



ASHE National Executive Committee Meeting Minutes  
October 25, 2023

**CALL TO ORDER:** Stan A. Harris, PE

President Harris called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 4:00 PM. The meeting was held via Microsoft Teams.

**Roll Call:** Thomas S. Morisi

Name	Office	Attendance
Stan A. Harris, PE	President	Present
Donato DiZuzio, PE	First Vice-President	Present
James T. Shea, PE	Second Vice-President	Present
Thomas S. Morisi	Secretary	Present
P. Frank O'Hare, PE	Treasurer	Absent
Samir D. Mody, PE	Treasurer – Elect	Present
Leigh B. Lilla, PE	Immediate Past President	Present
Nancy A. Morisi	Administrative Assistant	Present
David A. Greenwood, PE	Operations & Oversight Committee Chair	Present

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

**WELCOME:** Stan A. Harris, PE

President Harris welcomed everyone and thanked them for participating. He stressed that he would like to continue these regular meeting, no matter the agenda, to keep momentum.

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

Mr. Morisi reported concern with the West Virginia Section, stated they have not revised their membership number is a number of years. During this assessment, they are reporting they only have 10 active members. Ms. Morisi reported that a review of their Section reports found that nothing has been happening at the Section since prior to COVID.

**ACTION ITEM:** Mr. Greenwood will discuss the issue with Mr. Desai and have the Region reach out to the West Virginia Section to provide help.

Mr. Morisi reported that he authorized JM Server Solutions to purchase 10 Microsoft Office Licenses to be used for the updated Cloud. The cost of the licenses is \$11.99 per month if purchased in annual payments or \$14.00 per month if purchased monthly. His authorization was for an annual payment. JM Server Solutions is in the process of purchasing these licenses in preparation for the Cloud update. Mr. Morisi is in the process of developing a structure for the new Cloud. JM Server Solutions has also begun the security update for our database. They have cloned the database so as to have no impact while the update is being made.



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### **TREASURER'S REPORT:** Samir D. Mody, PE

Mr. Mody reported that he is building a document library, asking questions of Mr. O'Hare directly, and hoping to set up a meeting with CPA Associates all in an effort to effectuate the transition to Treasurer. Mr. DiZuzio would like to hold a meeting to review/discuss the common mistakes that are being made. Mr. Mody suggested a Treasurer only meeting and Mr. Morisi suggested a Treasurer handbook.

### **FEEDBACK ON PITTSBURGH WORKSHOP:** Stan A. Harris, PE

Mr. DiZuzio thought the session was helpful and that we got a little bit closer to an RFP for the database but is still unclear where we are going. The Technology Committee was to update the RFP, send it out to the entire Board and then hold a vote prior to the end of the month. The RFP has not been distributed. On a parallel track the Committee is to investigate a third party vendor. Ms. Lilla stated that the money sent to the Regions allow the Region to step up and assist Sections with their websites.

### **ACTION ITEMS FROM THE PITTSBURGH MEETING:**

- **PR Committee Using Credit Card:** Item completed by Ms. Morisi.
- **Letters to Section Award Winners:** Ms. Lilla will work with Mr. O'Hare
- **Diversity Committee:** Mr. Harris reported that he sat in on the Great Lakes Region meeting and they discussed diversifying to different agencies and asked if there was a flyer available at the National level to use. Ms. Lilla will look into this with Mr. Matthews and obtain input from Ms. Fink and Ms. Schumacher.
- **National Conference:** There's been no discussion yet about a west coast conference. Mr. Shea will discuss with Ms. Parris.
- **National Project Award:** Mr. Rikk has stepped down as chair. Mr. Dan Laird will take over as Chair. A meeting is planned for next week.
- **PR Survey:** Mr. Harris reminded everyone they are to click on the link in the PR Committee Report and fill out the necessary information.
- **Strategic Plan Committee:** Mr. Harris reported that he attended the Committee meeting last week. The Committee discussed the revisions to the Section and Region Reports to emphasize the Strategic Plan.
- **Technology:** See the Secretary's Report.
- **National Scholarship:** Mr. Kartalis has agreed to chair the Committee. A meeting is planned for next week.
- **Second Banners:** The topic of issuing a second banner to each Section and Region was discussed. No support was expressed for the idea. Mr. Harris will refer to the National Conference Committee.

### **OFFICER TRAINING:** David A. Greenwood, PE

Mr. Greenwood stated he will target early December for training and will reach out to everyone to establish a schedule. Mr. Morisi suggested moving future trainings to the September timeframe to align with Sections starting back up after the summer break with new officers.



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**OLD BUSINESS**

The recent funds distribution to the Regions was discussed. It was suggested funding plans be shared between Regions.

**NEW BUSINESS**

Mr. Harris is planning to discuss membership at the January workshop. The discussion would include review of quarterly reports, closer focus on Section health, problem Sections, student initiative, scholarship, and diversity.

**ADJOURNMENT**

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

The meeting adjourned at 5:00 PM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary