee is targeting to complete proposed guidelines by the June National Board meeting.

**ACTION ITEM:** Work with Mr. Harris to finalize budget numbers for Region distributions.

**ACTION ITEM:** Review documents associated with committees being dissolved and having duties pushed to Regions. Provide recommendations for how to properly dissolve committees and update documents.

**ACTION ITEM:** Update documents outlining Region roles/duties.

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

**January 14, 2023 National Board Meeting:**

**MOTION:** Motion by Morisi to approve the minutes from the January 14, 2023 National Board Meeting; seconded by O'Hare; all in favor.

**January 23, 2023 National Executive Committee Electronic Meeting:**

**MOTION:** Motion by Morisi to approve the minutes from the January 23, 2023 National Executive Committee Electronic Meeting; seconded by O'Hare; all in favor.



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**March 11, 2023**

**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 discussed a contact she received from a publication named the US Department of Transportation Annual Review. This publication is willing to provide ASHE with a free ad if we will, in turn, send the publication out to our members. There will be no exchange of member data. After discussion, it was decided that Ms. Lilla will move forward with contacting the publication and proceeding.

**ACTION ITEM:** Initiate communication with US Department of Transportation Annual Review publication to place an ad and for distribution of publication to our members.

**MOTION:** Motion by Harris to delete the following words from the beginning of the ASHE Charter: "KNOW ALL MEN BY THESE PRESENTS, THAT"; seconded by Morisi; all in favor.

**MOTION:** Motion by Hewatt to send \$25,000 to active Regions; seconded by Bywaletz; a vote was conducted with all present voting no.

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

The Secretary's Report is attached to and made part of these meeting minutes. Mr. Morisi review his report make special note of the four sections that have paid for new member and have not yet provided applications for those members. Submission of those member applications by April 1, 2023 is critical for those members to be considered when the member count is taken for Section awards.

**ACTION ITEM:** Coordinate with TNT Graphics to revise Charter and have a final electronic version produced.

**ACTION ITEM:** Update documentation relative to the renaming of the Lifetime Achievement Award to the Shirley Stuttler Lifetime Achievement Award.

**ACTION ITEM:** Contact Ms. Schumacher to arrange recurring software charges to be placed on the ASHE credit card.

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

The Treasurer's Report is attached to and made part of these meeting minutes. Mr. O'Hare reviewed the report.

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

**MOTION:** Motion by O'Hare to grant a stipend for the Atlanta Conference for a maximum amount of \$961.00 for regular conference registration and a maximum amount of \$901.00 for government and retired conference registrations. Stipend grantees must use the early registration, attend the Past Presidents' Lunch, the Business Meeting, and the Gala. Any unused

funds must be refunded within 30 days of the end of the conference. See stipend policy for additional information; seconded by DiZuzio; all in favor.

**ACTION ITEM:** Look into developing a spreadsheet for 990 forms or other electronic means that could reduce errors.

**ACTION ITEM:** Update stipend for Mody and Greenwood as they are Past Presidents.

**ADMINISTRATIVE ASSISTANT'S REPORT:** Nancy A. Morisi

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

**ACTION ITEM:** Acquire signatures on JM Server Solutions contract.

### COMMITTEE REPORTS

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

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

**Budget/Audit:** Stan A. Harris, PE presenting

The Budget/Audit Committee Report is attached to and made part of these meeting minutes. Mr. Harris conducted a workshop the day prior to this meeting to review the proposed 2023-2024 budget in detail, receive comments, and make adjustments. Mr. Harris will work to finalize the budget. Once finalized, a Teams meeting will be held to adopt the final budget.

**ACTION ITEM:** Finalize budget and distribute for review. Contact Secretary to arrange a Teams meeting to approve budget.

**Constitution/Bylaws:** David A. Greenwood, PE presenting

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

**ACTION ITEM:** Update bylaw tracking spreadsheet and circulate to Directors.

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

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

**National Conference:** James T. Shea, PE presenting

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

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

The New Sections Committee Report is attached to and made part of these meeting minutes. Mr. Mody noted the committee is struggling establishing core groups in a few potential Sections. The



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committee has established a larger firms initiative to reach out to larger firms with offices in locations of potential new sections to garner their help and support in these initiatives.

**Nominating:** Timothy J. Matthews, PE presenting

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

**MOTION:** Motion by Committee to approve Meg Pirkle, PE as the Pearson Person of the Year, Lauren Havner, PE as the Young Member of the Year, Mindy Sanders, PE as the Member of the Year, and Drew Bitner, PE, PLS for the Lifetime Achievement Award; seconded by Morisi; all in favor.

**ACTION ITEM:** Send letters to award recipients and to those not selected.

**Operations and Oversight:** David A. Greenwood, PE presenting

The Operations and Oversight Committee Report is attached to and made part of these meeting minutes. Mr. Greenwood reported he is having a challenging time filling slots for committee members.

**MOTION:** Motion by Harris to provide the Chair of the Operations & Oversight Committee with a stipend for the Georgia Conference; seconded by DiZuzio; all in favor.

**Outreach:** No Report

**Public Relations:** No Report

**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.

**MOTION:** Motion by Committee to approve the 2023-2024 contract with JM Server Solutions, LLC; seconded by Matthews; all in favor with the exception of Morisi who abstained.

**OLD BUSINESS**

None



**NEW BUSINESS**

None

**SECTION/REGION REPORTS**

The Section/Region Reports are attached to and made part of these meeting minutes.

**NATIONAL DIRECTOR REPORTS**

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

**UPCOMING BOARD MEETINGS**

June – 10:00 AM Saturday at the National Conference

**ADJOURNMENT**

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

The meeting adjourned at 11:00 AM.

**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



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**Attachment 1: Committee Reports**

President's report

Continued with approval and transmittal of Nancy's timesheets to CPA

For Discussion:

ASHE / US DOT Annual Review Publication – email attached

For Information:

ARTBA Urges Members to Sign Suicide Awareness Proclamation – PDF attached

[Suicide in Construction Awareness Proclamation - The American Road & Transportation Builders Association \(ARTBA\)](#)

[Florida man on mission to curb suicide rates in construction \(baynews9.com\)](#)

Attended the following meetings:

5/20/22 – attended Middle Tennessee meeting via zoom for Officer's swearing in

6/13/22 – Tampa Executive Committee meeting (TEAMs Meeting)

7/18/22 – National Conference committee meeting

9/12/22 – Tampa Executive Committee meeting (TEAMs Meeting)

10/10/22 – Tampa Executive Committee meeting (TEAMs Meeting)

10/24/22 – Great Lakes Region Meeting

10/25/22 – OTEC ASHE lunch

10/26/22 – ASHE / ASCE Phoenix joint meeting

11/14/22 – National Conference Committee Meeting (TEAMs Meeting)

11/15/22 – ASHE Officer Training Coordination meeting – Tom Morisi, Frank O'Hare, Nancy Morisi, Dave Greenwood, Stan Harris

11/15/22 – ASHE Strategic Planning Committee Call (TEAMs Meeting)

12/5/22 – Membership Committee Meeting (TEAMs Meeting)

12/12/22 – ASHE President Check in with Tim Matthews and Stan Harris (TEAMs Meeting)

12/12/22 – Tampa Executive Committee Meeting (TEAMs Meeting)

1/12/23 – Tampa Social, Amalie Arena, Tampa FL



1/13/23 – SE Region Quarterly Meeting, Tampa FL

1/13/23 – ASHE Workshop on Regions and Board Meeting, Safety Harbor FL

1/17/23 – ASHE National Conference Meeting, Teams

2/14/23, 2/17/23 – ASHE officer Training, Teams

2/15/23 – ASHE Strategic Plan Committee, Teams

3/1/23 – ASHE Strategic Plan Committee, Teams

## Leigh Lilla

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**From:** Debra Acello <dacello@transportationpublishing.com>  
**Sent:** Monday, February 20, 2023 4:24 PM  
**To:** Leigh Lilla  
**Subject:** American Society of Highway Engineers / U.S. DEPARTMENT OF TRANSPORTATION ANNUAL REVIEW

### **EXTERNAL EMAIL**

Hi Leigh,

It was great speaking with you today. As mentioned, we would like to partner with the American Society of Highway Engineers for the inaugural edition of the U.S. DEPARTMENT OF TRANSPORTATION ANNUAL REVIEW.

This inaugural edition will celebrate the achievements of the DOT throughout the U.S. It will feature articles on the DOT's countless projects, initiatives, industry trends and will include a B2B Directory.

We are looking to offer you a full page complimentary ad, a feature in the editorial, and an introduction letter. In exchange we are looking for your help to distribute some of the physical copies and share the digital link of the publication, maybe on social media or via your email newsletter.

While this is the inaugural edition for the U.S. DEPARTMENT OF TRANSPORTATION ANNUAL REVIEW, below are some digital links of other publications we have done as this publication will follow a similar format.



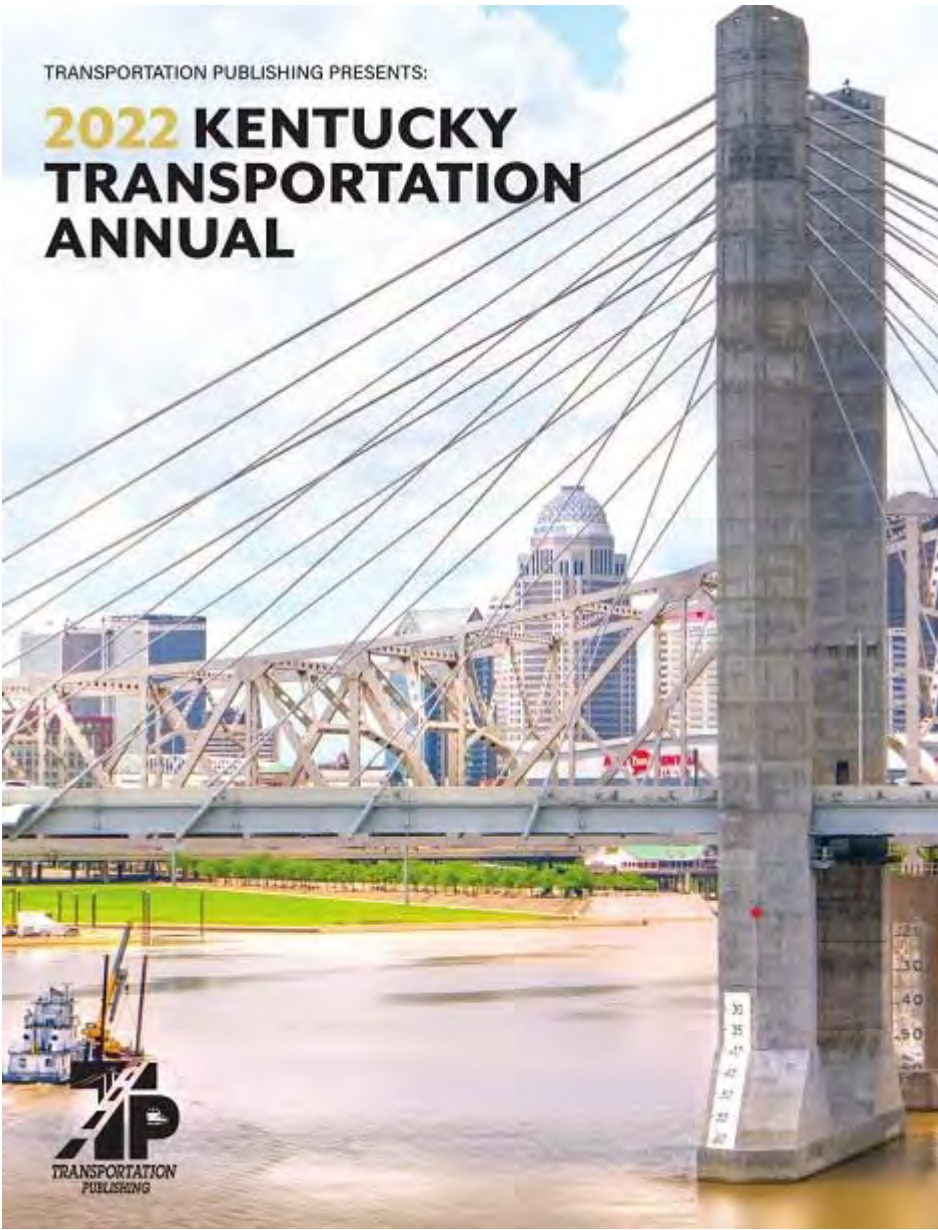
TRANSPORTATION PUBLISHING PRESENTS:

2022

**ILLINOIS  
TRANSPORTATION  
ANNUAL**

TRANSPORTATION PUBLISHING PRESENTS:

# 2022 KENTUCKY TRANSPORTATION ANNUAL





PORTS PUBLISHING PRESENTS:

# THE NEXT 100 YEARS OF THE PORT AUTHORITY OF NY & NJ



I look forward to working with you on this project and please let me know if you have any questions!

Thank you,

DA

**Debra Acello**

**O: 646-660-8890**

**C: 201-491-7248**

[dacello@transportationpublishing.com](mailto:dacello@transportationpublishing.com)

**Leigh Lilla**

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**From:** ARTBA Washington Newsline <artbanews@artba.org>  
**Sent:** Tuesday, February 28, 2023 1:06 PM  
**To:** Leigh Lilla  
**Subject:** Be Part of the Solution - Sign the Proclamation

**EXTERNAL EMAIL**

[View this email in your browser](#)



# Washington Newsline

February 28, 2023

***Special Edition***

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## **ARTBA Urges Members to Sign Suicide Awareness Proclamation**



*Ajax Paving of Florida President Vince Hafeli (podium) Feb. 7 successfully generated signatures for a new "Suicide in Construction Awareness" proclamation during the Florida Transportation Builders' Association Construction Conference in Orlando. FTBA President Ananth Prasad (first on the left) signed the document, as did Immediate Past ARTBA Chair Ward Nye (second from right) and ARTBA President Dave Bauer (fifth from the right). Photo courtesy of Ajax Paving.*

**What's happening:** ARTBA is backing a national campaign announced Feb. 7 by Ajax Paving of Florida President Vince Hafeli to spread awareness of the suicide epidemic plaguing the construction sector.

**Why it matters:** There are more than 5,500 construction industry suicides annually. According to the Centers for Disease Control & Prevention, that equates to 45.3 suicides per 100,000 workers, or 3 ½ times greater than the national average.

“We just can’t afford to ignore this crisis any longer,” Hafeli says. “Our industry must take steps to help our workers cope with mental health and its frequently tragic outcome—suicide.”

### The Facts About Construction Industry Suicides

- 45.3 suicides per 100,000 workers
- Estimated >5,500 suicides each year
- 3 fatalities per day vs. 15 suicides per day
- 3.5 times greater than the national average

More construction workers die by suicide each year than by all other construction-related fatalities.

Source: **CDC**

**What you can do:** The centerpiece of Hafeli's initiative is a "Suicide in Construction Awareness Proclamation," which seeks signatures from those who commit to address construction industry suicides with open communication, mental health support systems, and safe and healthy work environments.

**Sign the proclamation now. And ask your colleagues to do the same.**

**The desired outcome:** Hafeli will hit the road to speak at industry events and share his personal story. His ambitious goal: garner 700,000 signatures by December 2024.

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**DEADLINE TOMORROW:**

**Nominate an Industry Leader or Innovator**



**Other Important Submission Deadlines:**





ASHE NATIONAL HEADQUARTERS  
 610 RADCON STREET  
 JOHNSTOWN, PA 15904

**SECRETARY'S REPORT**

Following is the current ASHE Membership List by Region/Section as of March 1, 2023.

<b>Northeast Region</b>			<b>Southeast Region</b>	
Albany	85		Alabama	55
Altoona	187		Central Florida	112
Central New York	50		Georgia	560
Clearfield	188		Middle Tennessee	312
Delaware Valley	342		Northeast Florida	203
East Penn	101		South Florida	2
First State	210		Tampa Bay	42
Franklin	130		Tennessee Valley	114
Harrisburg	370		<b>Subtotal</b>	<b>1400</b>
Long Island	47			
Mid-Allegheny	126		<b>Great Lakes Region</b>	
N. Central New Jersey	129		Bluegrass	97
New York Metro	134		Central Dacotah	83
North East Penn	132		Central Ohio	206
Pittsburgh	549		Circle City	46
Southern New Jersey	173		Cuyahoga Valley	106
Southwest Penn	228		Derby City	84
Williamsport	78		Lake Erie	225
<b>Subtotal</b>	<b>3259</b>		Northwest Ohio	45
			Triko Valley	151
			<b>Subtotal</b>	<b>1043</b>
<b>Mid-Atlantic Region</b>				
Blue Ridge	55		<b>Southwest Region</b>	
Carolina Piedmont	46		Central Texas	77
Carolina Triangle	190		Dallas-Forth Worth	35
Chesapeake	253		Houston	72
Greater Hampton Roads	79		Phoenix Sonoran	136
N. Central West Virginia	51		<b>Subtotal</b>	<b>320</b>
Old Dominion	78			
Potomac	159			
South Carolina	120		<b>Total</b>	<b>7053</b>
<b>Subtotal</b>	<b>1031</b>			

## **MEMBERSHIP**

The membership totals listed above are pulled directly from the National Database on the date listed and may not directly correlate to individual Section rosters. Total membership as of the date listed is 7,053 which represents a net increase of 131 members since the report for the March 2022 National Board meeting.

All assessments have been processed except for the following:

- Dallas Fort Worth has paid for 19 new members but has not submitted applications.
- East Penn has paid for 15 new members but has not submitted applications.
- Harrisburg has paid for 20 new members but has not submitted applications.
- New York Metro has paid for 30 new members but has not submitted applications.

Data for membership awards will be pulled on April 1, 2023. Therefore, it is important these Sections submit the necessary information to give them any chance at an award.

The following spreadsheet gives a complete year to year summary of Section and Region membership as of March 1, 2023 and provides the year to year variance. In addition to focusing on those Section that have increased/decreased membership, it is also important to look at those who's total has not changed. This could be a sign of an issue.

Note that the following spreadsheet could be considered a precursor to knowing Section awards. However, actual number could vary greatly depending on applications processed last year in March.

<b>Northeast Region</b>	03/01/22	03/01/23	Difference
Albany	84	85	1
Altoona	196	187	-9
Central New York	50	50	0
Clearfield	174	188	14
Delaware Valley	344	342	-2
East Penn	112	101	-11
First State	198	210	12
Franklin	123	130	7
Harrisburg	369	370	1
Long Island	47	47	0
Mid-Allegheny	126	126	0
N. Central New Jersey	134	129	-5
New York Metro	136	134	-2
North East Penn	134	132	-2
Pittsburgh	523	549	26
Southern New Jersey	170	173	3
Southwest Penn	271	228	-43
Williamsport	76	78	2
<b>Subtotal</b>	<b>3267</b>	<b>3259</b>	<b>-8</b>
<b>Mid-Atlantic Region</b>			
Blue Ridge	64	55	-9
Carolina Piedmont	68	46	-22
Carolina Triangle	216	190	-26
Chesapeake	281	253	-28
Greater Hampton Roads	83	79	-4
N. Central West Virginia	51	51	0
Old Dominion	87	78	-9
Potomac	150	159	9
South Carolina	101	120	19
<b>Subtotal</b>	<b>1101</b>	<b>1031</b>	<b>-70</b>

<b>Southeast Region</b>	03/01/22	03/01/23	Difference
Alabama	55	55	0
Central Florida	85	112	27
Georgia	443	560	117
Middle Tennessee	294	312	18
Northeast Florida	181	203	22
South Florida	11	2	-9
Tampa Bay	46	42	-4
Tennessee Valley	106	114	8
<b>Subtotal</b>	<b>1221</b>	<b>1400</b>	<b>179</b>
<b>Great Lakes Region</b>			
Bluegrass	95	97	2
Central Dacotah	96	83	-13
Central Ohio	194	206	12
Circle City	0	46	46
Cuyahoga Valley	106	106	0
Derby City	85	84	-1
Lake Erie	209	225	16
Northwest Ohio	48	45	-3
Triko Valley	158	151	-7
<b>Subtotal</b>	<b>991</b>	<b>1043</b>	<b>52</b>
<b>Southwest Region</b>			
Central Texas	71	77	6
Dallas-Forth Worth	35	35	0
Houston	101	72	-29
Phoenix Sonoran	135	136	1
<b>Subtotal</b>	<b>342</b>	<b>320</b>	<b>-22</b>
<b>Total</b>	<b>6922</b>	<b>7053</b>	<b>131</b>

## **ASSESSMENTS**

All assessments for the 2022-2023 period have been paid.

## **DATABASE**

Working with Jake to update the database with the following changes:

- Export data at all levels (National, Region, Section) for only that data shown on the membership application. Currently, the system exports all data.
- On “Member List” page, change “Multiview Email Export” to “Scanner Email Export”
- Create export that combines Work and Home emails. These are currently two separate exports.
- Create export that combines Work and Home addresses. These are currently two separate exports.
- Remove “Email” page.
- Create a list that provides the total number of members in each Section.

Requesting budget (\$3,500) consideration for the following updates:

- Update security
- Revised member log in which is no longer member number dependent

## **CLOUD**

The ASHE Cloud was developed when cloud technology first existed. Since then there have been no update and the system has become outdated. I would like to recommend to the Board we investigate new software for the Cloud. Initial investigations recommended purchasing annual licenses of Office 365 which works in combination with SharePoint. This would result in an estimated \$8,500 cost to ASHE with a one time fee of \$1,000 to set it up.

## **TEAMS** (no update since prior meeting)

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** (no update since prior report)

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.



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## **National Treasurer's Report**

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

**ASHE National Board Meeting**

**Columbia, South Carolina**

**March 11, 2023**

1. Income and Expenses - Income and Expenses are shown as of 2/28/2023. See Attachment.
  - Operating Income Comments – Membership Assessments @ \$ 124, 739.9 \$ New member assessments @ \$ 39,445.00
  - Operating Expenses Comments – We have completed 75% of the Fiscal Year 2022-2023.
2. Investment as of 2/28/2023. See Attachment.
3. One hundred thousand dollars and zero cents (\$ 100,000.00) was transferred from ASHE PNC Checking to ASHE Investment Account as approved by the Board on January 14, 2023.
4. ASHE Investment Account with PNC was changed from Moderate to Balanced as approved by the Board on January 14, 2023. Paperwork was signed by the National Treasurer and Secretary.
5. CPA Associates and the National Treasurer have reconciled the PNC Bank statements with the ledger for December, January & February. The statement was forwarded to Budget/Audit Committee Chair Stan Harris for review.
6. Credit Card payments have been forwarded to the National Secretary for review and approval.
7. A new ASHE 990 has been sent to the Regions for distribution to the Sections.
8. South Florida after online training contacted the National Treasurer concerning IRS 1099. South Florida paid \$800.00 to a website designer in 2022 and paid the same designer an additional \$800.00 in 2023. The National Treasurer instructed our accountants to develop a 1099 for South Florida for 2022. South Florida was informed prior to the development of the 1099 that they may be penalized by the IRS. They were also informed It will be the South Florida's responsibility to pay the penalty.
9. It is taking at least 7 days after Treasurer cuts a check with PNC for it to be delivered.
10. If a Board Member changes address, make sure you notify the Secretary and Treasurer such that your expense check is sent to the new address. Put your new address on your expense report.
11. Send checks to the Johnstown ASHE Office. Do not send checks to Treasurer's home address
12. Mileage is \$ 0.65/mile.
13. Sections are receiving requests for W-9 forms. The Section's EIN is to be used and not the National EIN.

14. The treasurer prepares checks from Invoices or Expense Reports w/receipts. Checks are not cut from only receipts.

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

**Motion 2 - Atlanta Stipend**

Motion to grant a maximum amount of \$961.00 for regular conference registration and a maximum amount of \$901.00 for government and retired conference registrations. Stipend grantees must use the early registration, attend the past president's luncheon, the business meeting, and the gala. Any unused funds must be refunded within 30 days of the end of the conference. See stipend policy for additional requirements.

AS OF 3/3/2023 National Board Stipend ✓									
#	First	Last	Position	Statu	Stipend Amount	Deducts	Total	Stipend Requeste	Paid
1	Michael	Bywaltez	MA	R	\$ 961.00	\$ -	\$ 961.00		
2	Nicole	Cao	SW	R	\$ 961.00	\$ -	\$ 961.00		
3	Nimish	Desai	MA	R	\$ 961.00	\$ -	\$ 961.00		
4	Don	Dizuzio	1st VP	R	\$ 961.00	\$ -	\$ 961.00		
5	Stan	Harris	President						
6	Kathy	Johnson	GL		\$ 961.00		\$ 961.00		
7	Scott	Jordon	SE	R	\$ 961.00	\$ -	\$ 961.00		
8	Glen	Kartalis	NE	R	\$ 961.00	\$ -	\$ 961.00		
9	Leigh	Lilla	Immediate Past President						
10	JT	Lincoln	NE	R	\$ 961.00	\$ -	\$ 961.00		
11	Tim	Mathews	Past President 2022-2023	NA	\$ 901.00	\$ (50.00)	\$ 851.00		
12	Sam	Mody	Treasurer Elect		\$ 961.00	\$ -	\$ 961.00		
13	Nancy	Morisi	ASHE Adm. Assistant						
14	Tom	Morisi	Secretary						
15	Frank	O'Hare	Treasurer	Retired	\$ 300.00		\$ 300.00		
16	Ronald	Osterloh	SE	R	\$ 961.00	\$ -	\$ 961.00		
17	Rob	Prophet	NE	R	\$ 961.00	\$ -	\$ 961.00		
18	Jim	Shea	2nd Vice President	R	\$ 961.00	\$ -	\$ 961.00		
19	David	Stills	GL	R	\$ 961.00		\$ 961.00		
<b>Total</b>					<b>\$ 13,694.00</b>	<b>\$ (50.00)</b>	<b>\$ 13,644.00</b>		

Item	Regular Registration	Govmt./Retired Registration
Registration	\$ 210.00	\$ 150.00
Past Presidents Lunch	\$ 50.00	\$ 50.00
Gala	\$ 100.00	\$ 100.00
Room - 3 nights	\$ 601.00	\$ 601.00
Total	\$ 961.00	\$ 901.00
Stipend Amount	\$ 961.00	\$ 901.00

**ASHE Treasurer's Report**

for

**For June 1, 2022 to February 28, 2023**

**Natonal Board Meeting, Columbia, SC**

**PNC Checking Account**

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2022	\$	157,654.14
2	<b><u>Inflows</u></b>		
3	Income	\$	211,378.89
4	Total Inflows (Income)	\$	211,378.89
5	<b><u>Outflows</u></b>		
6	Expenses	\$	238,779.40
7	Total Outflows (Expenses)	\$	238,779.40
8	Balance 8649 - 2/28/2023	\$	130,253.63

**PNC Investment Account**

9	PNC Investment - Beginning Balance (6/1/2022)	\$	364,229.20
10	Increase (Decrease) in Fund as of 2/28/2023	\$	85,065.81
11	-		
12	Balance on 2/28/2023	\$	449,295.01
13			
14	Total Assets as of 2/28/2023	\$	579,548.64
15	Total Assets as of 6/1/2022....	\$	521,883.34
16	Increase or (Decrease) in Total Assets - 6/1/2022 to 2/28/2023	\$	57,665.30

Respectfully submitted:

**ASHE** Digitally signed  
by: ASHE  
Treasurer  
DN: CN =  
ASHE  
Treasurer  
Date: 2023.03.  
03:15:12:36 -  
05'00'

**Treasurer**

**3/3/2023**

ASHE National Treasurer

Item	Operating Income	Budgeted FYE 2023	Actual as of 2/28/2023
A.	Clothing royalties	\$ -	\$ -
B.	Conference seed money returned	\$ 8,000	\$ 8,000.00
C.	Conference Income	\$ -	\$ 12,996.61
D.	Credit Card Cash Back Rewards	\$ 770	\$ 1,053.75
E.	Lifetime Member Pins	\$ 360	
F.	New members - at large	\$ -	
G.	Member assessment	\$ 140,000	\$ 124,970.00
H.	National Project of the Year	\$ 500	\$ 200.00
I.	New members initiation fees	\$ 18,000	\$ 39,445.00
J.	Other Income	\$ 1,000	\$ 349.80
K.	Past Presidents' pins	\$ 1,500	\$ 1,950.00
L.	SPONSORSHIPS		
L100.0	Sponsorships - Multiview	\$ 5,000	\$ 2,913.73
L101.0	Sponsorships - SCANNER	\$ 30,000	\$ 19,500.00
	<b>Total</b>	<b>\$ 205,130</b>	<b>\$ 211,378.89</b>
	<b>Increase of Demand Assets from Investment</b>	<b>\$ 19,189</b>	
	<b>Total Inflow to Operating Budget</b>	<b>\$ 224,319</b>	<b>\$ 211,378.89</b>

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



Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 2/28/2023
<b>A. BUDGET/AUDIT COMMITTEE</b>				
	A102.0	Treasurer's Meeting With Auditors (if needed)	\$ 400	
		<b>TOTAL:</b>	<b>\$ 400</b>	<b>\$ -</b>
<b>B. CONSTITUTION &amp; BYLAWS COMMITTEE</b>				
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C. EXECUTIVE COMMITTEE</b>				
	C102.0	Audit & CPA, Assoc. fees	\$ 8,000	\$ 8,292.88
	C103.0	Awards, pins, & ribbons	\$ 4,000	\$ 6,889.58
	C104.0	Committee Chair travel for Board Mtg by President's invitation	\$ 4,000	\$ 4,953.26
	C105.0	Hardware - Purchase and Repair	\$ 500	\$ -
	C106.0	Contingencies, <b>legal</b> , bank fees	\$ 130	\$ 1,478.12
	C107.0	Donations, memorials, gifts	\$ 200	\$ 282.98
	C108.0	Employee - taxes: fica, unemployment, local	\$ 10,800	\$ 8,534.40
	C109.0	Employee - compensation, wages, bonus, etc.	\$ 23,700	\$ 18,728.30
	C110.0	Employee - expenses	\$ 2,000	\$ -
	C111.0	Insurance - business	\$ 6,500	\$ 5,606.80
	C112.0	Misc. Expenses	\$ 1,000	\$ 292.32
	C113.0		-	\$ -
	C114.0	Business Office - Rent	\$ 3,500	\$ 3,000.00
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 1,000	\$ 595.41
	C117.0	Presidents travel & expenses (Not to board mtgs.)	\$ 8,000	\$ 4,331.72
	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	\$ 1,811.10
	C120.0	Executive Committee Meeting	\$ -	\$ 9,215.02
		<b>TOTAL:</b>	<b>\$ 78,930</b>	<b>\$ 74,011.89</b>
<b>D. MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>				
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>
<b>E. NATIONAL BOARD</b>				
	E101.1	Board Mtg. Directors Lodging	\$ 10,000	\$ 5,918.56
	E101.2	Board Mtg. Directors Travel	\$ 20,000	\$ 14,809.94
	E102.0	Board Mtg. Expenses - Room rental, coffee, meals, etc.	\$ 10,000	\$ 8,140.90
		<b>TOTAL:</b>	<b>\$ 40,000</b>	<b>\$ 28,869.40</b>

Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 2/28/2023
<b>F.</b>	<b>NATIONAL CONFERENCE COMMITTEE</b>			
	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
			\$ -	\$ -
		<b>TOTAL:</b>	\$ 35,000	\$ (926.44)
<b>G.</b>	<b>NEW SECTIONS COMMITTEE</b>			
	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	\$ 1,689.94
		<b>TOTAL:</b>	\$ 8,100	\$ 1,689.94
<b>H.</b>	<b>NOMINATING COMMITTEE</b>			
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 4,000	\$ 3,124.40
		<b>TOTAL:</b>	\$ 4,000	\$ 3,124.40
<b>I.</b>	<b>OPERATIONS OVERSIGHT COMMITTEE</b>			
	I102.0	Regional Directors Travel	\$ 4,000	\$ 891.02
	I103.0	Project of the Year - Awards & Committee Expenses	\$ 2,000	\$ -
	I104.0	Society History Comm.	\$ -	\$ -
		<b>TOTAL:</b>	\$ 6,000	\$ 891.02
<b>J.</b>	<b>OUTREACH COMMITTEE</b>			
	J101.0	Government Outreach - Travel	\$ 3,000	\$ -
	J102.0	Exposure Funds to Regions	\$ 6,000	\$ 6,000.00
		<b>TOTAL:</b>	\$ 9,000	\$ 6,000.00
<b>K</b>	<b>PARTNERSHIP COMMITTEE</b>			
		<b>TOTAL:</b>	\$ -	\$ -
<b>L.</b>	<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b>			
		<b>TOTAL:</b>	\$ -	\$ 250.00
		<b>TOTAL:</b>	\$ -	\$ -

Item	No.	EXPENSES	Budgeted FYE 2023	Actual as of 2/28/2023
M.		<b>PUBLIC RELATIONS COMMITTEE</b>		
	M102.0	Contest	\$ -	\$ -
	M104.0	Promotional Materials, Social Media	\$ 4,000	\$ 673.71
	M106.0	Software Subscriptions	\$ 1,200	\$ 951.65
	M105.0	Shipping - ASHE Display	\$ 500	\$ 244.07
		<b>TOTAL:</b>	\$ 5,700	\$ 1,869.43
N.		<b>SCANNER COMMITTEE</b>		
	N100.0	TNT Expenses for 2022 ASHE Conference <sup>1</sup>	\$ 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	\$ 18,599.59
		<b>TOTAL:</b>	\$ 28,089.17	\$ 19,359.76
O.		<b>STRATEGIC PLAN COMMITTEE</b>		
	O101.0	Strategic Planning Committee	\$ 3,000	\$ -
		<b>TOTAL:</b>	\$ 3,000	\$ -
P.		<b>STUDENT CHAPTER COMMITTEE</b>		
	P101.0	Student Chapter Committee	\$ -	\$ -
	P102.0	Student event promo materials	\$ -	\$ -
		<b>TOTAL:</b>	\$ -	\$ -
Q.		<b>TECHNOLOGY COMMITTEE</b>		
	Q101.0	Cloud Committee Expenses (Travel)	\$ 700	\$ -
	Q103.0	Database upgrade (Will need board approval)	\$ -	\$ -
	Q106.0	J.M. Server Solutions - Invoices	\$ 5,400	\$ 3,640.00
		<b>TOTAL:</b>	\$ 6,100	\$ 3,640.00
		<b>TREASURER</b>		
R.		Transfer from Checking to Investment	\$ -	\$ 100,000.00
			\$ -	\$ 100,000.00
		<b>Total Expenses</b>	<b>\$ 224,319.17</b>	<b>\$ 238,779.40</b>

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

Cash Flow - Year to Date  
6/1/2022 through 3/3/2023

3/3/2023

Page 1

Category	6/1/2022- 3/3/2023
<b>INFLOWS</b>	
B. Conference Advance Money Return	8,000.00
C. Conference Income-- National Conf...	12,996.61
D. Credit Card Cash Back Rewards	1,053.75
G. Membership Assessments	124,739.90
G101 - Late fees	230.10
TOTAL G. Membership Assessments	124,970.00
H. National Project of the Yr-Entry fee	200.00
I. New Member-Initiation Fee	39,445.00
J. Other Income	349.80
K. Past President-Pins	1,950.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	2,913.73
L101.0 SCANNER Sponsorships	19,500.00
TOTAL L. Sponsorships	22,413.73
<b>TOTAL INFLOWS</b>	<b>211,378.89</b>
<b>OUTFLOWS</b>	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	8,292.88
C103.0 Awards, Banners, Ribbons, ...	6,889.58
C104.0 Com Chair Travel -Pres.'s R...	
Lodging	830.52
Mileage	861.84
Misc. Travel Expenses, Meals, Pa...	799.08
Travel - Air,Train,Transit,Cab,Rental	2,461.82
TOTAL C104.0 Com Chair Travel ...	4,953.26
C106.0 Contingencies, Legal, Bank ...	
Bank Charge-Bank Charge	128.12
Legal	1,315.00
Quickbooks Direct Deposit Fee	35.00
TOTAL C106.0 Contingencies, Le...	1,478.12
C107.0 Donations. Memorials, Gifts-...	282.98
C108.0 Employees - Taxes, FICA, E...	8,534.40
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. M...	18,728.30

Cash Flow - Year to Date  
6/1/2022 through 3/3/2023

3/3/2023

Page 2

Category	6/1/2022- 3/3/2023
TOTAL C109.0 Employee Wages	18,728.30
C111.0 Insurance - Business	5,606.80
C112.0 Miscellaneous Expenses	292.32
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	500.00
C114.3 Johnstown, PA-- Rent	2,500.00
TOTAL C114.0 Business Office - ...	3,000.00
C115.0 Postage and Delivery-Postag...	595.41
C117.0 President's Exp(Not BD Mtgs)	70.91
Lodging-Overnight Lodging	625.74
Mileage-Mileage at IRS Rate	72.54
Misc. Travel Expenses, Meals, Pa...	489.97
Travel - Air,Train,Transit,Cab,Rental	3,072.56
TOTAL C117.0 President's Exp(N...	4,331.72
C119.1 Supplies-Software, Ink,Paper...	1,811.10
C120. Ex. Comm. Meeting	480.65
Lodging	2,746.59
Meals - Ex. Comm. & Guests	1,303.90
Mileage	2,302.13
Misc. Travel Expenses, Meals, Pa...	336.28
Mtg Rooms, Coffee, Soda, Deposi...	308.74
Travel-Air,Train,Transit,Cab,Rental	1,736.73
TOTAL C120. Ex. Comm. Meeting	9,215.02
TOTAL C. Executive Committee	74,011.89
E. National Board-Expense for National...	
E101.0 Board Member-Board Meetin...	8,140.90
E101.1 Lodging - Board Meeting	5,918.56
E101.2 Board Travel Expenses	
Mileage - Board Meeting	3,774.73
Misc. Travel Expenses, Meals, ...	1,618.85
Travel-Air,Train,Transit,Cab,Re...	9,416.36
TOTAL E101.2 Board Travel Ex...	14,809.94
TOTAL E101.0 Board Member-Bo...	28,869.40
TOTAL E. National Board-Expense f...	28,869.40
F. National Conference Committee	
F101.1 2022 Stipend Refunds	-1,436.44
F105.0 Past Presidents Stipends to ...	510.00

Cash Flow - Year to Date  
6/1/2022 through 3/3/2023

3/3/2023

Page 3

Category	6/1/2022- 3/3/2023
TOTAL F. National Conference Com...	-926.44
G. New Sections Committee	
G104.0 Travel-New Section & Chart...	
Lodging	418.86
Mileage	60.00
Misc. Travel Expenses, Meals, Pa...	79.90
Travel-Air,Train,Transit,Cab,Rental	971.18
TOTAL G104.0 Travel-New Sectio...	1,529.94
G105.0 Expenses	160.00
TOTAL G. New Sections Committee	1,689.94
H. Nominations Committee	
H101.0 Award Travel Expenses	
H101.1 Gene Smith Award	425.00
H101.4 Lifetime Member Award-N...	1,597.30
H101.5 Young Member Award	1,102.10
TOTAL H101.0 Award Travel Exp...	3,124.40
TOTAL H. Nominations Committee	3,124.40
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Dire...	650.52
Mileage	176.90
Misc. Travel Expenses, Meals, Pa...	63.60
TOTAL I102.0 Regional Director T...	891.02
TOTAL I. Operations Committee	891.02
J. Outreach Committee	
J102.0 Exposure Funds-Distribution t...	6,000.00
TOTAL J. Outreach Committee	6,000.00
L. Professional Development Comm.	
L102.0 Florida Registration Board	250.00
TOTAL L. Professional Development...	250.00
M. Public Relations Committee	
M104.0 Promotional Material,Social ...	673.71
M105.0 Shipping - ASHE Display	244.07
M106.0 Software	951.65
TOTAL M. Public Relations Committee	1,869.43
N. SCANNER Committee	
N.101.1 TNT Travel Expenses	760.17

Cash Flow - Year to Date  
6/1/2022 through 3/3/2023

3/3/2023

Page 4

Category	6/1/2022- 3/3/2023
N102.0 TNT Invoices - Scanner Only	18,599.59
TOTAL N. SCANNER Committee	19,359.76
Q. Technology Committee	
Q101.0 Support ASHE Cloud	564.97
Q102.0 Data Base Project Admin.-U...	1,012.50
Q106.0 Website Hosting	2,062.53
TOTAL Q. Technology Committee	3,640.00
R. Transfer to PNC Investment	100,000.00
<b>TOTAL OUTFLOWS</b>	<b>238,779.40</b>
<b>OVERALL TOTAL</b>	<b>-27,400.51</b>



## Administrative Assistant Report

ASHE National Board Meeting-March 11,2023

**New Member Request Forms (Website):** The following is a Region summary of the new member request forms (Jan-Feb) 43 total received and forwarded to the appropriate Sections:

<u>January-Total 13</u>	<u>February-30 Total</u>
Great Lakes-0	Great Lakes-3
Mid-Atlantic-1	Mid-Atlantic-8
Northeast-6	Northeast-9
Southeast -3	Southeast-8
Southwest-2	Southwest-2

**Website requests (non-membership):** There were 8 non-membership requests, a report is attached.

**New Members:** There were 293 new member certificates created and pins sent to various Sections from January 1, 2023-February 28,2023.

**Past President Pins-** 5 Past Section Pins were paid for and mailed to the Central Ohio Section. The Triko Valley Section requested 1 Lifetime member pin.

**Scanner Invoices:** 3 invoices have been received and processed from: January 1, 2023-February 28,2023.

**Assessments:** All Section assessments have been processed. NY Metro, Harrisburg, East Penn need to send membership applications. Dallas Fort Worth still have a few to send in and have been in contact with National.

**Certificates of Insurance:** Altoona Section and the 2023 National Conference have requested certificates of insurance for events.

**Nominations Letter:** Award Nominations have been received and forward to Past President Tim Matthews by Feb. 15, 2023.

**Correspondence:** Project of the Year follow ups were sent on 1/22/23,2/21/2023, 3/6/2023. Project of the Year deadline is March 10,2023. The 990 Forms have been sent to Regions/Sections. The due date for 990 forms is 6/15/2023.



**PDH Collection:** All Sections have been notified to send PDH's to their Region Secretary for collection for National. This is ongoing to have all Sections to comply with request.

**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  
D13-National Conference Guidelines  
D42-National Fee Schedule  
F7-IRS Form 990(updated 2/7/2023)  
D37-Website Guideline Procedures

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	\$0.00	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-paid in full drops made 10/10/2022 complete
Blue Ridge	64	\$1,280.00	14	\$280.00	4	\$180.00	\$1,180.00	\$1,289.00	10/18/2022	\$0.00	ck#1314-paid in full, including late fee complete
Bluegrass	95	\$1,900.00	1	\$20.00	3	\$135.00	\$2,015.00	\$2,015.00	10/1/2022	\$0.00	ck#1038 paid in full-completed pkt mailed 11/22/22
Carolina Piedmont	68	\$1,360.00	27	\$540.00	6	\$270.00	\$1,090.00	\$1,199.00	12/10/2022	\$0.00	ck#1026 paid in full-late fee included complete
Carolina Triangle	216	\$4,320.00	32	\$640.00	2	\$90.00	\$3,770.00	\$3,815.00	11/18/2022	\$0.00	ck#426 paid in full including balance of 2022-pkt sent 11/25/22
Central Dacotah	96	\$1,920.00	23	\$460.00	8	\$360.00	\$1,820.00	\$1,820.00	10/1/2022	\$0.00	ck#1205 paid in full-pkt sent 11/29/2022
Central Florida	85	\$1,525.00	20	\$400.00	48	\$2,160.00	\$3,285.00	\$3,305.00	10/1/2022	\$50.00	ck#1145 paid in full-needs processed-\$50.00 credit -pkt sent
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	\$50.00	ck#745451 paid in full-\$50.00 credit 2 members are current members
Central Texas	71	\$1,420.00	12	\$240.00	18	\$810.00	\$1,990.00	\$1,990.00	9/21/2022	\$0.00	ck#0026046475-complete pkt mailed 10/21/2022
Chesapeake	281	\$5,620.00	46	\$920.00	16	\$720.00	\$5,420.00	\$5,240.00	10/1/2022	\$180.00	ck#1064-paid in full -complete pk mailed 11/22/22-wrong amt on check owe \$180.00
Clearfield	186	\$3,720.00	10	\$200.00	6	\$270.00	\$3,790.00	\$3,790.00	9/29/2022	\$0.00	used 25.00 credit-ck#2037 paid in full-mailed 11/3/2022
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-completed 12/5/2022
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-12 members dropped waiting on new member apps
Delaware Valley	344	\$6,810.00	36	\$720.00	37	\$1,665.00	\$7,755.00	\$8,500.00	9/30/2022	\$745.00	ck#1822 paid in full- completed-sent 1/5/2023-\$750.00 overpayment
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-drops made complete
East Penn	127	\$2,540.00	11	\$220.00	15	\$675.00	\$2,540.00	\$2,540.00	10/1/2022	\$0.00	ck#497 paid in full 10/1/2022-need applications email from section 1/27 they will gather an
First State	198	\$3,960.00	18	\$360.00	20	\$900.00	\$4,500.00	\$4,500.00	9/21/2022	\$0.00	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	\$0.00	ck#522 paid in full -completed \$175 credit due to 7 members already ASHE mem.
Georgia	541	\$10,605.00	79	\$1,580.00	103	\$4,635.00	\$13,660.00	\$13,660.00	9/28/2022	\$0.00	ck#5287 paid in full/separate ck#5288 completed mailed 2/7/2023
Greater Hampton Roads	83	\$1,660.00	11	\$220.00	6	\$270.00	\$1,710.00	\$1,710.00	10/1/2022	\$0.00	ck#1184-paid in full -complete pkt sent 1/24/2023
Harrisburg	369	\$7,280.00	45	\$900.00	20	\$900.00	\$7,280.00	\$7,280.00	9/29/2022	\$0.00	ck#4209 paid in full -need member apps
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	\$75.00	ck#1026 paid in full- pkt sent 10/11/2022-\$75.00 credit for 3 members of other Sec.
Long Island	47	\$940.00	1	\$20.00	0	\$0.00	\$920.00	\$1,012.00	10/7/2022	\$0.00	ck#1104 paid in full-late fee applied-completed
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	306	\$6,120.00	0	\$0.00	29	\$1,305.00	\$7,425.00	\$7,425.00	10/1/2022	\$0.00	ck#2119-complete Section to review their roster 1-26-2023
New York Metro	136	\$2,496.50	0	\$0.00	30	\$1,350.00	\$3,846.50	\$4,190.00	10/1/2022	\$0.00	overpayment-paid in full 10/1/2022-need membership applications
North Central New Jersey	134	\$2,680.00	19	\$380.00	16	\$720.00	\$3,020.00	\$3,020.00	9/29/2022	\$0.00	ck#1621 paid in full-pkt sent 11-21-22
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	94	\$1,088.00	37	\$740.00	15	\$675.00	\$3,015.00	\$3,235.00	10/1/2022	\$220.00	ck#1638 paid in full 10/1/2022 -overpayment of \$220.00 credit held
Northeast Florida	181	\$3,620.00	87	\$1,740.00	101	\$4,545.00	\$6,425.00	\$6,425.00	10/1/2022	\$0.00	ck#2348-paid in full 10/1/2022-
Northwest Ohio	48	\$960.00	5	\$100.00	2	\$90.00	\$950.00	\$950.00	9/26/2022	\$25.00	ck#1237 paid in full 9/26/2022 \$25.00 credit due current ASHE member
Old Dominion	87	\$1,740.00	16	\$320.00	2	\$90.00	\$1,510.00	\$1,590.00	10/1/2022	\$0.00	ck#657 paid in full 10/1/2022-complete mailed 1/30/2023-2 apps need sent
Phoenix	135	\$2,700.00	14	\$280.00	7	\$315.00	\$2,650.00	\$2,650.00	9/29/2022	\$0.00	Direct Deposit #406636086-9-29-2023-\$2650.00-completed pkt sent 1-30-2023
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 have been made, complete pkt sent 2/7/2023
Potomac	174	\$3,480.00	48	\$960.00	31	\$1,395.00	\$3,915.00	\$3,915.00	9/29/2022	\$0.00	paid in full ck#1786 - pkt sent 2/10/2023
South Carolina	101	\$2,020.00	6	\$120.00	23	\$1,035.00	\$2,935.00	\$2,935.00	9/29/2022	\$0.00	ck#10007 paid in full 9/29/2022-completed pkt sent 1/24/23
South Florida	11	\$220.00	8	\$160.00	0	\$0.00	\$0.00	\$60.00	9/26/2022	\$0.00	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	\$0.00	ck#2049 paid in full 9/30/2022 -complete pk sent 12/9/2022
Southwest Penn	271	\$5,400.00	58	\$1,160.00	0	\$0.00	\$4,240.00	\$4,240.00	10/1/2022	\$0.00	ck# 1572-paid in full -drops made-complete
Tampa Bay	45	\$900.00	15	\$300.00	15	\$675.00	\$1,275.00	\$1,285.00	11/2/2022	\$10.00	ck#1585 \$880.00 ck#1586 \$405.00-mailed 11/2/2022 \$10.00 credit
Tennessee Valley	106	\$2,120.00	19	\$380.00	23	\$1,035.00	\$2,775.00	\$2,775.00	9/26/2022	\$0.00	ck#136 paid in full pkt sent 10/18/22
Triko Valley	158	\$3,160.00	9	\$180.00	3	\$135.00	\$3,115.00	\$3,155.00	10/1/2022	\$50.00	ck#2338 paid in full needs processed -\$50.00 credit pkt sent 1-/30/2023
Williamsport	76	\$1,520.00	3	\$60.00	5	\$225.00	\$1,685.00	\$1,635.00	10/1/2022	\$75.00	ck#1046-paid in full-Complete 1/9/23 \$75.00 credit due to 3 active members
	7041	\$138,934.50	886		733		\$155,591.50	\$157,255.00		\$1,480.00	

## Membership Requests

01/03/23	Northeast	Franklin	Holly Thomas	Allegheny College
01/03/23	Northeast	New York Metro	Alioune Sky	Scholarships
01/04/23	Northeast	Williamsport	Gary Phillips	Employer
01/03/23	Southeast	Georgia	Joo Kim	Gresham Smith
01/09/23	Mid-Atlantic	Old Dominion	James Melton	Employer/research
01/09/23	Mid-Atlantic	Old Dominion	Aisha Rasuli	Coworkers
01/09/23	Great Lakes	Lake Erie	Mohamed Allam	Employer
01/11/23	Great Lakes	Triko Valley	Deepika Lalkota	coworker
01/11/23	Southeast	Georgia	Grady Johnson	work colleagues
01/11/23	Southwest	Dallas Fort Worth	John McWhorter	
01/13/23	Southwest	Dallas Fort Worth	Greg Witte	online
01/12/23	Southeast	Northeast Florida	CJ Youmans	
01/16/23	Mid-Atlantic	Carolina Triangle	Stephen Roberts	Attends Meetings
01/17/23	Great Lakes	Central Ohio	Matthew Reinhart	
01/17/23	Southwest	Denver	Olivia Grenier	sent to new section committee
01/17/23	Northeast	Albany	Timothy Howe	rejoin after relocation
01/18/23	Great Lakes	Lake Erie	Travis Klein	coworkers
01/18/23	Southeast	Georgia	Charles White	Industry Associates
01/20/23	Northeast	Southwest Penn	Kelly McLaughlin	Coworkers
01/23/23	Southwest	Houston	Shadman Sakib	Linked In
01/24/23	Southeast	Middle Tennessee	Mark Woods	Former member
01/25/23	Southeast	Georgia	Jonathan Gogins	coworker
01/25/23	Greatlakes	Central Ohio	Ryan Greve	work
01/26/23	Greatlakes	Central Ohio	Kathy Duffney	coworkers and events
01/26/23	Greatlakes	Central Ohio	Troy Sabo	other members
01/26/23	Southwest	Houston	Devin Hoskins	cowoker
01/30/23	Southwest	Dallas Fort Worth	Casey Mason	coworker
01/30/23	Mid-Atlantic	Potomac	Adel Kotb	coworker
01/30/23	Northeast	Williamsport	Britt Bassett	Employee
01/31/23	Northeast	Delaware Valley	Lance Weatherly	colleague
02/01/23	Northeast	New York Metro	Tabot Eneme	colleague
02/02/23	Northeast	Delaware Valley	Ryan Noffke	
02/02/23	Northeast	North Central New Je	Steve Baling	colleagues
02/03/23	Great Lakes	Circle City	Kate Zale	attend lunches
02/03/23	Northeast	Southern New Jersey	Oleg Tkachenko	
02/07/23	Southwest	Phoenix Sonoran	Gary Fromm	
02/07/23	Southwest	Denver	Jeremy Irvine	company meeting-sent to new sections
02/07/23	Mid-Atlantic	Chesapeake	Evan Ash	colleagues
02/09/23	Southeast	Georgia	Benjamin Kajevic	
02/13/23	Southwest	Houston	Akif Acar	coworker
02/13/23	Northeast	Northeast Penn	Thomas Davis	coworker
02/13/23	Northeast	Harrisburg	Austen LaBarre	professor recommended
02/15/23	Northeast	Delaware Valley	Kelsey Click	Bentley Systems
02/15/23	Southeast	Georgia	Jacob Czerwonka	CHA employer
02/16/23	Mid-Atlantic	Old Dominion	Sharon Smidler	Terrell Hughes
02/17/23	Southeast	Middle Tennessee	Travis Phy	Employer
02/20/23	Southeast	Central Florida	Samuel Barrington	Iranetta Dennis-CFEA
02/22/23	Mid-Atlantic	South Carolina	Evan Drake	Previous Member
02/22/23	Mid-Atlantic	Old Dominion	Theron Knouse	
02/23/23	Great Lakes	Northwest Ohio	Terri Kirtos	colleagues
02/24/23	Southeast	Middle Tennessee	Stephany Castleberry	
02/27/23	Southeast	South Florida	Jeff Newman	Google
02/27/23	Northeast	North Central New Je	Behdad Morfarraj	work

Non-membership Requests

10/11/2022	Partnership booth share at ACE conference-ASCET/ASHE	Kyle Watterwoth	Forwarded to Leigh
10/11/2022	Asking if we have corporate members or individual membership	Kath Cantafia	Explained individual membership
11/14/2022	Determining who are members from Ragan Smith	Amanda Jones	Did a blanket search and set info
12/21/2022	License expiring for small games of chance Mid Allegheny Section	Kimberly McCullough	Forwarded to Mid Allegheny leadership
12/27/2022	Does ASHE have branded merchandise for sale	Duncan Stewart	Forwarded to PR Chair
12/27/2022	Membership brochure offers recruitment and mentoring where is job board?	Michael Rooney	Explained local Sections may offer job postings but National does not do this.



## COMMITTEE STATUS REPORT

### Ad Hoc COMMITTEE

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

**Date: 3/6/2023**

**Report Period: 2023 Q1 – January (2023) – March (2023)**

#### **Committee Members**

Jim Shea, Co-Chair

Nimish Desai, Co-Chair

Leigh Lilla

JT Lincoln

Nikole Cao

David Greenwood

Nancy Morisi

#### **E-Mail**

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

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

- 3/3/2023 & 3/6/2023 – GLR goals discussion meeting. GLR reviewed strategic plan goals and developed budget necessary to meet the goals. Information about the budget was used in developing national funding plan for the regions.
- 3/6/2023 – Desai/Shea coordination meeting

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

- None – region budget and funding plan will likely be included in the motion to approve the overall national operating budget.

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

- Great Lakes Region budget discussion as it relates to strategic plan (see attached minutes) – recommend that each region go through this process.
- Mid-Atlantic budget example – discussion on their current set asides (see attached)
- Proposed national region budget discussion (see attached worksheet). Calculated \$52k budget seems excessive, but good conversation on how far that money may go.
- Region assessments to the sections – uniformity/increases (future – beyond initial national distribution)

#### **Activities:**

- Revisions to D09 – Region Operating Manual. Jim to send to committee for review/comment. Updates complete prior to National Conference.

**Ongoing Business:**

- Region Operations Manual Update and coordination meeting. Updates complete prior to National Conference.

**New Business:**

- No new business this quarter

**Budget update:**

1. **2022-2023 Budget:**
  - a. **\$0.00**
2. **Spent – List items and \$ spent this quarter:**
  - a. **0.00**
3. **Current Budget Balance:**
  - a. **\$0.00**
4. **List any Non-Budget Items that should be considered:**
  - a. **N/A**

## Great Lakes Region Meeting

**When:** Friday March 3, 2023 – Microsoft Teams  
Monday March 6, 2023 – Microsoft Teams

**Conf. Call:** link in appointment

**Sections:** Bluegrass, Central Dacotah, Central Ohio, Circle City, Cuyahoga Valley, Derby City, Lake Erie, Northwest Ohio, Triko Valley

**Region States:** Ohio, Illinois, Indiana, Kentucky, Michigan, North Dakota, and Wisconsin.



Region Board			Section Reps			Committees		
XX	Kirsten Bowen	President	X	Kevin Damron	Bluegrass		Ron Mattox	Budget & Audit
XX	Ron Mattox	Vice President	XX	Cary Yoder	Central Dacotah		Caroline Duffy	Nominating
XX	Jim Shea	Secretary/Director	X	Aaron Call	Central Ohio		Caroline Duffy	New Sections
XX	Jamie Scott	Treasurer		Kellen Heavin	Circle City		Caroline Duffy	Legislative
X	Caroline Duffy	Past President	X	Matt Johnson	Cuyahoga Valley		Dan Kent	Awards
XX	Frank Bronzo	Director	XX	Dave Stills	Derby City	X	Rachael McNutt	Public Relations
			X	Jonathan Hren	Lake Erie		Rachael McNutt	Website
			X	Andrew Langenderfer	Northwest Ohio		Paul Keiffer	Scanner
			X	Brian Rhodes	Triko Valley	XX	Kathy Johnson	By-Laws
							Aaron Call	Membership
							Aaron Muck	Student Sections
			Alternates					
	Kevin Damron	Bluegrass		Michael Draper	Bluegrass			
	Eli Ulmer	Central Dacotah		Daniel Schriock	Central Dacotah			
	Mike Killian	Central Ohio		Sean Oatman	Central Ohio			
X	Dustin Quincy	Circle City		Scott Sandstrom	Circle City			
	Dean Wolosiansky	Cuyahoga Valley		Art Rometo	Cuyahoga Valley		Nancy Morisi	
	Jason Littleton	Derby City		Tim Robinson	Derby City			
XX	Sean Milroy	Lake Erie		Chris Preto	Lake Erie			
	Pete Bick	Northwest Ohio		Amy Zimmerman	Northwest Ohio			
	Kate Dillenburger	Triko Valley		Vacant	Triko Valley			

Need to recruit new leadership for positions shown in red

X March 3

X March 6

- Strategies to Support Growth

- Grow Membership with increased diversity

- Connecting Sections to the Region

- Region Collaboration calls – virtual 1-2x per year for about an hour

- Region President collaborates with Section Presidents
  - initiatives and other
- Region Treasurer collaborates with Section Treasures
  - Scholarships
  - Treasurer duties
  - Other
- Region Secretary collaborates with Section Secretaries
  - Communication
  - Other
- Region Vice President collaborates with Section Vice Presidents
  - TBD

- Region Board members attending section meetings –

- Section Reps should already be attending section meetings
- Other board members could try to attend 1-2 sections meeting a year, outside their local section – could be board meeting or general section meeting

## Great Lakes Region Meeting

**When:** Friday March 3, 2023 – Microsoft Teams  
Monday March 6, 2023 – Microsoft Teams

**Conf. Call:** link in appointment

**Sections:** Bluegrass, Central Dacotah, Central Ohio, Circle City, Cuyahoga Valley,  
Derby City, Lake Erie, Northwest Ohio, Triko Valley

**Region States:** Ohio, Illinois, Indiana, Kentucky, Michigan, North Dakota, and Wisconsin.



- Introduce themselves and say a few words about the region and that they are there to help
  - Let section know in advance
  - Maybe prioritize sections depending on the section health
  - **Section Meetings:**
    - Section Reps should give an update during section board meetings and general section meetings so members get more exposure to the region.
      - Topics could be:
        - Region or National Initiatives
        - Region or National Committees
        - Opportunities to get involved at Region or National Level
  - **Diversity**
    - Heavy consultants
    - Need more agencies and contractors and young people
    - **Combine meetings with Contracting Association or other organizations**
      - Increases exposure to other organizations, may get a few members
    - **Determine benefits for agency members**
      - Relationships with consultant and contractor community
    - Determine breakdown for the region to set a goal (National 5% growth overall and 5% increase in agency and contractors)
- 2. Grow ASHE brand into more than just and networking organization (Continue as a multi-faceted organization expanding our broader purpose)**
- Need to change in a meaningful and intentional way to get the word out for the educational, technical, management and leadership development opportunities
    - Social Media campaign
      - Engaging younger folks
      - Regular updates – LinkedIn, Instagram, etc.
    - National Branding – Kathy Johnson is available to help with branding
      - Possibly look into standard templates for social posts
- 3. Produce a robust annual program in each member section**
- Region will have admin role in tracking the programs
- 4. Empower the Regions**
- National update to operations manual on region role to support the sections
  - Region initiatives to support strategic plan and guidance provided
- 5. Emerge with innovation and technology**
- More of a national initiative at this time



## Great Lakes Region Meeting

**When:** Friday March 3, 2023 – Microsoft Teams  
Monday March 6, 2023 – Microsoft Teams

**Conf. Call:** link in appointment

**Sections:** Bluegrass, Central Dacotah, Central Ohio, Circle City, Cuyahoga Valley, Derby City, Lake Erie, Northwest Ohio, Triko Valley

**Region States:** Ohio, Illinois, Indiana, Kentucky, Michigan, North Dakota, and Wisconsin.



- **Budget Needed**

Grow Membership with increased diversity <ul style="list-style-type: none"> <li>• Support for sections outside OH to attend in person meeting at OTEC or support for 2<sup>nd</sup> in person meeting</li> </ul>	14 people attending, 350-mile travel plus one night hotel \$7000 – if shared by section, individual, national, then <b>\$2200 -3500 from National requested.</b>
Continue as a multi-faceted organization expanding our broader purpose	Access to Canva account for Great Lakes - <b>\$150/year</b>
Produce a robust annual program in each member section	\$0
Empower the Regions <ul style="list-style-type: none"> <li>• Support National Conference attendance             <ul style="list-style-type: none"> <li>○ Region Board Member to attend conference</li> <li>○ Support for Sections to attend at conference</li> <li>○ Max 3 per region</li> </ul> </li> <li>• Travel to other section meetings for board members</li> </ul>	<b>3 stipends</b> for 3 section/region folks at National Conference  <b>\$2500</b> → \$500 each = 4-5 section meetings per year, 350-mile travel plus hotel
Emerge with innovation and technology <ul style="list-style-type: none"> <li>• Special Initiatives – could be new sections, membership drive, student initiatives, etc.</li> </ul>	<b>\$1,000</b>

- **Other Discussion**

**ASHE Mid-Atlantic Region - Budget June 2022- May 2023**

10/20/2022

Category	Estimated Costs	Estimated Revenue	Estimated Net	Notes
<b>Meetings</b>				
Officer attendance at Section Meetings	(\$1,800)	\$0	(\$1,800)	Assumes 1 Officer would attend a meeting at each Section (4 Sections * 1 person * \$450/meeting) At Regional Technical Conference (eg. WCWV)
Board Meeting - Food	(\$1,000)	\$0	(\$1,000)	
Section Support	(\$500)	\$0	(\$500)	
<b>Meetings Subtotal</b>	<b>(\$3,300)</b>	<b>\$0</b>	<b>(\$3,300)</b>	
<b>Regional Technical Conference</b>				
Regional Tech Conf Registration	\$0	\$12,500	\$12,500	100 attendees @ \$125  Cost is Sponsor board printing  Name Tags and Other
Regional Tech Conf Facility Costs	(\$9,000)	\$0	(\$9,000)	
Regional Tech Conf Sponsorship	(\$200)	\$2,000	\$1,800	
Regional Tech Conf Giveaways	(\$700)	\$0	(\$700)	
Regional Tech Conf Misc	(\$200)	\$0	(\$200)	
<b>Regional Technical Conference Subtotal</b>	<b>(\$10,100)</b>	<b>\$14,500</b>	<b>\$4,400</b>	
<b>Sponsorship</b>				
National Conference Sponsorship	(\$750)		(\$750)	Full page AD in program
<b>Sponsorship Subtotal</b>	<b>(\$750)</b>	<b>\$0</b>	<b>(\$750)</b>	
<b>Miscellaneous</b>				
National Exposure Grant	(\$1,200)	1200	\$0	Regional passthrough to Sections Nimish  Submittal fees (2 @ \$100) to accompany submittals
Past Regional President Pins	(\$80)		(\$80)	
Office Supplies/Equipment/Other	(\$50)		(\$50)	
Printing	(\$50)		(\$50)	
Postage & Telephone	(\$20)		(\$20)	
National Project of the Year fees	(\$200)		(\$200)	
Unforeseen Expenses	(\$200)		(\$200)	
<b>Miscellaneous Subtotal</b>	<b>(\$600)</b>	<b>\$0</b>	<b>(\$600)</b>	
<b>TOTAL</b>	<b>(\$14,750.00)</b>	<b>\$14,500.00</b>	<b>(\$250.00)</b>	

## FY 23-24 Draft National Region Assistance Funding Plan

Region	Northeast	Mid-Atlantic	Southeast	Great Lakes	Southwest
Sections	18	9	8	9	4
Officers	5	5	5	5	5
<b>Grow Membership with increased diversity</b>					
Support one in-person region focused meeting (supplement to National Conference) Assumption: 1/3 travel costs covered. Section to cover 1/3 and individual/employer to cover 1/3	\$ 3,833.33	\$ 2,333.33	\$ 2,166.67	\$ 2,333.33	\$ 1,500.00
<b>Continue as a multi-faceted organization expanding our broader purpose</b>					
Annual Subscription	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
<b>Produce a robust annual program in each member section</b>					
No costs expected	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Empower the Regions</b>					
Support National Conference attendance Assumptions: Stipend for Region President and 1/4 Sections	\$ 8,250.00	\$ 4,875.00	\$ 4,500.00	\$ 4,875.00	\$ 3,000.00
Region President travel to other section meetings for board members Assumptions: 1/3 Sections in each region per year	\$ 3,000.00	\$ 1,500.00	\$ 1,333.33	\$ 1,500.00	\$ 666.67
<b>Emerge with innovation and technology</b>					
Special Initiatives – could be new sections, membership drive, student initiatives, etc. Assumption: \$1000/10 Sections	\$ 1,800.00	\$ 900.00	\$ 800.00	\$ 900.00	\$ 400.00
<b>Total Cost/Region</b>	<b>\$ 17,183.33</b>	<b>\$ 9,908.33</b>	<b>\$ 9,100.00</b>	<b>\$ 9,908.33</b>	<b>\$ 5,866.67</b>
<b>Total Cost</b>	<b>\$ 51,966.67</b>				

### Direct Expenses

National Conference	\$	1,500.00
Hotel	\$	200.00
Transportation	\$	300.00
Special Initiatives	\$	1,000.00
Annual Subscriptions	\$	300.00



## 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: 3/3/23

Stan Harris, Chair

sharris80uk@gmail.com

Report Period: 12/31/22 –3/3/23

Michael Bywaletz

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Roger Carriker

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Richard Meehan

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Donna McQuade

McQuadeD@pondco.com

#### Meetings held since the previous Quarterly Report

None

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

#### Discussions to be brought before the board

2023-2024 Budget

#### 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. During this period, worked with National Treasurer and Committee chairs on preparing draft budget for FY 2023-2024.

#### 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: 03/05/23**

David Greenwood, PE, Chair

[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com) **Report Period: 01/01/23-03/05/23**

Stan Harris, PE

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JT Lincoln

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#### **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:**

Circulated Central Florida/Orlando Section Bylaws. Comments received and passed onto section. Will follow-up

Central Texas Bylaw reviewed. Comments provided. Will follow-up.

South Carolina Section Bylaw review in progress.

Middle Tennessee Bylaws reviewed; revisions requested. Revised submitted and approved

Alabama Section Bylaws reviewed; comments provided; requested revisions; Resubmitted and approved

NE Region Bylaws review in progress.

Circle City Bylaws review in progress.

Great Lakes Bylaw Revisions Received. In review.

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

**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: 2/27/23**

**Report Period: January 2023 to February 2023**

#### **Committee Members**

Robert Prophet, chair

Leigh Lilla

Tom Morisi

Nancy Morisi

John Derr

Kevin Duris

Kirsten Bowen

Alice Hammond

Karl Benard

Ryan Thomas

#### **E-Mail**

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

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[karl.benardz@rsandh.com](mailto:karl.benardz@rsandh.com)

[rthomas@kfriese.com](mailto:rthomas@kfriese.com)

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

- 2/6/23

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

- Resolved: None

#### **Summary of activities:**

Committee Meeting was held on 2/6/23. The following is a summary of items discussed at the meeting:

- Brief review of section membership statistics.
- Reviewed and sent .pdf of flyer to the membership committee for review. Goal is to send to Regions and then to Sections for distribution to various DOTs or Toll Authorities.
- Rob noted that there has been some change over at the PennDOT leadership with the recent election and change in administration/secretary. Will reach out to them regarding flyer once they have settled in.

- Kevin Duris reported that he had reached out to Bob Latham at APC/ARTBA to get a discussion started about possible booth or advertising reciprocity. Need to follow up.

Action items:

- KD to follow up with Bob Latham regarding interest in partnership
- RP and AH to contact Melissa Batula (or her replacement) regarding flyer.
- KB to contact Texas DOT regarding flyer.

**Discussions to be brought before the board:** Include \$1,000 in budget for travel to meet with DOTs.

**Activities:** None

**Completed:** Distributed flyer to committee. Contacted Bob Latham.

**Ongoing Business:** See above.

**New Business:** None

**Budget update:**

1. 2022-2023 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: 3/1/2023**

**Nikki Parris, Chair**

[nicole.parris@atkinglobal.com](mailto:nicole.parris@atkinglobal.com)

**Report Period: Spring 2023**

**Mike Hurtt**

[mhurt@chacompanies.com](mailto:mhurt@chacompanies.com)

**Jerry Pitzer**

[jerry1368@yahoo.com](mailto:jerry1368@yahoo.com)

**Brad Winkler**

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

**Roger Carriker**

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

**Jim Shea, Board Liaison**

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

**Nimish Desai**

[ndesai@dewberry.com](mailto:ndesai@dewberry.com)

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

1. Date – 1/17/23 Members in attendance – 16 (includes conference chairs)
2. Date – 2/21/23 Members in attendance – 9 (includes conference chairs)

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

**Discussions to be brought before the board** – None.

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

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

2022 – Closed out banking account and submitted request to close EIN to IRS.

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. Sponsorship drive started in June and they currently have raised \$145K and have 26 exhibitors signed up. Registration website is in testing phase and should be open mid March. “Paper” registration packet will appear in the upcoming scanner. Speakers have been selected and currently being notified for the schedule/program. This year will also include an “ASHE” track for other sections to help share with others in addition to the normal event that is held for general ASHE information to share. Friday night will be a Braves game and Saturday night will be a casino night with a DJ. Guest tours are being finalized and the website is being updated. Meeting with incoming/outgoing President along with Treasurer and Secretary to discuss order of events in late March.

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 has been approved by National PR committee. Continuing to pull together old budgets and program schedules and update for 2024. They are also revising/updating the video from 2020 to show at the 2023 conference. They are working with a local vendor to provide a Nascar type simulator at the 2023 conference at their booth. They anticipate providing shirts to the National Board at the March board meeting.

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.

2026 – Potomac section selected, and they are starting to research hotel locations.

### **Status of committee activities**

Guidelines up-to-date – These have been published on National's website

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

### **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 - 2022 ASHE CONFERENCE**

3/3/2023 (1st Quarter)

Central Ohio Section

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

Emily Preston & Aaron Call Co-Chairs

Activities to Note Since last Report:

- Total Profit for the conference was \$37,993.22
- Submitted final conference summary report
- Transferred remaining profit to Central Ohio section
- Closed bank account and EIN number

Next Items to Note on the Horizon:

- Nothing



February 28, 2023

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)**

- Current Sponsorship:
  - 45 committed sponsorships (30 paid)
  - \$145,875 total committed, \$99,750 in hand
- Exhibitor signups are live. 40 available booths, including 8 “premium booth locations”
  - 14 regular booths available, remainder have sold
- Online registration ready to go live very soon - committee members are testing the site to look for errors or issues. Anticipate it will be live in the first week of March.
  - No mobile app is planned
  - PDHs will be available through your registration following the conference. Working on a plan to track attendance to keep it simple.
- Technical tracks have been determined and speakers notified. Keynote speaker will be Michael Thurmond, DeKalb County CEO, former Georgia Secretary of Labor, historian and book writer.
- Technical tour will go to a nearby construction site and then have lunch at a local brewery (anticipate this will overlap with the guest tour).
- Hotel reservation link is now available and shown below for those wanting to go ahead and book their rooms. 224 rooms have been sold. See attached for detailed breakdown.  
<https://www.marriott.com/event-reservations/reservation-link.mi?id=1657312880787&key=GRP&app=resvlink>
- Entertainment Committee
  - Friday night's event will be a Braves game. 341 tickets to the game in the 100-level section of the stadium with \$20 food/beverage/souvenir credit. Tailgate will be in a parking lot adjacent to the stadium with a food buffet, bar. Working on a contract with the parking lot owner as well as security.
  - Saturday night event – casino night with DJ.
  - Plan to use National Insurance for this event.
- Guest Tour options will include
  - Fishing or Wakeboarding as alternative to golf
  - Atlanta Botanical Gardens
  - Segway Tour of Atlanta landmarks
  - City Pass - 1 admission to Atlanta’s 5 most popular attractions. Buses will run three times on Friday & Saturday among the sites. Pass good for 1 year.
  - Shopping in Buckhead

- o Atlanta History Center
- o Hike in the Chattahoochee River National Recreation Area
- o Tour of 3 local Breweries
- Golf will be held in Cobb County, a good location relative to the hotel.
- Facilities Committee working with the hotel on confirming rooms for each session, hotel rooms for award winners and others, etc.
- All-committee meeting was held February 10, next meeting scheduled for March 17. Meeting with National Board members scheduled for March 22.

Regards,



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



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

Day	Date	Rooms Authorized	Rooms Sold	Rooms Available
Wednesday	06/07/23	70	48	22
Thursday	06/08/23	195	60	135
Friday	06/09/23	195	59	136
Saturday	06/10/23	145	57	88
<b>Total Room Nights</b>		<b>605</b>	<b>224</b>	<b>381</b>



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## National Conference Report – March 1, 2023 (2023 1st Quarter) 2024 ASHE NATIONAL CONFERENCE

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

**Conference Co-Chairs:** Drew Joyner & Terry Snow

### Executive Committee - Confirmed:

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

### Subcommittees – Confirmed:

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

### ASHE 2020 Wrap-Up

- The only outstanding item is the ASHE 2020 EIN. We 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 and shirt logo were completed.
- Refined DRAFT conference budget has been developed (Income: \$420,732.50 Expenditures: \$381,638.64 Net Profit: \$39,193.86).
- DRAFT Tentative Conference Agenda has been developed.
- DRAFT Sponsorship and Exhibit Plan has been developed.



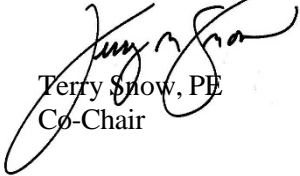
- The ASHE 2024 website is '[2024conference.ashe.pro](https://2024conference.ashe.pro)' and it is active.
- Developed a DRAFT ASHE 2024 marketing plan to be deployed at ASHE 2023.
- Golf – Contract signed with course and plan developed.
- Sporting Clays – Contract signed with Drakes Landing and plan developed.

**Major Actions for Q2 2023**

- 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
- Purchase advertising items to distribute at ASHE 2023 National Conference
- Hold quarterly planning meetings.

This concludes our 2022 Q4 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 – February 22, 2023

Updates in **Bold**

### 2025 ASHE CONFERENCE

Delaware Valley, East Penn & North East Penn  
John Caperilla, Heather Heeter & 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. **All committee chairs are in place.**
- 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.
- A joint monthly dinner meeting for our three sections will be held at the conference site for **March 9, 2023**. It will feature Pennsylvania DOT executives, and will launch our 2025 conference planning and staffing activities.
- Committee chairs had a kick-off meeting on December 6, 2022. All committee chairs are in place. **The committee will meet quarterly for now.**
- Current bank balance is about \$19,000.





## COMMITTEE QUARTERLY REPORT

### NEW SECTIONS COMMITTEE

#### Committee Members

Sam Mody, Chair

Brian O'Connor, Co-Chair

Jason Hewatt, Board Liaison

James Barr – Committee Member

Angela Fedak – Committee Member

Kathy Johnson - Committee Member

Glen Kartalis - Committee Member

Mark Kinnee - Committee Member

Haley Slifko – Committee Member

Thomas Ziegler – Committee Member

#### E-Mail

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

[brian.oconnor@jacobs.com](mailto:brian.oconnor@jacobs.com)

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

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

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[makinnee@urbanengineers.com](mailto:makinnee@urbanengineers.com)

[haley.slifko@tn.gov](mailto:haley.slifko@tn.gov)

[TZiegler@columbia-engineering.com](mailto:TZiegler@columbia-engineering.com)

#### Date

3/3/2023

#### **Motions or Discussions to be brought before the National Board (March 11, 2023)**

1. 2023-24 Budget

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

1. Bi-weekly Denver Core Group Calls
2. Bi-weekly Circle City Board Meetings
3. Monthly Kansas City Core Group Meetings
4. 2/15, 3/8 New Section Committee Meetings
5. 2/17 Chicago Initiative Conference Call
6. 3/2 Circle City Social Event

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

1. Date: Ongoing – Monthly Committee Meeting calls
2. Date: Ongoing – Denver Monthly Core Group Meetings
3. Date: Ongoing – Circle City Monthly Board Meetings
4. March TBD: Large Company Coordination Call – Focus on new initiatives (Midwest, West)
5. March: Denver, Kansas City, Chicago follow-up conference calls
6. March 24: Circle City lunch presentation on I-69

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

**Section Chartered in 2022:**

**Circle City (43 Members) – President – Dustin Quincy (*Brian and Kathy*)**

- Officers
  - Vice President – Michelle Gottschalk
  - Treasurer – Jeff Laswell
  - Secretary – Scott Sandstrom
  - Region Director – Kellen Heavin
  - Director – Andy Hahn
  - Director – Alan Mize
- Bank account: \$1,177.77 + \$955.94 in Paypal
- March 2 – Social Event
- March 24 - lunch presentation on I-69
- April TBD – Technical Luncheon
- Working on website and social media with two new volunteers
- By-laws prepared and submitted to the by-law review committee
- Bi-weekly Board Meetings

**Tier 1 New Endeavors:**

**Denver, CO – Champion, Evan Fischgrund (*Mark and Kathy*)**

- The Core Group consists of 6 members with several more interested. They are still struggling with getting traction for in-person events.
- New connections – connecting with Core Group
  - Received inquiry on website from Olivia Grenier with Kiewit
  - James sent contact info for Josh Hollon with Kiewit
- March 2023 – next Core Group Call
  - Include Kiewit contacts to try and regain traction

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

- The Core Group has increased to 5 prospective members.
- Engage the Great Lakes Region in this endeavor
- Discussion items:
  - How to expand CG; (2) strategies to engage the DOT's/public sector; and (3) generating membership interest (HNTB to assist)
  - Initial Officer Selection
- Set up a meeting with remaining members to see if this initiative remains
  - Include major company personnel

**Tier 2 Endeavors:**

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

- 2/17 – Conference Call with initial discussions
  - Follow up in March

**California** – James (Haley)

- Core Group of 0 individual (0 officers, 0 directors)
- San Diego
- Orange County – Call set up with TY Lin personnel for 3/3

**ACTION ITEMS:**

- Follow up calls with TY Lin personnel in Orange County

**Northeast Region Initiatives:**

- Co-Chairs: Glen Kartalis and Rhonda Cardone

**Boston** (*Sam/Mark*)

- NE Region Initiative – will be led by Rhonda and supported by Dewberry and NS Committee.
- Last NE Region Meeting was held on 10/18/22 and attended by Sam.
- Sam will work with Rhonda to develop their Strategic plan.

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

- NE Region Initiative – no one has been named to lead this endeavor.
- Local champions will need to be re-visited since we have not received any response from them.
- Develop Strategic Plan

**Portland, ME** (*Sam/Mark*)

- NE Region Initiative – same as Hartford.
- Local champions will need to be established.

**Long Range Endeavors -**

**Detroit** (*Angela*)

- Research on DOT setup.
- Coordinate with Great Lakes Region.

**New Mexico** – Champion TBD (*James*)

- Initiative on hold for now.

**West Coast and Pacific NW** (*James*)

- SDM will schedule call with committee members during 2<sup>nd</sup> week in March who are employed by National Engineering Firms – i.e., Jacobs, AECOM, TY Lin, Michael Baker Intl., etc. to identify local contacts and strategize on expanding our presence in Tier 1, 2 and WC / PNW areas.

### Conferences in Potential Growth Area

- WASHTO – Waikiki, HI (June 4-8)
  - Re-visit in 2024
- NASTO – Wilmington, DE (July 9-11)
  - Do we have anyone attending? Could support NE Region Initiatives
- MAASTO – Milwaukee, WI (August 14-16)
  - Booth and attendance
- Caltrans Innovation Expo (Nov 8-9)

### Budget update

1. **2022 – 2023 Budget:** \$8,100.00.
2. **Spent – List items and \$ spent this quarter (1.1 to 3.3.23):**
  - \$0.00
3. **Current Budget Balance:**
  - a. **\$6,410.06** (as of 3.3.23)
4. **Budget Items Next Quarter:**
  - a. Travel to National Board Meeting in Columbia, SC (March 10-11<sup>th</sup>)
5. **List any Non-Budget Items that should be considered in the 2023 – 2024 budget:** None

**Note:** *Email this form in a Word format to Nancy Morisi [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).*



## COMMITTEE STATUS REPORT

### NOMINATING COMMITTEE

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

**Date:** 3-05-2023

**Report Period:** Jan 2023 – Mar 2023

#### **Committee Members**

Tim Matthews, Chair

Michael Hurtt

Charlie Flowe

Larry Ridlen

Dave Greenwood

Sam Mody

Tom Morisi

#### **Email**

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

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

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

1. Email correspondence / scoring for 2022/2023 ASHE National Awards.

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

1. **Motion 1** to approve National Nomination Committee's recommendation for ASHE National Award Winners and resulting standard reimbursement costs for 2023 National Conference.

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

1. See Motions above.

#### **Activities:**

1. Solicitation letter sent to Regions on 12/15/22 for nominations of National Awards for the 2023/2024 fiscal year. Awards consist of: Pearson, MOTY, YMOTY, and Life Time Achievement.
2. Received by Feb 15, 2023 deadline nominations for National Awards.
3. Committee scored all nominations and results are presented at the March 2023 National Board Meeting.

#### **Budget Update:**

1. 2022 – 2023 Budget: No expenditures

-END-



**Request for National Award Nominations**

Robert E. Pearson/Person of the Year

Young Member of the Year

Member of the Year

Lifetime Achievement

**Deadline for Nominations: February 15, 2023**

December 15, 2022

Dear Region Secretaries,

As Immediate Past President of ASHE National, I have the honor and responsibility to Chair the National Nominating Committee for the 2022-2023 operating year. Nominations are hereby solicited for the Robert E. Pearson, Young Member of the Year, Member of the Year and Lifetime Achievement Awards. These awards will be presented during the Annual Banquet dinner at the 2023 National Conference to be held in Atlanta, Georgia at the Renaissance Atlanta Waverly Hotel and Convention Center. Please distribute this information to the Sections within your Region and, in turn, solicit nominations from those Sections.

The requirements for each of these awards are presented in the ASHE Operation and Resource Center, which can be found on the ASHE National Website at [www.ashe.pro](http://www.ashe.pro). **Please review these requirements carefully and remember to submit ALL required documents for your nominees, as outlined in the guidelines.**

The method of distribution to Sections within your Region is up to you and specific to your Region. However, I would ask that you collect and review each submittal to ensure completeness prior to submission to National. Once you feel each package is complete, please submit the above requested information to Tim Matthews at [tmatthews@dot.ga.gov](mailto:tmatthews@dot.ga.gov) with a copy to Nancy Morisi at [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro) via a single pdf file. Mrs. Morisi will send a confirmation email after receipt of a nominee.

● **Deadline for Nominations: February 15, 2023** ●

Thank you in advance for your timeliness and consideration on this matter. Please take advantage of this opportunity to acknowledge dedicated ASHE members within your Region and Sections. We all know that ASHE only functions because of people like you and the other officers and members of your Region and Sections who give many volunteer hours and commitment to this organization. If you have any questions or concerns, please contact me at [tmatthews@dot.ga.gov](mailto:tmatthews@dot.ga.gov).

With best regards,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Tim Matthews, P.E.  
Chair National Nominating Committee  
American Society of Highway Engineers

Cc: Mr. Thomas S. Morisi  
Mr. Charlie Flowe, P.E.  
Mr. Larry Ridlen, P.E.  
Mr. David Greenwood, P.E.  
Mr. Michael Hurtt, P.E.  
Mr. Sam Mody, P.E.  
Mrs. Nancy Morisi



## 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

Rob Prophet

J.T. Lincoln

Glen Kartalis

Leigh Lilla (Pres.)

Tim Matthews (Past Pres.)

Jim Shea

Kirsten Bowen

Nicole Chau

James Barr

#### E-Mail

greenwoodda@cdmsmith.com

#### Date: 03/05/23

Report Period: 01/01/23-03/05/23

#### Activities since the previous Quarterly Report

1. Region Section Officer Training held 2/14 at Noon and 2/17 at 10 AM. Well received.
2. Region Section Officer Training PPT uploaded tom website.
3. Full Committee Meeting not held. Solicited representatives from GL and SW regions.
4. Decide whether we want separate rep for SE region.
5. Sent detailed e-mail requesting rep confirmation, recurring mtg., and suggested agenda
6. Agenda to reflect input from region workshop.
7. Received positive feedback on all fronts. Important for remaining year and next year.
8. Participating on Mid-Atlantic Regional Conference calls.
9. Regional Board Meeting (Live) scheduled for 3/26 with conference on 3/27.
10. Committee Membership evolving and not finalized.

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

None

#### Discussions to be brought before the board

None



## **Activities**

Updated the section/region training PPT and logistics for conducting the webinar. New dates for training on 2/14 and 2/17 established. Continue discussions at the National Board level regarding financial assistance to regions to support the shift of responsibilities for certain committees/subcommittees.

## **Budget update**

- 1. 2022 - 2023 Budget: \$6,500**
- 2. Spent – List items and \$ 250 spent YTD (SE Region Mtg.-January)**
  - a. Current expense items: \$0**
- 3. Current Budget Balance: \$6,250**



## 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: February 22, 2023

Reporting Period: Q1-2023

#### 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

- No changes this quarter

#### Budget update

1. 2022 - 23 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: 2022-02-21

Report Period: Q1-2023

#### 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, May, and October reports)**

- No activity this quarter. Items carried over are:
  - All available *scanners* (1965 – 2023) have been scanned and posted to the National web site.
  - The committee is going to prepare a timeline presentation format of ASHE events through the years.
  - 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. **2022-2023 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'Hare  
Stan Harris – (Board Liaison)

#### Date

2/24/2023

#### Quarterly Report Period

Winter - January

#### 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. Responding to questions related to the 2023 National Project of the Year Call for Entries.
2. Activities planned for the next quarter include:
  - a. Solicit judges to evaluate the 2023 National Project of the Year submissions
  - b. Complete the judging for the 2023 National Project of the Year
  - c. Notify Regions and submitting teams of the results of the 2023 National Project of the Year judging
  - d. Begin awards presentation coordination with each winning team.

#### 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** *Identify Improvements to NPA program*

**Progress or Pending Actions: None**

**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**

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

**2. List any Non-Budget Items that should be considered in the 2023 – 2024 budget: None**



## 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

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

Date: 2022-02-21

Report Period: Q1-2023

#### 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, May, and October reports)

- No activity this quarter. Items carried over are:
  - All available *scanners* (1965 – 2023) have been scanned and posted to the National web site.
  - The committee is going to prepare a timeline presentation format of ASHE events through the years.
  - 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. **2022-2023 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'Hare  
Stan Harris – (Board Liaison)

#### Date

2/24/2023

#### Quarterly Report Period

Winter - January

#### 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. Responding to questions related to the 2023 National Project of the Year Call for Entries.
2. Activities planned for the next quarter include:
  - a. Solicit judges to evaluate the 2023 National Project of the Year submissions
  - b. Complete the judging for the 2023 National Project of the Year
  - c. Notify Regions and submitting teams of the results of the 2023 National Project of the Year judging
  - d. Begin awards presentation coordination with each winning team.

#### 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** *Identify Improvements to NPA program*

**Progress or Pending Actions: None**

**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**

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

**2. List any Non-Budget Items that should be considered in the 2023 – 2024 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

Rob Prophet

J.T. Lincoln

Glen Kartalis

Leigh Lilla (Pres.)

Tim Matthews (Past Pres.)

Jim Shea

Kirsten Bowen

Nicole Chau

James Barr

#### E-Mail

greenwoodda@cdmsmith.com

#### Date: 03/05/23

Report Period: 01/01/23-03/05/23

#### Activities since the previous Quarterly Report

1. Region Section Officer Training held 2/14 at Noon and 2/17 at 10 AM. Well received.
2. Region Section Officer Training PPT uploaded tom website.
3. Full Committee Meeting not held. Solicited representatives from GL and SW regions.
4. Decide whether we want separate rep for SE region.
5. Sent detailed e-mail requesting rep confirmation, recurring mtg., and suggested agenda
6. Agenda to reflect input from region workshop.
7. Received positive feedback on all fronts. Important for remaining year and next year.
8. Participating on Mid-Atlantic Regional Conference calls.
9. Regional Board Meeting (Live) scheduled for 3/26 with conference on 3/27.
10. Committee Membership evolving and not finalized.

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

None

#### Discussions to be brought before the board

None

## **Activities**

Updated the section/region training PPT and logistics for conducting the webinar. New dates for training on 2/14 and 2/17 established. Continue discussions at the National Board level regarding financial assistance to regions to support the shift of responsibilities for certain committees/subcommittees.

## **Budget update**

- 1. 2022 - 2023 Budget: \$6,500**
- 2. Spent – List items and \$ 250 spent YTD (SE Region Mtg.-January)**
  - a. Current expense items: \$0**
- 3. Current Budget Balance: \$6,250**



## 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: February 22, 2023

Reporting Period: Q1-2023

#### 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

- No changes this quarter

#### Budget update

1. 2022 - 23 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  
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cflowe@ashe.pro  
leridlen@comcast.net  
rspring4@verizon.net  
greenwoodda@cdmsmith.com

Date: 2022-02-21

Report Period: Q1-2023

#### 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, May, and October reports)**

- No activity this quarter. Items carried over are:
  - All available *scanners* (1965 – 2023) have been scanned and posted to the National web site.
  - The committee is going to prepare a timeline presentation format of ASHE events through the years.
  - 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. **2022-2023 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'Hare  
Stan Harris – (Board Liaison)

#### Date

2/24/2023

#### Quarterly Report Period

Winter - January

#### 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. Responding to questions related to the 2023 National Project of the Year Call for Entries.
2. Activities planned for the next quarter include:
  - a. Solicit judges to evaluate the 2023 National Project of the Year submissions
  - b. Complete the judging for the 2023 National Project of the Year
  - c. Notify Regions and submitting teams of the results of the 2023 National Project of the Year judging
  - d. Begin awards presentation coordination with each winning team.

#### 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** *Identify Improvements to NPA program*

**Progress or Pending Actions: None**

**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**

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

**2. List any Non-Budget Items that should be considered in the 2023 – 2024 budget: None**



## 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  
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sjordan@seengineering.com  
cflowe@ashe.pro  
leridlen@comcast.net  
rspring4@verizon.net  
greenwoodda@cdmsmith.com

Date: 2022-02-21

Report Period: Q1-2023

#### 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, May, and October reports)**

- No activity this quarter. Items carried over are:
  - All available *scanners* (1965 – 2023) have been scanned and posted to the National web site.
  - The committee is going to prepare a timeline presentation format of ASHE events through the years.
  - 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. **2022-2023 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'Hare  
Stan Harris – (Board Liaison)

#### Date

2/24/2023

#### Quarterly Report Period

Winter - January

#### 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. Responding to questions related to the 2023 National Project of the Year Call for Entries.
2. Activities planned for the next quarter include:
  - a. Solicit judges to evaluate the 2023 National Project of the Year submissions
  - b. Complete the judging for the 2023 National Project of the Year
  - c. Notify Regions and submitting teams of the results of the 2023 National Project of the Year judging
  - d. Begin awards presentation coordination with each winning team.

#### 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** *Identify Improvements to NPA program*

**Progress or Pending Actions: None**

**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**

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

**2. List any Non-Budget Items that should be considered in the 2023 – 2024 budget: None**



## COMMITTEE STATUS REPORT

### scanner COMMITTEE

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

#### **Report Period: Winter 2023**

#### **Committee Members:**

Anis Shaikh, Chair

Tammy Farrel, Editor

Don Dizuzio

Sandra Ivory

Kathryn Power

Levi Littler

#### **E-Mail:**

[ashaikha@kimley-horn.com](mailto:ashaikha@kimley-horn.com)

[tntsince87@comcast.net](mailto:tntsince87@comcast.net)

[DDizuzio@tandmassociates.com](mailto:DDizuzio@tandmassociates.com)

[sandyivory@yahoo.com](mailto:sandyivory@yahoo.com)

[kathrynpower@live.com](mailto:kathrynpower@live.com)

[levi.littler@woodplc.com](mailto:levi.littler@woodplc.com)

#### **Date:**

**03/11/2023**

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

1. None, all communication is handled via email.

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

1. No discussion to bring forward.

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

1. No new motions to bring forward.

#### **Status of activities:**

1. Scanner editor continues to reach out to firms to increase advertiser revenue.
2. Developed the 2023 Winter Edition
3. Received the following articles and inserts for Spring 2023 scanner:
  - President's Message
  - As the Wheel Turns
  - ASHE Potomac: Northstar Boulevard Phase II
  - ASHE Pittsburgh: Geotechnical Aspects of the I-579 Urban Open Space CAP Project
  - ASHE Central Dakota: Cold In-Place Surfacing: From Innovation to Implementation
  - ASHE Central Ohio: Lazelle scanner article
  - ASHE Central Ohio: Uniquely Shaped Solution Drives Safety at Skewed Intersection
  - ASHE Southern Jersey: The Establishment of ASHE Student Chapters: the New Jersey Example

**Budget update:**

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

<b>INVOICES</b>	<b>Period</b>	<b>Invoice #</b>	<b>Date</b>	<b>Amount</b>
Printed	Summer 2022	5153	06/07/21	\$ 6,589.41
	Fall 2022	5164	10/04/21	\$ 6,715.71
	Winter 2023	5233	02/28/23	\$ 6,171.75
	Spring 2023			

Printed Expenses: \$ 18,599.59

Electronic	Summer 2022	N/A	Combined, see above	
	Fall 2022	N/A	Combined, see above	
	Winter 2023	N/A	Combined, see above	
	Spring 2023			

Digital Expenses: \$ -

Committee Travel	Scanner			

Committee Expenses: \$

National Conference	Exhibit Booth			
	Hotel			
	Promotional			

Committee Expenses: \$

**Total Invoices: \$ 18,599.59**

3. Sponsorship Income is directly sent to and tracked by ASHE National.
4. Current net Budget Balance: **\$18,900.41**
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:** February 28, 2023

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

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

- January 3, 2023 – Strategic Plan Committee Conference Call –
- January 9, 2023 – Strategic Plan Committee Conference Call –
- January 11, 2023 – Strategic Plan Committee Conference Call –
- January 14, 2023 - National Board Meeting – Distributed draft versions of the Strategic Plan for National Board review and comments
- February 2, 2023 – Strategic Plan Committee Conference Call -
- February 15, 2023 – Strategic Plan Committee Conference Call
- February 21, 2023 – Strategic Plan Committee Conference Call
- March 1, 2023 – Strategic Plan Committee Conference Call
- March TBD, 2023 – Strategic Plan Committee Conference Call

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

**Final Adoption of the Strategic Plan anticipated for a future date after the March 2023 National Board Meeting.**

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

1. Strategic Plan Committee Chair will present the revised draft Strategic Plan document reflecting the comments provided to the Committee at the National Board Meeting on March 11, 2023.

**Activities:**

- Strategic Plan Workshop on 10/7 provided the framework for the Strategic Plan
- The Committee has formalized and finalized the Core Values and Focus Areas and write a draft Strategic Plan
- Draft Strategic Plan was presented at the National Board meeting in January for review and commentary. Any comments provided have been reviewed and applicable changes have been made to the draft Strategic Plan.
- It is anticipated that the Strategic Plan could be adopted at a subsequent National Board Meeting

**Budget update:**

1. **2021 - 2022 Budget:     \$500**
2. **Spent – List items and \$ spent this quarter**
  - a. N/A
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](mailto:mhsanders@pontengineering.com)

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

[ndesai@dewberry.com](mailto:ndesai@dewberry.com)

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

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

**Date: 3/2/23**

**Report Period:**

**Spring 2023**

#### **Additional Ad Hoc Committee Participants**

**Tom Morisi**

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

**Nancy Morisi**

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

**Charlie Flowe**

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

**Shayaq Ahmed (Chesapeake)**

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

**Brian Kisner (First State)**

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

**Luke Sullivan (Middle Tennessee)**

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

**Khatereh Vaghefi (Potomac)**

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

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

None

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

Motion to renew JMSS for ASHE National Hosting and Cloud Services for June 2023 through May 2024 in the amount of \$7,351.

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

The Current ASHE National Member Center has a severe security flaw. It was discovered in recent weeks that one does not need to be logged in or have specific credentials to access member and section information and update forms. When you are "logging on" as a section, you are merely being redirected to the proper section page and not being granted access privileges. Therefore, all one needs is a link to the section page(s) and they have access to view and edit the information without being logged on. The Section Admin links are also formatted in a way that includes the Section name as a variable. Therefore, by changing the section name in the link, the user has access to those pages too even if don't have credentials. [I have purposely left off an example link so it is not published in this report.]

This is a recent discovery, but it has existed since the inception of the portal. The risk that a bad actor would come and change or delete member information is low. However, all member data that is stored can be exported and used in a way that is not intended by this organization or agreed to by the member. We have a responsibility to protect the personal data of our members, even if that information is not “sensitive” from financial or “identity” standpoints.

It can be argued that this minimum standard of protection should have been provided from the start and/or be remedied within the current JMSS contract. However, the history of how the Member Portal was developed (i.e. begun by one company and finished by another) and the number of years that have passed since it was instituted, make this issue less clear.

The Technology Committee requests direction on the following:

- 1) Whether or not it is necessary to fix this security issue
- 2) Whether or not this should be fixed within the current contract. The current contract is attached. If not, a scope and fee will be requested of JMSS.

### Status of Committee Tasks:

#### Website/Hosting

- Ongoing maintenance performed by Dick Cochrane 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](mailto:mhsanders@pontengineering.com)) copy Dick Cochrane ([rconchrane@mctish.com](mailto:rconchrane@mctish.com))

#### Cloud

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

#### Membership Database

**ON HOLD per discussion during Oct 2022 Board Meeting until further direction received from the Board**

- 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](mailto:mhsanders@pontengineering.com)) to set up a new survey and will coordinate with Nancy to send out to appropriate audience

#### Other

- None

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

- JM Services – Hosting and Database Services 2022/2023 Membership Year
  - 6/1/22 to 5/31/23 - \$4840/yr
    - Includes Hosting (Available to All Sections), Cloud, and Database Service, Server Maintenance, and Annual Domain Registration
  - 6/1/23 to 5/31/24 - \$7351/yr
    - **Requires Vote and Execution**
    - 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: \$2,100
  - Items and \$ spent this quarter
    - a. Hosting through JMSS - \$440
3. Current Budget Balance:     \$1660
4. List any Non-Budget Items that should be considered.
  - a. **Ad Hoc Scope with JMSS to secure Section Admin Membership Portal access – TBD estimated magnitude ~\$2,000**



**Attachments:**

1. Web Change Log 10/1/22 to 12/13/22
2. Current JMSS Contract (6/1/22 – 5/31/23)
3. Proposed JMSS Contract (6/1/23 – 5/31/24)

## Web Change Log 10/28/22 to 3/2/23

Ref #	Description	Requested By	Date Requested	Assigned To	Date Completed
136	Added Circle City to web site	Sam Modi	10/28/2022	RNC	10/28/2022
137	Added minutes for 5/14/22 and 6/29/22	Tom Morisi	11/4/2022	RNC	11/10/2022
138	Updated New York Metro URL	E-mail from NY	11/30/2022	RNC	11/30/2022
139	Updated PotY Page as requested	Joe Rick	12/17/2022	RNC	12/17/2022
140	Revised podcast page as requested	Amanda S	1/4/2023	RNC	1/4/2023
141	Revised Central NJ link on section list	Section / Nancy M	2/3/2023	RNC	2/3/2023
142	Removed link button for PotY from home page	RNC	2/20/2023	RNC	2/20/2023
143	Fixed bad link from ATL logo on conference page	Nancy M	2/27/2023	RNC	2/27/2023
144	Posted 2022-23 training presentation	Dave Greenwood	3/2/2023	RNC	3/2/2023



# J.M. SERVER SOLUTIONS

HOSTING AND WEB SERVICES

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

**#202206-01P**

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

P. 814-242-8410

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

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

[www.facebook.com/jmserversolutions](http://www.facebook.com/jmserversolutions)

## Introduction

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

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

## About our Company

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

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

## Datacenter Information

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

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

## Description of Scope

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

### Hosting

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

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

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

10GB Storage

50GB Monthly Bandwidth Transfer

5 FTP Accounts

20 Email Addresses

5 Databases

5 Parked Domains

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

### Hosting/Website Support

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

## **Support - Database**

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

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

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

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

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

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

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

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

## **Support – ASHE Cloud**

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

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

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

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

## **Reporting**

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

## **Travel**

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

## Proposed Cost

The itemized cost breakdown is as follows:

### Hosting

ONE YEAR ..... \$1,950.00

### Support - Database

ONE YEAR ..... \$1,450.00

### Support – ASHE Cloud

ONE YEAR ..... \$500.00

### Backup – ASHE Cloud/Hosting

ONE YEAR..... \$900.00

### Domain – ashe.pro

ONE YEAR..... \$40.00

**TOTAL AGREEMENT ..... \$4,840.00**

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

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

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



## Terms and Conditions

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

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

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

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

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

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

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

Questions should be made in writing to J.M. Server Solutions via email at [jmorisi@jmserversolutions.com](mailto:jmorisi@jmserversolutions.com).

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

## Acceptance of Proposal

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



**J.M. SERVER SOLUTIONS**  
HOSTING AND WEB SERVICES

**Proposal #202206-01P**



**Client:**

American Society of Highway Engineers

**Description**

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

**Terms:**

Hosting – ONE YEAR - \$1,950.00

Database Support – ONE YEAR - \$1,450.00

ASHE Cloud Support – ONE YEAR - \$500.00

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

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

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

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

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

**Authorized Signatures**

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

**Leigh Lilla**

Digitally signed by Leigh Lilla  
DN: cn=Leigh Lilla, o=David Nelson  
Construction, ou, email=lilla@nelson-  
construction.com, c=US  
Date: 2022.06.02 10:20:03 -0400'

\_\_\_\_\_  
Signature Date  
American Society of Highway Engineers

  
\_\_\_\_\_  
Signature  
J.M. Server Solutions, LLC

**6/2/22**  
\_\_\_\_\_  
Date



PROJECT NO.: 20230601

CLIENT: ASHE

Hosting and IT Consultancy  
Proposal

J.M. Server Solutions, LLC  
251 Collegiate Drive  
PO BOX 5445  
Johnstown, PA 15904

<http://www.jmserversolutions.com>  
Facebook: @jmserversolutions

Phone: 814-242-8410

Microsoft Partner

**DELL**Technologies  
AUTHORIZED PARTNER

PC  
Partner

Authorized

**Lenovo**



## Executive Summary

This document functions as a renewal proposal for the ASHE Hosting and IT Consulting services that ASHE maintains with J.M. Server Solutions, LLC (JMSS). Currently JMSS hosts section websites, conference websites, and several ancillary websites for ASHE, as well as maintains an IT consultancy agreement to support the ASHE National Membership Database as well as the ASHE Cloud storage system. JMSS seeks to maintain these services for the upcoming ASHE Fiscal Year.

## ASHE Hosting Services

ASHE currently maintains 73 hosting accounts inclusive of future and past conferences, ASHE Sections, ASHE Regions, Database, Cloud, and several test/ancillary accounts. For this agreement the ASHE section accounts, region accounts, and ASHE National Conference accounts, and any accounts not defined will be under the following limits:

Disk Space Quota	10 GB
Monthly Bandwidth Transfer	50 GB
FTP, Email, and SQL Databases	Unlimited
Hourly Email Sending Limit	100/hour
Email Address Quota Limit	1GB

Individual ASHE accounts may receive a one-time per month Bandwidth Transfer 10GB extension should they exceed their limit. Should this limit be regularly exceeded, an additional \$3.99 per month will be charged to upgrade the account. A statement of bandwidth usage will be provided to ASHE if this were to happen. Individual accounts may upgrade their disk space quota for \$3.99 per month. A statement of usage will be provided, and the upgrades will not occur without approval from the ASHE National point of contact (POC).

The ASHE Database and Cloud accounts will have the following limits:

Disk Space Quota	75GB
Monthly Bandwidth Transfer	100GB
FTP, Email, and SQL Databases	Unlimited
Hourly Email Sending Limit	250/hour
Email Address Quota Limit	None



The Database and Cloud accounts have been sized for the needs of the individual accounts while forecasting for any growth over the next year. These accounts may not be upgraded without a formal contract addendum.

The number of ASHE accounts will be limited to 75 hosting accounts at any time. Should ASHE choose to add accounts and go over the account limitation, a charge of \$5.29 per account/per month will apply. This will require formal approval from the ASHE POC.

ASHE Hosting accounts as well as Cloud and Database accounts will be backed up on an industry standard schedule.

The time to setup and delete accounts and provide passwords is included with the cost of the hosting services portion of the agreement.

## **IT Consultancy Time**

JMSS will provide IT consultancy and maintenance to ASHE for the purpose of maintaining the ASHE National Membership Database, the ASHE Cloud file storage system, ASHE Hosting Accounts, General IT Assistance, and Section Website Assistance. IT consultancy and maintenance will be bound by the below limitations:

### **ASHE Database**

- Repair of Database Malfunctions and Bugs – to the extent that the database functions as originally designed.
- Database Field Additions and Subtractions
- Minor Database Customization (UI Adjustments, Menu Options, nothing that changes overall functionality)
- Minor Report Customization (Up to 10 changes)
- Section and Region Addition and Subtraction
- Password and Help Requests
- Data Import via CSV if necessary
- Server-Side Software Updates and Hosting Account maintenance

### **ASHE Cloud**

- Workspace Setup Defined by Committee
- Admin User Training if necessary
- Server-Side Software Updates
- Backups of Files locally as well as an air gapped copy maintained offsite.



### **ASHE Hosting**

- Full Maintenance of all ASHE Hosting Accounts
- Email Address Creation
- SQL Database and User Creation
- SQL Version Changes
- Malware Monitoring Services

### **ASHE Section Website Assistance**

- Troubleshooting Assistance with a down Website
- SQL Server Side assistance
- WordPress Error Assistance
- WordPress Template Upload Assistance

### **General IT Consultancy**

- Support for the ASHE Main Office
- Research for IT Related Solutions Upon Request
- Product related support

Support will be capped at 30 consultancy hours for the term of this agreement. Statements of consultancy hour use and hours remaining can be requested at any time. Consultancy hours above the cap would be billed on a time basis at a discounted rate outlined in the costs section of this proposal.

ASHE in their discretion, may request an approval process for ASHE Section related assistance, prior to any consultancy hours being used for this purpose. The definition of this process should be set up by ASHE and agreed upon by JMSS prior to the start of the period of this agreement.

Travel is not considered part of the IT consultancy agreement. Should ASHE request the presence of a representative from JMSS to attend an in-person meeting, ASHE will reimburse JMSS for accommodation, transportation expenses, and meals. Accommodations and meals will be reimbursable at the GSA Per-Diem rate located at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Flights will be reimbursable to the lowest possible, non-refundable travel class unless otherwise agreed.



## Proposed Costs

<b>ASHE Hosting Services</b>	\$4,761 - ONE YEAR (billed monthly)
<b>30-Hour IT Consultancy and Maintenance Agreement</b>	\$2,550 - ONE YEAR (billed monthly)
<b>ASHE.pro Domain Renewal</b>	\$40 – ONE YEAR (billed upon renewal)
<b>EXTRA COSTS</b>	<b>To be billed per occurrence if necessary</b>
<b>Section/Conference Hosting Account Bandwidth/Storage Quota Upgrade</b>	First Time Free (monthly) <b>Permanent Upgrade: \$3.99/account (monthly)</b>
<b>Additional Hosting Accounts above 75</b>	\$5.29 per account (monthly)
<b>Consultancy Hours over the 30-hour Limit</b>	\$85.00 Per Hour – billed on occurrence

This agreement will be billed monthly from June 1, 2023, to May 31, 2024.

The monthly recurring cost for this agreement is: **\$609.25 MRC**

The yearly one-time cost for this agreement is: **\$40.00**





## Agreement Number: 202306-01ASHE

### For Client:

American Society of Highway Engineers (ASHE)  
610 Radcon Street  
Johnstown, PA 15904

### Provider:

J.M. Server Solutions, LLC (JMSS)  
251 Collegiate Drive  
Johnstown, PA 15904

### Description

ASHE and JMSS agree to the terms of agreement number 202306-01 as listed below defined by the proposal in the previous pages of this document.

TERM OF AGREEMENT: June 1, 2023 – May 31, 2024

ASHE Hosting Services – \$4,761.00

30-Hour IT Consultancy Agreement – \$2,550.00

ASHE.pro Domain Renewal - \$40.00

ASHE also agrees to the following rates billed, when necessary, upon approval by ASHE:

Section/Conference Hosting Account Upgrade - \$3.99 PER MONTH

Hosting Accounts over 75 Accounts: \$5.29 PER ACCOUNT PER MONTH

Consultancy Hours Above the 30-hour Limit: \$85.00 PER HOUR

### Payment Terms

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

Account will be billed monthly on or near the last day of the month for services rendered that month, in the amount of **\$609.25 PER MONTH** with the renewal of the ASHE.PRO domain invoiced separately upon its renewal. These invoices will be provided electronically to the ASHE point of contacts defined in this agreement.



## **TERMS AND CONDITIONS**

The following terms and conditions are applicable to this agreement. These terms are specific to this agreement and may contradict terms that apply to other customers of JMSS. These terms may be modified prior to the signing of this agreement if agreed upon by both parties.

The Hosting Services provided in this agreement provide for the leasing of space on a server owned by J.M. Server Solutions, LLC. There is no assumed ownership of the space provided.

This agreement is for a period of ONE YEAR commencing and terminating on the dates provided in the agreement, unless otherwise negotiated in writing.

### **EARLY TERMINATION**

If ASHE defaults or otherwise chooses to terminate this agreement prior to its end date, ASHE must pay out the balance due on the agreement in a lump sum on the date of the termination. The payment must equal the remaining balance of the agreement plus any applicable late fees and interest.

This agreement may be terminated by JMSS at any time. Sixty days' notice will be provided by JMSS to ASHE should JMSS not be able to fulfill the obligations of its agreement in its entirety. The agreement would become null, and void and ASHE would not owe any remaining amounts on the agreement.

### **DEFAULT BY PROVIDER**

If in their judgement, ASHE believes that JMSS is not fulfilling the terms of the contract, and an agreement cannot otherwise be made, ASHE may provide JMSS a sixty (60) days' notice to terminate the agreement. At the end of the agreement term JMSS will provide ASHE a prorated invoice for any services or hosting amounts due.

### **CONSULTANCY HOURS**

This agreement provides limited consultancy governed by a maximum number of hours. ASHE will not receive a refund or credit of any unused consultancy hours at the end of this agreement should they not use the entire number of hours contracted.

### **SERVICE LEVEL AGREEMENT**

JMSS will respond to queries submitted by phone, electronic mail, or other agreed means of communication in a maximum of 48 hours, unless JMSS notifies ASHE of an extended support time in advance. The normal response hours for JMSS are between 7AM and 5PM, eastern standard time.

### **MODIFICATION OF AGREEMENT OR TERMS**

This agreement may be modified only by filing a contract modification request. Any change of this agreement may involve costs which will be defined on any contract addendum. This change will require an agreement between JMSS and the ASHE National Board. JMSS reserves the right to reject any request for change of this agreement.



**ADDITIONAL TERMS APPLICABLE TO THIS AGREEMENT**

This agreement falls under the existing terms and policies of JMSS. These terms are available on our website and may change without notice. Should there be a conflict in the language of the Terms and Conditions, this agreement will supersede.

JMSS Terms and Conditions: <https://www.jmserverolutions.com/terms-of-service/>

JMSS Privacy Policy: <https://www.jmserverolutions.com/privacy-policy/>

JMSS Acceptable Use Policy: <https://www.jmserverolutions.com/acceptable-use-policy/>

**BRANDING**

ASHE will allow JMSS branding in the footer of the database and cloud interface throughout the term of this agreement.

**LIMITATION OF LIABILITY**

IN NO EVENT WILL J. M. SERVER SOLUTIONS BE LIABLE TO YOU FOR ANY LOST PROFITS, LOST SAVINGS OR INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF YOUR USE OR INABILITY TO USE THE PRODUCT OR THE BREACH OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. JMSS IS NOT RESPONSIBLE FOR ANY CYBER SECURITY INCIDENT THAT ARISES OUT OF THE USE OF THESE SERVICES.

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

**AGREEMENT**

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

BY:

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

J.M. SERVER SOLUTIONS, LLC

Print Name: \_\_\_\_\_

Jacob A. Morisi

Title: \_\_\_\_\_

President

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



**CONTACT SHEET**

**BILLING CONTACTS**

Please provide the contact information for those involved in Accounts Payable. Those listed below will receive an electronic invoice every month. Please make sure the details are accurate. We are not responsible for invoices that are not seen.

NAME	EMAIL ADDRESS	PHONE NUMBER

**TECHNICAL CONTACTS**

Please provide a primary and a backup technical contact that can be contacted by JMSS for technical concerns.

NAME	EMAIL ADDRESS	PHONE NUMBER

**AUTHORITATIVE CONTACTS**

Please provide a primary and a backup contact of someone that has authority to issue approvals related to this agreement. Please note, anyone attempting to make changes, or otherwise request items that would incur charges will be referred to these contacts.

NAME	EMAIL ADDRESS	PHONE NUMBER



**ASHE National Board Meeting Minutes  
March 11, 2023**

**Attachment 2: Section-Region Reports  
None Requested**



**ASHE National Board Meeting Minutes  
March 11, 2023**

**Attachment 3: Director Reports**



Michael Bywaletz, PE  
National Director  
Mid-Atlantic Region

February 24, 2023

RE: National Director Activities

Section Activities:

1/24/23 – ASHE CPS Board Meeting – 1<sup>st</sup> Board meeting to discuss events agenda, determine vacant positions in the board and committees. Make suggestions on how to fill those positions and next events. Want someone besides myself to represent the ASHE CPS at the National Conference. Reminded all to invite National Members to events and about Scanner article.

2/15/23 – ASHE CPS Board Meeting – Was not able to attend. Have not seen minutes yet. Initiated having employees from my company fill 1<sup>st</sup> VP slot, Golf Committee Chair, Scholarship Chair, and possible Treasurer.

3/3/23 – Next ASHE CPS Board Meeting

Regional Activities:

1/20/23 – Attended Mid-Atlantic Board meeting virtually by Teams. Focused on Technical Conference, Mentioned information from National Board meeting.

2/10/23 – Attended the regional board meeting by Teams. Discussed the Regional Technical Conference and awards from National to inquire from sections for.

National Activities:

1/11/23 – Attended National Board Meeting in Tampa, FL.

The National Finance committee has not met at all. I get emails as needed to check financials from Leigh and Frank.

Will be attending the ASHE National Meeting in Tampa and Columbia, SC.

Best Regards,

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

National Director, Mid-Atlantic Region,

Past-President Carolina Piedmont Section

Past-President Georgia Section



**REGIONAL REPORT**  
**Great Lakes Region**  
**Regional Directors Quarterly Report**  
**(January 2023 – March 2023)**

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

**Activities:**

- Great Lakes Region held a board meeting on 1/30/2023 that included the following summary:
  - GLR provided summary of communication that has occurred over the past quarter.
  - Jamie (Treasurer) indicated that he would like to have a GLR treasurers meeting to facilitate communication amongst treasurers in the region.
  - By-laws update is complete
  - Ron Mattox (VP) indicated that Mike Raubenolt, former Central Ohio treasurer, as offered to complete the audit.
  - Aaron (membership chair) indicated that he has reached out to Section secretaries and membership chairs on their availability. He is expecting to host a meeting in February.
  - Dan (POY) to develop and share a schedule for the 2023 POY program. Request will likely be made in May with a September due date – final date to be determined as September might not be early enough with OTEC being earlier this year (10/17-10/18).
  - Kevin Damron has agreed to take over new section committee. Caroline will remain a member of the committee. Kevin was instrumental in the start of the Bluegrass section with Caroline.
  - Detroit - Andrew Langenderfer has reached out to the NW Ohio board regarding contacts in the areas to determine if there are any people who would be interested in getting it started.
  - Kathy Johnson will take over Jim Shea’s vacated national director position.
  - Katie Dillenburger will take over as GLR secretary.

<b>Operating Budget (As of 3/4/2023)</b>		<b>Membership (As of 3/4/2023)</b>	
Starting Balance	\$6,078.78	Starting Membership	1063
Revenue	\$0.00	Losses	0
Expenses	\$0.00	Gains	12
Ending Balance	\$6,078.78	Ending Membership (paid)	1076

**Events scheduled during next quarter:**

- Great Lakes Board Region Mtg: March/April
- Great Lakes Region Goal Setting Meetings March 3 & 6, 2023

**Miscellaneous Items:**

- None

**Milestones:**

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

- None





**SECTION REPORTS**  
**Central Ohio**  
**Regional Directors Quarterly Report**  
**(January 2023 – March 2023)**

<b>President:</b>	<b>Mike Killian</b>	<a href="mailto:Mike.Killian@burgessniple.com">Mike.Killian@burgessniple.com</a>	<b>2022 – 2023</b>
<b>1<sup>st</sup> Vice President:</b>	<b>Jordan Gort</b>	<a href="mailto:Jordan.Gort@strand.com">Jordan.Gort@strand.com</a>	<b>2022 – 2023</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>Chad Rundle</b>	<a href="mailto:crundle@dlz.com">crundle@dlz.com</a>	<b>2022 – 2023</b>
<b>Secretary:</b>	<b>Mike Taricska</b>	<a href="mailto:Mike.Taricska@burgessniple.com">Mike.Taricska@burgessniple.com</a>	<b>2022 – 2023</b>
<b>Treasurer:</b>	<b>Mike Raubenolt</b>	<a href="mailto:mraubenolt@structurepoint.com">mraubenolt@structurepoint.com</a>	<b>2022 – 2023</b>

**Activities:**

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

- Held Annual CIP Luncheon, hosting speakers from ODOT District 6, City of Columbus, Delaware County and Franklin County.
- Assisted with E-week in February
- Hosted annual Scholarship event in February.

<b>YTD Operating Budget (As of 2/2023) (Includes Investment Accounts)</b>		<b>Membership (As of 2/2023)</b>	
Starting Balance	\$61,555.78	Starting Membership	205
YTD Revenue*	\$49,792.72	Losses	0
YTD Expenses*	\$35,241.48	Gains	0
Ending Balance**	\$75,850.34	Ending Membership (paid)	205

\*Note YTD represents fiscal year, not calendar year

\*\*Balance includes investment accounts totaling \$45,833.02. Revenue and expenses do not include gains or losses in investment accounts.

**Events scheduled during next quarter:**

- Annual Project of the Year competition in Q2 and luncheon tentatively scheduled for May.

**Miscellaneous Items:** None

**Milestones:** Nothing Additional



**Bluegrass Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

President:	Kevin Damron	<a href="mailto:KDamron@Palmernet.com">KDamron@Palmernet.com</a>	2016-2023
Vice President:	Michael Draper	<a href="mailto:mldraper@dlz.com">mldraper@dlz.com</a>	2022-2023
Secretary:	Keith Damron	<a href="mailto:Kdamron@aei.cc">Kdamron@aei.cc</a>	2019-2023
Treasurer:	Lee Carlisle	<a href="mailto:LACarlisle@jmcaa.com">LACarlisle@jmcaa.com</a>	2022-2023

**Activities:**

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

- ASHE Board Meeting on 12/14/2022
- Held a Virtual Bluegrass Section Lunch Meeting on 1/9/23
  - Brent Spence Bridge Design Build Project – Stacey Hans, KYTC PM
- ASHE Board Meeting on 2/14/2023

<b><u>Operating Budget (As of 9/30/22)</u></b>		<b><u>Membership (As of 9/30/22)</u></b>	
Starting Balance	\$13,505.00	Starting Membership	115
Revenue	\$	Losses	0
Expenses	\$	Gains	1
Ending Balance	\$13,332.55	Ending Membership	116

**Events scheduled during next quarter:**

- Continue Corporate Sponsorships
- Continue combined in-person/virtual Bluegrass Meeting to select project of the year.
- Board Meetings

**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. Considering increasing scholarships for 2023.
- Begin the renewal of Corporate Sponsorships.

**Milestones:**

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

- Gain 1 new member.
- Maintained meeting in person.
- Begin process for next year’s Project nominations.



**Cuyahoga Valley Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

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

**Activities:**

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

- January 26 Annual ASHE/OCA Forecaster’s Night
- February 22,23 Engineer’s Week Banquets (Akron + Canton)

<b><u>Operating Budget (As of 2/23/23)</u></b>		<b><u>Membership (As of 2/23/23)</u></b>	
Starting Balance	\$10,757.85	Starting Membership	109
Revenue	\$225.00	Losses	0
Expenses	\$150.00	Gains	6
Ending Balance	\$10,832.85	Ending Membership (paid)	115

**Events scheduled during next quarter:**

- March 16 Annual ASHE/NEOCEA Billiards Tournament
- March Outstanding Highway Projects Awards luncheon
- April Joint ASCE/ASHE meeting
- May 25 Annual Golf Outing
- June 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  
(January 2023 – March 2023)**

<b>President:</b>	<b>Jason Littleton</b>	<a href="mailto:jason.littleton@wsp.com">jason.littleton@wsp.com</a>	<b>2022-2023</b>
<b>Vice President:</b>	<b>Katie Rowe</b>	<a href="mailto:Katie.rowe@greshemsmith.com">Katie.rowe@greshemsmith.com</a>	<b>2022-2023</b>
<b>Secretary:</b>	<b>Brian Meade</b>	<a href="mailto:brian.meade@aecom.com">brian.meade@aecom.com</a>	<b>2022-2023</b>
<b>Treasurer:</b>	<b>Jonathan Berry</b>	<a href="mailto:jon.berry@burgessniple.com">jon.berry@burgessniple.com</a>	<b>2022-2023</b>

**Activities:**

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

- January 17,2023 – ASHE Derby City Section Meeting at Knight of Columbus – KYTC Alternative Delivery Mechanisms – Presenters Erika Drury (KYTC and Mark Polston (WSP)
- February 9, 2023 – ASHE Derby City Board of Directors Meeting - Jade Palace

<b><u>Operating Budget (As of 2/09/23)</u></b>		<b><u>Membership (As of 2/09/23)</u></b>	
Starting Balance	\$12,896.53	Starting Membership	79
Revenue	\$1,896.54	Losses	0
Expenses	\$943.21	Gains	1
Ending Balance	\$13,849.86	Ending Membership (paid)	81
Scholarship Fund	\$1,639.70		
Available Balance	\$12,210.16		

**Events scheduled during next quarter:**

- April ??, 2023- ASHE Derby City Section Meeting at Knight of Columbus – ASHE Project of the Year Presentations
- May 2, 2023 - ASHE Derby City Board of Directors Meeting at Jade Palace

**Miscellaneous Items:**

- We have 10 Corporate Sponsors as of 12/06/22
  - **5 Gold Sponsors-** AECOM, Burgess & Niple, Prime AE, QK4, Gresham Smith
  - **5 Silver Sponsors-** American Engineers, Michael Baker, OR Colan, WSP, HDR



**Regional Directors Quarterly Report  
(January 2023 – March 2023)**

**President: Sean Milroy, P.E.; smilroy@mbakerintl.com; Term ends May 2023**  
**Vice President: Brian Sears, P.E.; bsears@smeinc.com; Term ends May 2023**  
**Secretary: Kathy Johnson, P.E.; kathy.johnson@mbakerintl.com; Term ends May 2023**  
**Treasurer: Steve Tyneski, P.E.; Steven.Tyneski@dot.ohio.gov; Term ends May 2023**

**Activities:**

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

- January 19, 2023; (In Person Attendance 68) Update on Greater Cleveland Regional Transit Authority (GCRTA) by Michael Schipper, GCRTA General Manager for Engineering and Project Management
- February 7, 2023; Board Meeting held at ms Consultants office. 9 members in person. Major topics included pre-election discussions about the slate as well as the scholarship and project of the year winners as well as lessons learned for changes to each application
- February 21, 2023; (In Person Attendance 98) Ethics in Engineering presented by Susan Willeke, Education & Communications Administrator of the Ohio Ethics Commission

<b><u>Operating Budget (As of 2/25/22)</u></b>		<b><u>Membership (As of 12/13/2022)</u></b>	
Starting Balance	\$36,002.80	Starting Membership	225
Revenue	\$5,911.46	Losses	0
Expenses	\$5,623.89	Gains	0
Ending Balance	\$36,290.37	Ending Membership	225

**Events scheduled during next quarter:**

- March 21 – Project of the Year & Scholarship
- April 4 – Cleveland North Coast Connector

**Miscellaneous Items:**

- 

**Milestones:**

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



**NW Ohio Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

**President:** Pete Bick, [pjbick@aol.com](mailto:pjbick@aol.com)  
**Vice President:** Tom Yurysta, [tyurysta@proudfootassociates.com](mailto:tyurysta@proudfootassociates.com)  
**Secretary:** Amy Zimmerman, [azimmerman@dgl-ltd.com](mailto:azimmerman@dgl-ltd.com)  
**Treasurer:** Richard Spino, [rspino@manniksmithgroup.com](mailto:rspino@manniksmithgroup.com)

**Activities:**

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

- 01/19/23 – John F. Greenhalge, Executive Director State Board of Registration for Professional Engineers and Surveyors, Engineering Ethics

<b><u>Operating Budget (As of 12/15/22)</u></b>		<b><u>Membership (As of 12/15/22)</u></b>	
Starting Balance	\$4090.87	Starting Membership	51
Revenue	\$1680	Losses	0
Expenses	\$1367.24	Gains	0
Ending Balance	\$4403.63	Ending Membership (paid)	51

**Events scheduled during next quarter:**

- Next meeting 03/16/23 – Lance Dasher, Transportation Planner TMACOG, Updates to the IIIJA funding opportunities.

**Miscellaneous Items:**

**Milestones:**



**Triko Valley Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

**President:** Katie Dillenburger, [katedillenburger@bayerbecker.com](mailto:katedillenburger@bayerbecker.com), 2022-2023 term  
**First Vice President:** Terry Dull, [terry.dull@groupnei.com](mailto:terry.dull@groupnei.com), 2022-2023 term  
**Secretary:** Dan Springer, [dspringer@ljbinc.com](mailto:dspringer@ljbinc.com), second term  
**Treasurer:** Eric Kistner, [eric.kistner@stantec.com](mailto:eric.kistner@stantec.com), tenth term

**Activities:**

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

- January 3, 2023 – Board of Directors Meeting
- January 24, 2023 – General Membership Meeting – Schramm Award Presentations
- February 28, 2023 – Board of Directors Meeting

<b>Operating Budget (As of 2/27/23)</b>		<b>Membership (As of 2/27/23)</b>	
Starting Balance	\$11,711.73	Starting Membership	158
Revenue	\$5,331.00	Losses	0
Expenses	\$2,653.55	Gains	1
Ending Balance	\$14,389.18	Ending Membership (paid)	159

**Events scheduled during next quarter:**

- March 14, 2023 – General Membership Meeting
- March 2023 – Highway Cleanup – exact date TBD
- April 25, 2023 – Board of Directors Meeting
- May 11, 2023 – Golf Outing

**Student Chapter Update:**

- ASHE Triko Valley will be coordinating with the University of Cincinnati in April 2023. We are looking to schedule a Fall 2023 ASHE meeting at UC.

**Miscellaneous Items:**

- None



**Central Dacotah Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

**President:** Eli Ulmer eulmer@nd.gov  
**VP:** Vacant  
**Secretary:** Matt Schaible mschaible@sehinc.com  
**Treasurer:** Mark Kvas mark.kvas@bartwest.com

<u>Operating Budget (As of 12/2022)</u>		<u>Membership (As of 12/2022)</u>	
Starting Balance	\$45,512.43	Starting Membership	78
Revenue	\$3,455.77	Losses	0
Expenses	\$1,870.00	Gains	0
Ending Balance	\$47,098.20	Ending Membership (paid)	78

**Activities:**

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

- January 10<sup>th</sup>, 2023: “Changes to NDCC 43-1931 & 2022 CPC (PDH) Audit” by Darcey Handt– Director of NDPELS
- February 14, 2023; “History of Traffic Bridge Inspections in the USA” by Kelly Bengtson – UGPTI/NDLTAP

**Events scheduled during next period:**

- March 14, 2023; “Bidding Law” by Aaron Birst – Ex. Director ND Association of Counties
- April 18, 2023; “Survey Equipment and Methodologies” by Frontier Precision
- May 9<sup>th</sup>, 2023; “Drone Survey” by NDDOT Survey Department

**Miscellaneous Items:**

- On January 19, Central Dacotah Section’s scholarship opportunities went live. This closed on February 17<sup>th</sup> and we have 28 application submittals for two (2) scholarship opportunities.
- Central Dacotah officer board meeting in next week or two to review and grade scholarship applications.





**Circle City Section  
Regional Directors Quarterly Report  
(January 2023 – March 2023)**

**President: Dustin Quincy; dquincy@infrastructure-eng.com; Term ends May 2023**  
**Vice President: Michelle Gottschalk; gottschalkmm@cdmsmith.com; Term ends May 2023**  
**Secretary: Scott Sandstrom; sandstroms@cdmsmith.com ; Term ends May 2023**  
**Treasurer: Jeff Laswell; jlaswell@graypape.com; Term ends May 2023**

**Activities:**

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

- March 2, 2023; (In-Person Attendance ~20) Happy Hour networking event at The Garage Food Hall
- Board meetings held every two weeks

<b><u>Operating Budget</u></b> <b><u>(As of 2/28/23)</u></b>		<b><u>Membership</u></b> <b><u>(As of 2/28/2023)</u></b>	
Starting Balance	\$1,177.77	Starting Membership	43
Revenue	\$1,138.16	Losses	0
Expenses	\$1,242.93	Gains	3
Ending Balance	\$1,073.00	Ending Membership	46

**Events scheduled during next quarter:**

- March 24, 2023; I-69 Section 6 project presentation by INDOT at Guggman Haus
- April 2023; Project presentation or networking event
- May 2023; Project presentation of networking event

**Miscellaneous Items:**

- Election slate to be developed in March. The board is expected to remain in place for the most part with only a couple changes.

**Milestones:**

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



Southeast National Director Report for Scott Jordan

March 11, 2023, National Board Meeting

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

**January 2023**

- 17<sup>th</sup> – National Conference Committee Monthly TEAMS Meeting
- 25<sup>th</sup> – 2023 National Conference TEAMS Meeting with Golf Committee
- 18<sup>th</sup> – 2023 National Conference TEAMS Meeting to discuss Conference Awards, Registration and Technical Presentation tracts

**February 2023**

- 10<sup>th</sup> – 2023 National Conference in-person meeting with all Committee Chairs
- 14<sup>th</sup> – Officer Training
- 17<sup>th</sup> – Officer Training
- 21<sup>th</sup> – National Conference Committee Monthly TEAMS Meeting
- 24<sup>th</sup> – 2023 National Conference bi-weekly TEAMS Meeting

**March 2023**

- 2<sup>nd</sup> – 2023 National Conference TEAMS meeting to discuss conference giveaway, speaker gifts and additional conference shirts
- 10<sup>th</sup> – 2023 National Conference bi-weekly TEAMS Meeting
- 11<sup>th</sup> – National Board Meeting in Columbia, SC



## Glen Kartalis – National Director Report

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

Date: 2/28/23

Report Period: 12/14/22 to 3/1/23

### *Section Activities:*

- 1/3/23 Attended ASHE NY Metro Board Meeting
- 1/10/23 Attended NE Regional Call
- 1/17/23 Attended ASHE NY Metro Monthly Meeting: Hunts Point Interstate Access
- 1/23/23 Participated in ASHE LI Section Briefing
- 1/26/23 Attended ASHE NCNJ Meeting: Route 495, Route 1&9 Paterson Plank Rd
- 2/6/23 Participated in ASHE LI Section Briefing
- 2/7/23 Attended ASHE NY Metro Board meeting
- 2/14/23 Attended NE Regional Call
- 2/20/23 Participated in ASHE LI Section Briefing
- 2/21/23 Attended ASHE NY Metro Monthly Meeting: NYCDDC Gansvoort Blvd.
- 3/8/23 Attended ASHE New Sections Committee Meeting

### *Upcoming meetings for the Quarter*

- 3/14/23 NE Regional Call; ASHE NY Metro Board Meeting; ASHE SNJ/MASITE Joint Meeting/Technical Presentation on Safety
- 3/23/23 ASHE SNJ Spring Social at River Horse Brewery

### *Action items/upcoming events:*

- NY Metro -Participated in POY Awards for both large projects and small projects.
- LI Section soliciting for more board members to support activities. (2 new Board Members identified)
- Scheduling for a joint NY Metro & Long Island event: Date TBD
- Central New York working on updating their website.
- ASHE NY Metro presented a record \$33,000 in Scholarship Money to Students 2/21/23.
- ASHE NY Metro Justice 40 meeting 3/21/23; Women in Leadership Panel 4/18/23

### *Board Activities:*

- Coordination of Quarterly Reporting with Sections
- Continued push to all sections to update their websites and to submit PDH's performed
- Attended multiple calls with NE Region Board and NE Region President
- Committee Activities: New Sections Committee: Exploring locations for New Sections (Northeast)



## J.T. Lincoln – National Director Report

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

Date: 3/10/23

Report Period: 12/16/22 to 3/10/23

### *Section Activities:*

- 1/19/23 Attended ASHE Pittsburgh Dinner Meeting
- 1/24/23 Attended ASHE Franklin Dinner Meeting
- 1/25/23 Attended ASHE SW Penn Dinner Meeting
- 2/15/23 Attended ASHE Mid-Allegheny/Altoona Dinner Meeting
- 2/16/23 Attended ASHE Harrisburg Dinner Meeting
- 2/21/23 Attended ASHE Pittsburgh Board Meeting
- 2/21/23 Attended ASHE Franklin Dinner Meeting
- 2/23/23 Attended ASHE Clearfield Dinner Meeting

### *Action items/upcoming events:*

- 3/14/23 – ASHE Pittsburgh Transportation Forum
- 3/15/23 – ASHE Franklin Dinner Meeting
- 3/22/23 – ASHE Mid-Allegheny Dinner Meeting
- 3/29/23 – ASHE SW Penn Dinner Meeting
- 3/30/23 – ASHE Altoona Dinner Meeting
- 4/5/23 – ASHE Franklin Board Meeting
- 4/11/23 or 4/13/23 – ASHE Joint Dinner Meeting
- 4/18/23 – ASHE Franklin Dinner Meeting
- 4/27/23 – ASHE Altoona / PennDOT D-9 Workshop
- 5/12/23 – ASHE SW Penn Golf Outing
- 5/16/23 – ASHE Franklin Dinner Meeting
- 5/26/23 – ASHE Pittsburgh Golf Outing

### *Board Activities:*

- Coordination regarding section quarterly reports
- 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: 2/28/23

Report Period: 12/13/22 to 2/27/23

### Section Activities:

- 1/10/23 Attended ASHE East Penn Dinner Meeting
- 1/18/23 Attended ASHE Del Val Dinner Meeting (Happy Hour portion only)
- 1/25/23 Held a check in call with Dave Hamlet (President of Williamsport Section)
- 2/14/23 Attended ASHE Officers Training (virtual)
- 2/16/23 Attended ASHE Harrisburg Section Social Event
- 3/9/23 Will be attending the joint Del Val, E. Penn and NE Penn Dinner Meeting
- Ongoing coordination with Sections regarding Quarterly Status Reports
- Was requested by Del Val ASHE to swear in new officers and serve as chair for the Audit committee.

### Board Activities:

- Attended calls with NE Region Board Members (Glen and JT) and NE Region President (Paul) to discuss ongoing efforts in the region (12/13/22, 1/10/23, 2/14/23).
- Attended ASHE National Board meeting in Tampa, Florida (1/12/23 – 1/14/23)
- Ongoing coordination with NE Section President (Paul)
- Reviewed NE Region National POY submissions for under and over \$20M
- Coordinated with Moe Elghway regarding QR code usage for pdh issuance

### Committee Activities:

- 2/6/23 Chaired the Membership Committee Meeting



## Jim Shea - National Director Report

**Date:** 3/4/2023

**Report Period:** 1/15/2023 – 3/4/2023

### **National Director Activities:**

- 1/17/2023 – NCC monthly meeting
- 1/20/2023 – Lake Erie Officer/Directors Slate Conversation
- 1/24/2023 – ASHE Bluegrass monthly meeting
- 1/30/2023 – GLR Board Meeting
- 2/7/2023 – ASHE Lake Erie Board Meeting
- 2/17/2023 – ASHE Officer Training
- 2/21/2023 – ASHE Lake Erie Monthly Meeting
- 3/3/2023 – ASHE GLR Goals Meeting

### **Upcoming National Director Activities:**

- 3/6/2023 – ASHE GLR Goals Meeting
- 3/21/2023 – NCC Monthly Meeting
- 4/16/2023 – Blue Grass Monthly Meeting
- 5/16/2023 – ASHE Lake Erie Board Meeting

### **Actions:**

- Jim will coordinate with Dave Still and Kathy Johnson on upcoming responsibilities.



## 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: 1/2023 to 3/2023

- Attend Houston Section monthly in person luncheons.
- Attend Houston section board meetings.
- Attend SW Region virtual meetings.
- Chair Houston Scholarship committee
- Chair Houston Golf tournament committee
- Liaison for the strategic plan committee
  - Attended Strategic Planning meetings
  - Worked on Strategic Plan Outline
- Had discussions with SW region and sections regarding incoming president for SW Region

### Upcoming in Q3

- Election for SW region president/officers
- ASHE Phoenix scholarship Golf tournament May 18, 2023
- Dallas in person meeting March 29, 2023