



**ASHE National Board Meeting Minutes  
June 8, 2024**

**CALL TO ORDER:** Donato Di Zuzio, PMP

President Di Zuzio called the meeting of the National Board of the American Society of Highway Engineers to order at 10:00 AM at the Raleigh Marriott – City Center, Raleigh, NC.

**PLEDGE OF ALLEGIANCE:** Donato Di Zuzio, PMP

President Harris led the Pledge of Allegiance.

**Roll Call:** Thomas S. Morisi

Name	Office	Attendance
Donato DiZuzio, PMP	President	Present
Jim Shea, PE	First Vice-President	Present
Kathryn F. Fink, PE	Second Vice-President	Present
Thomas S. Morisi	Secretary	Present
Samir D. Mody, PE	Treasurer	Present
Stan A. Harris, PE	Immediate Past President	Present
Nancy A. Morisi	Administrative Assistant	Present
JT Lincoln, PE	One Year Director – Northeast Region	Present
Nimish Desai, PE	One Year Director – Mid-Atlantic Region	Present
Kathy Johnson, PE	One Year Director – Great Lakes Region	Present
Glen T. Kartalis, PE	Two Year Director – Northeast Region	Present
David M. Stills, PE	Two Year Director – Great Lakes Region	Present
Ronald W. Osterloh, PE	Two Year Director – Southeast Region	Absent
Nikole A. Cao, PE	Three Year Director – Southwest Region	Present
Robert G. Prophet, PE	Three Year Director – Northeast Region	Absent
Brian D. Post, PE	Three Year Director – Mid-Atlantic Region	Present
Suserea Gates	Three Year Director – Southeast Region	Present
David A. Greenwood, PE	Operations & Oversight Committee Chair	Present
<b>Invited Guests</b>		
Rhonda Cardone	Scanner Committee Chair	Present
Brian G. O’Connor, PE	New Sections Committee Chair	Present
<b>Guests – Other</b>		
None		

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



**ASHE National Board Meeting Minutes**  
**June 8, 2024**

**WELCOME:** Donato Di Zuzio, PMP

President Di Zuzio welcomed everyone and noted that the Conference has been great and the facility was nice. All in attendance introduced themselves and the new board members were welcomed. Mr. Di Zuzio thanked Mr. Harris for his leadership, personal conduct, and demeanor and would like to continue the example that Mr. Harris has set. He also thanked Mr. O'Hare for his service as Treasurer over the past nine years.

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

**April 20, 2024 National Board Meeting:**

**MOTION:** Motion by Morisi to approve the minutes from the April 20, 2024 National Board Meeting; seconded by Harris; all in favor.

**May 20, 2024 National Board Meeting:**

**MOTION:** Motion by Morisi to approve the minutes from the May 20, 2024 National Board Meeting; seconded by Di Zuzio; all in favor.

**PRESIDENT'S REPORT:** Donato Di Zuzio, PMP/Stan A. Harris, PE

No written report. Being the first meeting of his term, Mr. Di Zuzio had no report. Mr. Harris thanked everyone for their support over the past year and thanked those who stepped in to attend events when he was unable to.

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

The Secretary's Report is attached to and made part of these meeting minutes. Mr. Morisi noted that the new email system will be up and running by the end of the day.

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

The Treasurer's Report is attached to and made part of these meeting minutes. Mr. Mody reviewed highlights of the report. He noted that ASHE will be converting from Quicken to Quick Books on-line and will be running two sets of books this year. Mr. O'Hare had reconciled everything as of May 31, 2024 and Mr. Mody will now take everything from that date forward. He is working with PNC Bank to get his name on all accounts. Mr. Mody noted that he, Ms. Morisi and Mr. Moris met with CPA Associates for an introduction and learning session. Mr. Mody reported that he received the audit engagement letter and will start compiling documentation.

**MOTION:** Motion by Mody to accept the National Treasurer's Report; seconded by Di Zuzio; all in favor.

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

The Administrative Assistant's Report is attached to and made part of these meeting minutes. Ms. Morisi reviewed highlights of the report noting that all assessments have been paid. The 990's were sent out. Some have been received. About half of those received were incorrect.



## COMMITTEE REPORTS

**Ad Hoc/Regions:** Jim Shea, PE presenting

The Ad Hoc/Regions Committee Report is attached to and made part of these meeting minutes. Mr. Shea reviewed highlights of the report noting that he appreciated the response on the Region worksheets. He is working to gather volunteers to update the Region documents.

**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.

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

No written report. The current budget is approved and Mr. Shea will be taking over the committee.

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

The Constitution/Bylaws Committee Report is attached to and made part of these meeting minutes. Mr. Greenwood reviewed highlights of the report and reminded everyone the current bylaws template was approved in March and is on the website.

**ACTION ITEM:** Review bylaws to ensure there is language that board members only business interest is ASHE.

**Membership:** No presentation

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

**ACTION ITEM:** Review Student Chapter Guidelines.

**National Conference:** Jim Shea, PE presenting

The National Conference Committee Report is attached to and made part of these meeting minutes. Mr. Shea reviewed highlights of the report. Mr. Hurtt will now take over as Chair of the committee.

**ACTION ITEM:** Look into ways to increase attendance at the Past President Lunch.

**National Scholarship:** Glen T. Kartalis, PE presenting

The National Scholarship Committee Report is attached to and made part of these minutes. Mr. Kartalis reviewed highlights of the report. The EIN application has been submitted and the next step will be to submit Form 1023 to create the 501c3. The committee is working on bylaws.

**ACTION ITEM:** Form 501c3 National Scholarship Foundation and develop scholarship parameters.



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**June 8, 2024**

**New Sections:** Brian G. O'Connor, PE presenting

The New Sections Committee Report is attached to and made part of these meeting minutes. Mr. O'Connor reviewed highlights of the report. He provided an overview of the Colorado Chartering and reported that San Antonio should charter on August 20, 2024. Kansas City will have an information session in a few weeks. Hailey Slifko will take over as co-chair over the next year from Ms. Fink and Ms. Johnson will be the Board liaison.

**Nominating:** Stan A. Harris, PE presenting

The Nominating Committee Report is attached to and made part of these minutes. A discussion was held that Nominating Committee members should not be allowed to provide letters of recommendation for any candidate.

**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 reviewed highlights of the report. The committee is working on updates to the Section health form.

**ACTION ITEM:** Review award project cost structure for Project of the Year Award. (next year)

**Public Relations:** Donato DiZuzio, PE presenting

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

**Scanner:** Rhonda Cardone, PE, presenting

The Scanner Committee Report is attached to and made part of these meeting minutes. Ms. Cardone reviewed highlights of the report. She reported that TNT Graphics contract expired several years ago and she will work to obtain a new contract. Ms. Cardone noted that having Tammy Farrell at the conference added value to the organization.

**ACTION ITEM:** Obtain an updated contract for TNT Graphics.

**Strategic Plan:** Nikole A. Cao, PE/Kathryn E. Fink, PE presenting

The Strategic Plan Committee Report is attached to and made part of these meeting minutes. Most committees used the revised template for their report. Ms. Fink will transition out of her role as chair as she moves up on the Board. The committee is working on a method to quantify the success of the Strategic Plan based on the questions on the report but is having difficulty doing so. They may look to restate the questions to better quantify.

**Technology:** Nimish Desai, PE presenting

The Technology Committee Report is attached to and made part of these meeting minutes. Mr. Desai reviewed highlights of the report.

**ACTION ITEM:** Develop work group to look into implementing Star Chapter at the Section level then possible communication with the National Database.



**OLD BUSINESS**

None

**NEW BUSINESS**

**ACTION ITEM:** Mr. Shea and Ms. Fink are to look into timing of the Board meeting at the Conference moving forward and make a recommendation.

**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**

September 14 – Newark, NJ, NY Metro 20<sup>th</sup> anniversary celebration on September 12<sup>th</sup> and Board will attend.

January – Houston, TX

April 2025 – TBD

**ADJOURNMENT**

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

The meeting adjourned at 12:00 PM.

**ATTACHMENTS**

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

- Attachment 1: Committee Reports
- Attachment 2: Director Reports

Respectfully Submitted,

Thomas S. Morisi  
National Secretary



**ASHE National Board Meeting Minutes  
June 8, 2024**

**Attachment 1: Committee Reports**



ASHE NATIONAL HEADQUARTERS  
 610 RADCON STREET  
 JOHNSTOWN, PA 15904

**SECRETARY'S REPORT**

Following is the current ASHE Membership List by Region/Section as of June 1, 2024.

<b>Northeast Region</b>		<b>Southeast Region</b>	
Albany	88	Alabama	59
Altoona	192	Central Florida	132
Central New York	49	Georgia	642
Clearfield	203	Middle Tennessee	313
Delaware Valley	339	Northeast Florida	213
East Penn	128	South Florida	17
First State	224	Tampa Bay	41
Franklin	115	Tennessee Valley	123
Harrisburg	417	<b>Subtotal</b>	<b>1540</b>
Long Island	34		
Mid-Allegheny	93	<b>Great Lakes Region</b>	
N. Central New Jersey	122	Bluegrass	141
New York Metro	101	Central Dacotah	74
North East Penn	138	Central Ohio	204
Pittsburgh	536	Circle City	65
Southern New Jersey	182	Cuyahoga Valley	105
Southwest Penn	226	Derby City	89
Williamsport	81	Lake Erie	236
<b>Subtotal</b>	<b>3268</b>	Northwest Ohio	43
		Triko Valley	149
<b>Mid-Atlantic Region</b>		<b>Subtotal</b>	<b>1106</b>
Blue Ridge	53		
Carolina Piedmont	47	<b>Southwest Region</b>	
Carolina Triangle	225	Central Texas	72
Chesapeake	271	Colorado	40
Greater Hampton Roads	74	Dallas-Forth Worth	45
N. Central West Virginia	51	Houston	101
Old Dominion	81	Phoenix Sonoran	149
Potomac	171	<b>Subtotal</b>	<b>407</b>
South Carolina	79		
<b>Subtotal</b>	<b>1052</b>	<b>Total</b>	<b>7373</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 7,373, which represents a net decrease of 6 members since the report for the prior National Board meeting.

## ASSESSMENTS

- All Assessments for the 2023-2024 fiscal year 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. **In process**
- On “Member List” page, change “Multiview Email Export” to “Scanner Email Export”  
**Complete**
- Create export that combines Work and Home emails. These are currently two separate exports. **Complete – Needs minor revision**
- Create export that combines Work and Home addresses. These are currently two separate exports. **Complete – Needs minor revision**
- Remove “Email” page. **Complete**
- Create a list that provides the total number of members in each Section. **In process**

The above updates to the database are being made at no cost and are performed under the prior year’s contract and not the current contract.

Security update is complete, and the updated database sight went live on April 15, 2024. There is an issue with Section and Region access that needs corrected. That correction will occur shortly. However, Sections and Regions will still have access in the meantime. With this update, members will now be able to log in with their work email address. Log-in instructions are provided on the log in page. A form is being created on the log-in page if they have problems accessing.

## SHAREPOINT

ASHE has purchased 10 Microsoft Office 365 licenses. The ASHE computer is now running on the updated Office 365 license. The SharePoint site has been set up into four “drives” as follows:

- Administration: Anticipated access includes National Officers
- Executive: Anticipated access includes National Officers and BOD
- Public: Anticipated access includes National Officers, BOD, and Committees
- Treasurer: Anticipated access TBD

All files that were previously on the One Drive shared by the Administrative Assistant and National Secretary have been moved to SharePoint. A summary of the drive and folder structure follows this report.

On April 15, 2024, the National Officers and BOD were provided access to the Executive drive. We hope to start granting access to other drives in the near future once we have ensured the data in those drives is organized properly.

The National Treasurer Elect was granted access to the Treasurer drive on April 16, 2024. Additionally, a QuickBooks licenses has been purchased that will allow three users to access data. QuickBooks was installed on the Treasurer Elect’s computer on April 16, 2024.



**ASHE Treasurer's Report**  
for  
**For FY June 1, 2023 to May 31, 2024**

**Natonal Board Meeting, Raleigh, NC**

**PNC Checking Account**

1	PNC Business Basic Checking 8649 - Ledger Balance 6/1/2023	\$	79,393.77
2	<b><u>Inflows</u></b>		
3	Income	\$	263,464.66
4		Total Inflows (Income)	\$ 263,464.66
5	<b><u>Outflows</u></b>		
6	Expenses	\$	288,113.39
7		Total Outflows (Expenses)	\$ 288,113.39
8		Balance 8649 - 5/31/2024	\$ 54,745.04

**PNC Investment Account**

9	PNC Investment - Beginning Balance (6/1/2023)	\$	453,641.55
10	Increase (Decrease) in Fund by interest as of 5/31/2024	\$	(9,572.84)
11		-	
12		Balance on 5/31/2024	\$ 444,068.71

**Overall**

14		Total Assets as of 6/1/2023	\$ 533,035.32
15		Total Assets as of 5/31/2024	\$ 498,813.75
16		Increase or (Decrease) in Total Assets - 6/1/2023 to 5/31/2024	\$ (34,221.57)

Respectfully submitted:



6/2/2024

ASHE National Treasurer

Item	Operating Income	Budgeted FYE 2024	Actual as of 05/31/2024	% of Budget
A.	Clothing royalties	\$ -	\$ -	
B.	Conference seed money returned	\$ 8,000	\$ 8,000.00	100%
C.	Conference Income <sup>1</sup>	\$ -	\$ 0.00	
D.	Credit Card Cash Back Rewards	\$ 770	\$ 1,014.19	132%
E.	Lifetime Member Pins	\$ 360	\$ 25.00	7%
F.	New members - at large	\$ -	\$ -	
G.	Member assessment	\$ 140,000	\$ 131,452.47	94%
H.	National Project of the Year	\$ 500	\$ 300.00	60%
I.	New members initiation fees	\$ 18,000	\$ 44,822.69	249%
J.	Other Income	\$ 1,000	\$ 40.00	4%
K.	Past Presidents' pins	\$ 1,500	\$ 3,455.00	230%
L.	SPONSORSHIPS	\$ -	\$ -	
L100.0	Sponsorships - Multiview	\$ 5,000	\$ 4,155.31	83%
L101.0	Sponsorships - SCANNER	\$ 30,000	\$ 20,200.00	67%
	<b>Sub Total</b>	<b>\$ 205,130</b>	<b>\$ 213,464.66</b>	<b>104%</b>
	<b>Transfer from Investment Account</b>		<b>\$ 50,000.00</b>	
	<b>Total Inflow to Operating Budget</b>	<b>\$ 205,130</b>	<b>\$ 263,464.66</b>	

1. 2023 Atlanta Conference did not provide any conference income to ASHE National.  
 FYE 2024 - June 1, 2023 to May 31, 2024

Item	NO.	EXPENSES	Budgeted FYE 2024	Actual as of 05/31/2024	% of Budget
A.	<b>BUDGET/AUDIT COMMITTEE</b>				
	A101.1	Quickbooks Training - Treasurer Elect Transition	\$ 1,500	\$ -	
	A102.0	Treasurer's Meeting With Auditors (if needed)			
		<b>TOTAL:</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>
B.	<b>CONSTITUTION &amp; BYLAWS COMMITTEE</b>				
	B101.0	Constitution and Bylaws Committee	\$ -	\$ -	\$ -
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
C.	<b>EXECUTIVE COMMITTEE</b>				
	C102.0	Audit & CPA, Assoc. fees	\$ 8,600	\$ 8,645.88	101%
	C103.0	Awards, pins, & ribbons	\$ 4,000	\$ 4,441.21	111%
	C104.0	Committee Chair travel for Board Mtg by President's invitation	\$ 5,000	\$ 5,273.81	105%
	C105.0	Hardware - Purchase and Repair	\$ 5,000	\$ 855.90	17%
	C106.0	Contingencies, legal, bank fees	\$ 200	\$ 827.25	414%
	C107.0	Donations, memorials, gifts	\$ 200	\$ 228.79	114%
	C108.0	Employee - taxes: fica, unemployment, local	\$ 10,900	\$ 12,137.44	111%
	C109.0	Employee - compensation, wages, bonus, etc.	\$ 31,600	\$ 27,794.60	88%
	C110.0	Employee - expenses	\$ 1,000	\$ 433.00	43%
	C111.0	Insurance - business	\$ 6,600	\$ 4,245.09	64%
	C112.0	Misc. Expenses	\$ 500	\$ 371.89	74%
	C114.0	Business Office - Rent	\$ 3,500	\$ 3,500.00	100%
	C115.0	Postage, UPS, Fed Ex. - Delivery	\$ 1,000	\$ 766.20	77%
	C117.0	Presidents travel & expenses (Not to board mtgs.)	\$ 10,000	\$ 7,396.30	74%
	C118.0	Society member's travel - President's request	\$ 3,000	\$ 1,486.99	50%
	C119.0	Refunds	\$ -	\$ (18.00)	
	C119.1	Office Supplies and Software: purchases and upgrades	\$ 2,000	\$ 1,091.59	55%
	C120.0	Executive Committee Meeting	\$ -	\$ -	-
		<b>TOTAL:</b>	<b>\$ 93,100</b>	<b>\$ 79,477.94</b>	<b>85%</b>
D.	<b>MEMBERSHIP/MEMBER AT LARGE COMMITTEE</b>				
		<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
E.	<b>NATIONAL BOARD</b>				
	E101.1	Board Mtg. Directors Lodging	\$ 10,000	\$ 14,633.46	146%
	E101.2	Board Mtg. Directors Travel	\$ 25,000	\$ 29,285.85	117%
	E102.0	Board Mtg. Expenses - Room rental, coffee, meals, etc.	\$ 10,000	\$ 17,431.47	174%
		<b>TOTAL:</b>	<b>\$ 45,000</b>	<b>\$ 61,350.78</b>	<b>136%</b>

Item	NO.	EXPENSES	Budgeted FYE 2024	Actual as of 05/31/2024	% of Budget
<b>F.</b>		<b>NATIONAL CONFERENCE COMMITTEE</b>			
	F101.0	Atlanta Conference - Board Members Stipend & Expenses	\$ -	\$ 210.00	
	F101.1	2024 Releigh Conf. - Board Members Stipend & Expenses	\$ 20,000	\$ 11,647.00	58%
	F102.0	2026 National Conference Advance	\$ 15,000	\$ 15,000.00	100%
	F103.0	Sponsorships for 2023 ASHE Conf., Atlanta	\$ -	\$ -	
	F103.1	Sponsorships for 2024 Conf - Already sent to conference	\$ -		
	F104.0	National Conf. Comm. Travel (Hotel Visit)	\$ 500	\$ -	
	F105.0	Past Presidents' Stipend for National Conference	\$ 2,000	\$ 360.00	18%
			\$ -	\$ -	
		<b>TOTAL:</b>	\$ 37,500	\$ 27,217.00	73%
<b>G.</b>		<b>NEW SECTIONS COMMITTEE</b>			
	G101.0	Startup grant - Two(2) Sections per Year @ \$600.00	\$ 1,200	\$ 600.00	0%
	G102.0	New Section Banners - Three(3) Sections	\$ 1,050	\$ -	0%
	G103.0	Exhibiting	\$ 5,000	\$ 7,000.00	0%
	G104.0	Travel - New Section startup & chartering	\$ 1,500	\$ 2,407.83	161%
		<b>TOTAL:</b>	\$ 8,750	\$ 10,007.83	114%
<b>H.</b>		<b>NOMINATING COMMITTEE</b>			
	H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.	\$ 5,000	\$ 5,330.25	107%
		<b>TOTAL:</b>	\$ 5,000	\$ 5,330.25	107%
<b>I.</b>		<b>OPERATIONS OVERSIGHT COMMITTEE</b>			
	I102.0	Regional Directors Travel	\$ 4,000	\$ 4,368.16	109%
	I103.0	Project of the Year - Awards & Committee Expenses	\$ 2,500	\$ 914.37	37%
	I104.0	Society History Comm.	\$ 2,000	\$ 59.00	3%
	I105.0	Region Operating Funds	\$ 52,000	\$ 52,000.00	100%
		<b>TOTAL:</b>	\$ 60,500	\$ 57,341.53	95%
<b>J.</b>		<b>OUTREACH COMMITTEE</b>			
	J101.0	Government Outreach - Travel	\$ -	\$ -	\$ -
	J102.0	Exposure Funds to Regions	\$ 6,000	\$ -	\$ 6,000.00
		<b>TOTAL:</b>	\$ 6,000	\$ -	\$ 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 2024	Actual as of 05/31/2024	% of Budget
M.		<b>PUBLIC RELATIONS COMMITTEE</b>			
	M102.0	Contest	\$ -	\$ -	0%
	M104.0	Promotional Materials, Social Media	\$ 4,000	\$ 2,187.12	55%
	M106.0	Software Subscriptions	\$ 1,200	\$ 1,754.67	146%
	M105.0	Shipping - ASHE Display	\$ 500	\$ 1,416.84	283%
		<b>TOTAL:</b>	\$ 5,700	\$ 5,358.63	94%
N.		<b>SCANNER COMMITTEE</b>		\$ 645.08	
	N100.0	TNT Expenses for 2022 ASHE Conference <sup>1</sup>	\$ -	\$ -	
	N100.1	TNT Expenses for 2023 ASHE Conference	\$ -	\$ -	0%
	N100.2	TNT Expenses for 2024 ASHE Conference	\$ 700.00	\$ -	
	N101.0	Exhibiting booth at ASHE 2023 Conference	\$ -	\$ -	0%
	N101.1	Exhibiting booth at ASHE 2024 Conference	\$ 400	\$ -	
	N102.0	TNT Invoices	\$ 27,000	\$ 31,849.89	118%
		<b>TOTAL:</b>	\$ 28,100.00	\$ 32,494.97	116%
O.		<b>STRATEGIC PLAN COMMITTEE</b>			
	O101.0	Strategic Planning Committee	\$ 200	\$ -	0%
		<b>TOTAL:</b>	\$ 200	\$ -	0%
P.		<b>STUDENT CHAPTER COMMITTEE</b>			
	P101.0	Student Chapter Committee	\$ -	\$ -	0%
	P102.0	Student event promo materials	\$ -	\$ -	0%
		<b>TOTAL:</b>	\$ -	\$ -	0%
Q.		<b>TECHNOLOGY COMMITTEE</b>			
	Q101.0	Cloud Committee Expenses (Travel)	\$ -	\$ -	0%
	Q102.0	Database upgrade (Will need board approval)	\$ 3,500	\$ -	0%
	Q103.0	Cloud upgrade (Will need board approval)	\$ 9,500		
	Q106.0	J.M. Server Solutions - Invoices	\$ 7,400	\$ 9,534.46	129%
		<b>TOTAL:</b>	\$ 20,400	\$ 9,534.46	47%
		<b>TREASURER</b>			
	R.	Transfer from Checking to Investment	\$ -	\$ -	
			\$ -	\$ -	
		<b>Total Expenses</b>	<b>\$ 311,750.00</b>	<b>\$ 288,113.39</b>	<b>92%</b>

FYE 2024 - June 1, 2023 to May 31, 2024

# Cash Flow - Last year

6/1/2023 through 5/31/2024

6/2/2024

Page 1

Category	6/1/2023- 5/31/2024
<b>INFLOWS</b>	
B. Conference Advance Money Return	8,000.00
D. Credit Card Cash Back Rewards	1,014.09
E. Life Member Pins	25.00
G. Membership Assessments	128,759.77
G101 - Late fees	2,692.70
TOTAL G. Membership Assessments	131,452.47
H. National Project of the Yr-Entry fee	300.00
I. New Member-Initiation Fee	44,822.69
J. Other Income	40.00
J101.1 Transfer from PNC Investment Acct-Transfer from PNC Investment Acc...	50,000.00
TOTAL J. Other Income	50,040.00
K. Past President-Pins	3,455.00
L. Sponsorships	
L100.0 MULTIVIEW Sponsorships	4,155.31
L101.0 SCANNER Sponsorships	20,200.00
TOTAL L. Sponsorships	24,355.31
<b>TOTAL INFLOWS</b>	<b>263,464.56</b>
<b>OUTFLOWS</b>	
C. Executive Committee	
C102.0 Audit, Taxes & CPA Fees	8,645.88
C103.0 Awards, Banners, Ribbons, Misc.	4,441.21
C104.0 Com Chair Travel -Pres.'s Request-Board Meeting Travel	
Lodging	1,297.87
Mileage	1,112.85
Misc. Travel Expenses, Meals, Parking	863.68
Travel - Air,Train,Transit,Cab,Rental	1,999.41
TOTAL C104.0 Com Chair Travel -Pres.'s Request-Board Meeting Travel	5,273.81
C105.0 Computers, Purchase, Repair	855.90
C106.0 Contingencies, Legal, Bank Fees	
Bank Charge-Bank Charge	131.00
Legal	626.00
Quickbooks Direct Deposit Fee	70.25
TOTAL C106.0 Contingencies, Legal, Bank Fees	827.25
C107.0 Donations. Memorials, Gifts-Charitable Donations, Memorials, and Flo...	228.79
C108.0 Employees - Taxes, FICA, ETC-Taxes, FICA, Unemployment, Insurance	12,137.44

# Cash Flow - Last year

6/1/2023 through 5/31/2024

6/2/2024

Page 2

Category	6/1/2023- 5/31/2024
C109.0 Employee Wages	
C109.2 Administrative Asst. - N. Morisi	27,794.60
TOTAL C109.0 Employee Wages	27,794.60
C110.0 Admin. Asst. Exp - N. Morisi	
Travel -- Air,Train,Transit,Cab,Rental	433.00
TOTAL C110.0 Admin. Asst. Exp - N. Morisi	433.00
C111.0 Insurance - Business	4,245.09
C112.0 Miscellaneous Expenses	371.89
C114.0 Business Office - Expenses	
C114.2 Howard, OH-- Internet	375.00
C114.3 Johnstown, PA-- Rent	3,000.00
C114.X Henderson, NC-- Rent	125.00
TOTAL C114.0 Business Office - Expenses	3,500.00
C115.0 Postage and Delivery-Postage and Delivery Expense	766.20
C117.0 President's Exp(Not BD Mtgs)	
Lodging-Overnight Lodging	1,603.60
Mileage-Mileage at IRS Rate	827.28
Misc. Travel Expenses, Meals, Parking,	918.45
Travel - Air,Train,Transit,Cab,Rental	4,046.97
TOTAL C117.0 President's Exp(Not BD Mtgs)	7,396.30
C118.0 Society Travel-Pres. Request	
Lodging	125.52
Mileage	368.50
Misc. Travel Expenses, Meals, Parking,	133.27
Travel - Air,Train,Transit,Cab,Rental	859.70
TOTAL C118.0 Society Travel-Pres. Request	1,486.99
C119.0 Refund	-18.00
C119.1 Supplies-Software, Ink,Paper,Etc.	1,091.59
TOTAL C. Executive Committee	79,477.94
E. National Board-Expense for National Board Meetings	
E101.0 Board Member-Board Meeting Exp	17,431.47
E101.1 Lodging - Board Meeting	14,633.46
E101.2 Board Travel Expenses	
Mileage - Board Meeting	6,335.96
Misc. Travel Expenses, Meals, Parking	4,795.04
Travel-Air,Train,Transit,Cab,Rental	18,154.85
TOTAL E101.2 Board Travel Expenses	29,285.85
TOTAL E101.0 Board Member-Board Meeting Exp	61,350.78

## Cash Flow - Last year

6/1/2023 through 5/31/2024

6/2/2024

Page 3

Category	6/1/2023- 5/31/2024
TOTAL E. National Board-Expense for National Board Meetings	61,350.78
F. National Conference Committee	
F101.0 National Bd. Member Stipend-National Directorq	
2023 Stipend - Atlanta	210.00
2024 Stipend - Raleigh	11,647.00
TOTAL F101.0 National Bd. Member Stipend-National Directorq	11,857.00
F102.0 Future National Conf Advance	
2026 Conference Advance	15,000.00
TOTAL F102.0 Future National Conf Advance	15,000.00
F105.0 Past Presidents Stipends to Conf	360.00
TOTAL F. National Conference Committee	27,217.00
G. New Sections Committee	
G101.0 Startup grants	600.00
G103.0 Exhibiting @ National Conferences	7,000.00
G104.0 Travel-New Section & Chartering	
Lodging	1,084.56
Mileage	98.95
Misc. Travel Expenses, Meals, Parking	330.84
Travel-Air,Train,Transit,Cab,Rental	893.48
TOTAL G104.0 Travel-New Section & Chartering	2,407.83
TOTAL G. New Sections Committee	10,007.83
H. Nominations Committee	
H101.0 Award Travel Expenses	810.00
H101.3 Member of Year Award	1,056.63
H101.4 Lifetime Member Award-National Award	1,618.68
H101.5 Young Member Award	1,419.94
H101.6 Robert E. Yeager Award	425.00
TOTAL H101.0 Award Travel Expenses	5,330.25
TOTAL H. Nominations Committee	5,330.25
I. Operations Committee	
I102.0 Regional Director Travel	
Lodging-Lodging for Regional Directors	1,195.35
Mileage	971.31
Misc. Travel Expenses, Meals, Parking,	408.10
Travel -- Air,Train,Transit,Cab,Rental	1,793.40
TOTAL I102.0 Regional Director Travel	4,368.16
I103.0 ASHE National Project of the Year-Awards, Shipping, ETC.	914.37
I104.0 Society History Committee	59.00



## Cash Flow - Last year

6/1/2023 through 5/31/2024

6/2/2024

Page 4

Category	6/1/2023- 5/31/2024
I105.0 Region Operations Funds	52,000.00
TOTAL I. Operations Committee	57,341.53
M. Public Relations Committee	
M104.0 Promotional Material, Social Media	2,187.12
M105.0 Shipping - ASHE Display	1,416.84
M106.0 Software	1,754.67
TOTAL M. Public Relations Committee	5,358.63
N. SCANNER Committee	
N101.0 Committee Travel	
Mileage	42.88
Misc. Travel Expenses, Meals, Parking	82.00
Travel-Air, Train, Transit, Cab, Rental	520.20
TOTAL N101.0 Committee Travel	645.08
Scanner Editorial Fee	31,849.89
TOTAL N. SCANNER Committee	32,494.97
Q. Technology Committee	
Q106.0 Website Hosting	9,534.46
TOTAL Q. Technology Committee	9,534.46
<b>TOTAL OUTFLOWS</b>	<b>288,113.39</b>
<b>OVERALL TOTAL</b>	<b>-24,648.83</b>



## Administrative Assistant Report

ASHE National Board Meeting-June 8,2024

**New Member Request Forms (Website):** The following is a Region summary of the new member request forms (April 1,2024-May 31, 2024) 31 total received and forwarded to the appropriate Sections:

**April-Total 10**

Great Lakes-0  
Mid-Atlantic-5  
Northeast-3  
Southeast-1  
Southwest-1

**May-Total 21**

Greatlakes-3  
Mid-Atlantic-1  
Northeast-5  
Southeast-4  
Southwest-8

**June-Total 0**

Great Lakes-  
Mid-Atlantic-  
Northeast-  
Southeast-  
Southwest-

**Website requests (non-membership):** There were 3 non-membership requests, a report is attached.

**New Members:** There were 134 new membership applications and new membership certificates processed between April 1,2024-May 31, 2024.

**Scanner Invoices:** 3 checks for payment of invoices have been received and processed from: April 1, 2024-May 31, 2024.

**Assessments:** All assessments have been paid for 2023-2024, also Colorado charter membership has been paid.

**National Contact List:** The National contact list is in the process of being updated. The addition of a webmaster list has been included as part of the National contact list.

**Correspondence:** The following correspondence was sent from the National office:

4/11/2024-Scanner Summer Article Deadline  
4/16/2024-2024 National Conference Registration Notification  
4/17/2024-990 Form Notification  
4/22/2024-Stineman Ribbon Conference Ribbon Awards ordered  
4/23/2024-RPM Signs plaque awards ordered  
4/26/2024-Conference Committee Banner Stands  
5/2/2024-Section Health Workshop Notes  
5/6/2024-990 Form 1<sup>st</sup> Reminder

5/6/2024-RPM Signs plaque awards picked up and reviewed  
5/7/2024-Committee Report/Director Updates request

5/20/2024-ASHE Conference Registration & Scholarship Announcements  
5/20/2024-Horn Foundation Grant Request  
5/23/2024-Certificate of Insurance-2024 National Conference & Pittsburgh Section Outing  
5/29/2024-Stineman Ribbon Awards picked up and reviewed  
5/30/2024-2024 ASHE National Conference Registration ends May 31,2024

\*Correspondence between Sections/Regions/Committees/National Board is done day to day as part of normal business operation.

**New Section Banners:** Colorado Section Banner was received 3/24/2024 and shipped to Section contact 4/9/2024. San Antonio Section banner was ordered 3/11/2024, it has arrived at the National office.

**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)  
D34-Strategic Plan 2023-2026

**Awards:**

D22-National Honorary Awards  
D23-Robert E. Pearson Awards Guidelines  
D24-Young Member of the Year Award Guidelines  
D26-Shirley Stuttler Lifetime Achievement Award  
D34-2023-2024 Strategic Plan

**Membership:**

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

**Organization:**

D1-National Organization  
D3-Section Organization

**Operations:**

D4-Section Leadership  
D5-Section Activities  
D11-National Officer-Director Nomination Guidelines  
D31-Scanner Guidelines  
D42-National Fee Schedule  
F7-IRS Form 990  
D37-Website Guideline Procedures

**National Conference:**

D13-National Conference Guidelines



## 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:** 6/5/2024

**Report Period:** 2024 April – June

#### **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:**

- None – various email coordination with National Directors related to funding report out, request for 2024-2025 funding and volunteers for Region Operating Manual updates

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

- None

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

- Region reports on status of funding spend down – see attached summary responses from each region. **Round-robin report out suggested during region update portion of the agenda.**
- 2024-2025 funding request process

#### **Activities:**

- Region Operating Manual Update Committee
  - Volunteers
    - Northeast Region – Rob Prophet
    - Mid-Atlantic Region – Nimish Desai
    - Southeast Region – Scott Jordan
    - Great Lakes Region – Final request made
    - Southwest Region – Final request made

# COMMITTEE STATUS REPORT

## Ad Hoc COMMITTEE

### Ongoing Business:

- Region Operations Manual Update

### New Business:

- No new business this quarter

### Budget update:

1. **2024-2025 Budget:**
  - a. Included in Operations Oversight Committee - \$6,000
2. **Spent – List items and \$ spent this quarter:**
  - a. \$0.00
3. **Current Budget Balance:**
  - a. \$6,000
4. **List any Non-Budget Items that should be considered:**
  - a. N/A





## REGION FUNDING PLANNING WORKSHEET

This form will be completed by each Region to document a plan for appropriately spending the funding disbursement to each Region from National. The Region should consult the Funding Directive document for ideas on the spending of the funds. The expectation is that all funds are spent during the 2023-2024 ASHE year. This form should be completed and returned to your National Director before 9/1/2023.

<b>Region:</b>	Mid-Atlantic
<b>Year:</b>	2023-2024
<b>Date Completed:</b>	8/31/2023
<b>Total Funding Received:</b>	\$9,500.00

Initiative Description	Expected Costs
**In-person Region Board Meeting (+/- 15 people)	3500
**Region Officer travel to Section board meeting or membership meetings	500
Travel to support N Central WV Section - in-person support to reignite	1000
Travel to support Blue Ridge Section - in-person support to reignite	1000
**Subsidizing Region board members attendance to the ASHE National Conference	1000
Blue Ridge Section - Event to build membership	1200
Carolina Piedmont Section - Social Event or Annual Program Event to build up member	1200
Greater Hampton Roads Section - Old Dominion University Event	500
N Central WV Section - Event to build up membership	1200
Old Dominion Section - Event to build up membership	1000
<b>Total Spent</b>	<b>\$ 12,100.00</b>
<b>Total Remaining</b>	<b>(\$2,600.00)</b>

**Notes as of June 4, 2024.**

Anticipate using the allocated \$3,500 + for Region to have an in-person Board meeting on June 5th prior to the National Conference.

Region President used \$350 for to attend a Carolina Triangle Section event.

Representatives are planning to attend a N Central WV event in fall 2024.

Region is subsidizing \$400 for attendance at the National Conference.

Section is supporting a local event for safety awareness to the public - Slow Down/Move Over Rally. The support will be sponsorship for exposure of ASHE and the day of the event will serve as a venue to market the Section to potential

Section held an Highway Trivia event that encouraged members to bring a non-member colleague to increase interest in ASHE and help generate new membership. The event was held in a central location close to a high density of engineering companies for ease of attendance. Upcoming meetings and events were also advertised. All \$500 used.

Representatives are planning to attend a N Central WV event in fall 2024.

**Disposition for Remaining Funds:**

\*\*Region to supplement the funding of this initiative.







## REGION FUNDING PLANNING WORKSHEET

This form will be completed by each Region to document a plan for appropriately spending the funding disbursement to each Region from National. The Region should consult the Funding Directive document for ideas on the spending of the funds. The expectation is that all funds are spent during the 2023-2024 ASHE year. This form should be completed and returned to your National Director before 9/1/2023.

<b>Region:</b>	Southeast	
<b>Year:</b>	2024-2025	
<b>Date Completed:</b>	6/5/2024	
<b>Total Funding Received:</b>	\$9,000.00	
<b>Initiative Description</b>	<b>Expected Costs</b>	
<b>In-Person Region Meeting held February 16, 2024</b>		
Travel expenses for Region Board members (expended)	\$	3,024.53
<b>Inaugural SE Region Conference scheduled October 17-18, 2024</b>		
Venue Deposit (expended)	\$	3,000.00
Advertisements for Conference (expended)	\$	400.00
<b>Section Revitalization</b>		
South Florida Section Networking Event (expended)	\$	1,000.00
Travel/leadership meeting planned with Tampa section ( <i>planned</i> )	\$	600.00
<b>Travel Expenses to in-person Region meeting (October 2024)</b>		
Travel expenses for Region Board members ( <i>planned</i> )	\$	975.00
Total Spent	\$	8,999.53
Total Remaining	\$	(0.47)

**Disposition for Remaining Funds:**  
 Total Expended/Total Planned as of 6-5-24: \$7,425/\$1575  
 Planned funds to be spent by October 2024



## REGION FUNDING REPORTING WORKSHEET

The information below depicts the Southwest Region's use of Nationally provided Exposure Grant Funds for the 2023-2024 ASHE Calendar Year. The Southwest Region has greatly appreciated the support from National with the additional support from the Exposure Grant program. The funding has been utilized to support Regional Board member attendance at key regional and national events as well as to provide much needed financial support for the emerging San Antonio Section of ASHE.

<b>Region:</b>	Southwest
<b>Year:</b>	2023 - 2024
<b>Date Completed:</b>	6/1/2024
<b>Total Funding Received:</b>	\$8,000.00

<b>Initiative Description</b>	<b>Reimbursed Costs</b>
National Board meeting in Austin (01/24). Attendance by Phx Sonoran, Houston and DFW Section Board members who have Regional Board positions.	
James Barr/Jesse Gutierrez (Phx Sonoran) flight/hotels:	\$ 1,180.00
Gabe O./Farrah R./Nikole C./Blair S. (Hou) hotels:	\$ 1,740.60
Brian Lopas/Michael Knowles/Hossein H. (DFW) hotels:	\$ 772.72
San Antonio Section 1st Event (Client roundtable) deposit for location reservation fee. Event occurred in April 2024.	\$ 2,500.00
Colorado Section chartering event in May 2024 in Denver, CO.	
James Barr (Phx Sonoran) flight/hotels:	\$ 423.00
Chartering member happy hour:	\$ 249.20
<b>Total Spent</b>	\$ 6,865.52
<b>Total Remaining</b>	\$ (1,134.48)

**Disposition for Remaining Funds:**

Continuing to support startup efforts for both Colorado and San Antonio Sections with financial assistance. Regional board member attendance at in-person regional/national events. Potential for Regional Summit/Conference to be held in 2025.



## 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.*

**Date: 06/03/2024**

**Report Period: 04/22-06/03/2-24**

#### **Committee Members**

Dave Greenwood, Chair  
Stan Harris  
Calvin Leggett  
Kathy Johnson  
JT Lincoln

#### **E-Mail**

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

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

1. Correspondence by e-mail

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

None

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

1. Current Template (3/11/2024) to be used.

#### **Status of action items:**

1. Review of Franklin Section Bylaws. Comments provided.
2. Review of Mid-Allegheny Section Bylaws. Comments provided.
3. Review of Dallas Fort Worth (DFW) Bylaws. Comments provided.
4. Awaiting NE Region Bylaws
5. 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. Through e-mail, the section bylaw template (latest version dated 3/11/2024) was posted to the website for use by sections.

#### **Budget update**

1. 2023 - 2024 Budget: NA
2. Expenditures – List items and \$ spent this quarter:
  - a. NA
3. Current Budget Balance: \$ NA
4. List any Non-Budget Items that should be considered. NA

#### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? NA
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members). NA
3. Did you provide support for any Section/Region activity, monetary or participation? Review of various section bylaws.
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region) NA
5. How did your committee empower or support the Regions this quarter? (Example: assigning a specific task to the Region leaderships, or preparing materials at the Region level) NA
6. What role, if any, did innovation and technology play in your committee activities this quarter? NA



## 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: 6/3/24**

**Report Period: January 2024 to April 2024**

**Committee Members**

Robert Prophet, chair

Tom Morisi

Nancy Morisi

John Derr

Kevin Duris

Kirsten Bowen

Alice Hammond

Ryan Thomas

**E-Mail**

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

- 4/15/24

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

- Resolved: None

**Summary of activities:**

Committee Meetings were held on 4/15/24. The following is a summary of items discussed at the meeting:

1. Review of Membership Statistics
2. E-mail sections providing student scholarship winners with automatic free membership until they graduate.
3. E-mail section presidents requesting that they emphasize that people attending events should become members to receive all of the benefits.

4. E-Mail section presidents recommending that they have at least 30% higher cost for non members.
5. Student Chapters
  - a. Richard Grubb will be presenting a Student Chapter Session at National Convention. Will be recorded and available for other attendees.
  - b. Sections send dinner invitations to university contacts.

**Action items:**

- None.

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

**Activities:** None.

**Completed:** Presentation at Workshop.

**Ongoing Business:** Next steps for Student Chapter.

- Richard Grubb to present at National Conference. Presentation to be recorded and distributed to sections.

**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

### Committee Name

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

**Date: 5/30/24**

**Report Period: Summer 2024**

#### **Committee Members**

#### **E-Mail**

<b>Nikki Parris, Chair</b>	<a href="mailto:nicole.parris@atkinsrealis.com">nicole.parris@atkinsrealis.com</a>
<b>Mike Hurtt</b>	<a href="mailto:mhurt@chacompanies.com">mhurt@chacompanies.com</a>
<b>Jerry Pitzer</b>	<a href="mailto:jerry1368@yahoo.com">jerry1368@yahoo.com</a>
<b>Brad Winkler</b>	<a href="mailto:Brad.Winkler@stvinc.com">Brad.Winkler@stvinc.com</a>
<b>Jim Shea, Board Liaison</b>	<a href="mailto:JShea@trcsolutions.com">JShea@trcsolutions.com</a>
<b>Nimish Desai</b>	<a href="mailto:ndesai@dewberry.com">ndesai@dewberry.com</a>
<b>JT Lincoln</b>	<a href="mailto:jlincoln@dewberry.com">jlincoln@dewberry.com</a>

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

1. Date – 4/23/24 Members in attendance – 11 (includes conference chairs)

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

**Discussions to be brought before the Board:** N/A

#### **Status of past and future conferences (see attached individual reports for more information):**

2020, 2021 and 2022 – Only remaining item is waiting for the EIN to be closed out – waiting on confirmation from IRS. The committee has decided to stop reporting on this after 3 years after submission of EIN closeout paperwork thus 2020 will be removed after the 2024 conference.

2023 – Bank account is closed. The conference was under the threshold for profit splitting with National but an additional check was received (\$150) which will be split with National. Conference report is underway and they are updating the spreadsheet with data from this year's conference. The only remaining item besides the conference report is closing out the EIN.

2024 – Registration is open and as of mid April there are 200 folks registered – expect the actual number now to be much larger since the conference is next week. The registration gifts will be a branded backpack and YETI type cups for guests. Sponsorship is ongoing – have \$213K exceeding their \$163K budget. 10 exhibitors have been confirmed and still working to find more. Clay Shoot at Drake Landing is has 6 registered and Lonnie Pool Golf course has 56 golfers registered. Program has been developed and is available on website including guest tours. The Zoo tour is likely to get canceled since by mid April they had no registrations. The program book has been reviewed by the NCC and they are printing to be ready for the conference next week. Friday night event will be a "Pig Picking" event and a casino night Saturday night as these events have been very popular in past conferences. Transportation vendor has been

selected and the conference will provide Uber codes (which should have already been distributed) to National Board to use for their travel to/from airport. Please note that the board meeting will remain on Saturday for this conference.

2025 – Will remain at the Kalahari. Logo will be the same as 2021. New EIN has been established and bank accounts are set up. Conference committee held 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. They are finalizing swag bag options including a postcard to be put in the registration bags to help promote 2025. They are also starting to investigate guest tours and selected a registration company (Cvent). They expect to put a request for papers in the scanner this summer.

2026 – Have selected a hotel – North Bethesda Marriott and contract has been executed. Have opened a bank account and have an EIN. They are starting to review sites/options for Friday night event and establish committees. In addition they have selected a logo which has been reviewed by the PR committee and is below.



2027 – Starting to review sites/venues for the conference and set up their committees several of which already have one chair. They are working with Louisville's Visitor's Bureau to help in initial selection of hotels.

#### **Budget update**

1. 2023 - 2024 Budget: Not quite sure of budget but have spent \$0 😊
2. Expenditures – List items and \$ spent this quarter:
  - a.
3. Current Budget Balance: \$
4. List any Non-Budget Items that should be considered.

#### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? *This is not applicable to our committee.*
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members). *There is a purposeful make up of our committee to make sure we include committee members from as many of the regions as possible to ensure we are hearing voices from all over the US. Our committee is not structured to perform any of the outreach activities as mentioned unless a particular conference has decided to do this as a part of their conference.*
3. Did you provide support for any Section/Region activity, monetary or participation? *This is not applicable to our committee.*
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and



the benefits that your Committee was able to contribute to the specific Section/Region) *This is not applicable to our committee; however when local sections/regions reach out about holding smaller, local and regional conferences we offer assistance in any way we can.*

5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level) *This is not applicable to our committee.*
6. What role, if any, did innovation and technology play in your committee activities this quarter? *This isn't specifically applicable to our committee however we promote the use of innovation and technology as a part of the conferences.*



2024 ASHE NATIONAL PLANNING COMMITTEE  
CAROLINA TRIANGLE SECTION  
65 BEACON HILL  
HENDERSON, NC 27537

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## National Conference Report – May 29, 2024 (2024 2nd 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 (Retired) - Treasurer
- Terry Snow (STV)
- Charlie Flowe (KCI)

### Subcommittees – Confirmed:

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Financial:              | Calvin Leggett    |
| <input type="checkbox"/> Sponsorship/Exhibit:    | Brian Lusk        |
| <input type="checkbox"/> Technical/Program:      | Doug Taylor       |
| <input type="checkbox"/> Registration/Reception: | Barbara Benifield |
| <input type="checkbox"/> Entertainment:          | Missy Pair        |
| <input type="checkbox"/> PR/Publicity:           | Todd King         |
| <input type="checkbox"/> Golf:                   | Tim Reid          |
| <input type="checkbox"/> Transportation:         | Josh Hurst        |
| <input type="checkbox"/> Guest Program:          | Liz Phillips      |
| <input type="checkbox"/> Facilities:             | Charlie Flowe     |
| <input type="checkbox"/> Wayfinding:             | Carl Gibilaro     |
| <input type="checkbox"/> Volunteers:             | Olivia Pilkington |

### 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, Status:**

- The ASHE 2024 website is ‘[2024conference.ashe.pro](https://2024conference.ashe.pro)’ and it is active.
- Hotel - Total Room Nights – 564 vs 500 budget
- Sponsorships - \$264k vs \$225k budget
- Exhibitor – 34 exhibitors vs 50 budget
- Registrations

Full Registration – ASHE Member	269
Full Registration – Non-Member	20
Full Registration – Government Employee/Retiree	28
One-Day Registration – ASHE Member	28
One-Day Registration – Non-Member	21
One-Day Registration – Government Employee/Retiree	54
Guest or Child 10 yrs old or over	44
<b>Total</b>	<b>464</b>

**Add-on Events**

Event	Max	Sold
Golf	120	85
Sporting Clays	40	15
Duke Gardens Tour	20	20
Speakeasy Tour	45	30
Brewery Tour	45	31
Museum Tour	24	17
NCDOT Tech Tour	40	18
Regional Rail Tech Tour	45	28
Luncheon Honoring Past National Presidents	225	96
ASHE Bash-Carolina Style!	500	172
Banquet	250	192

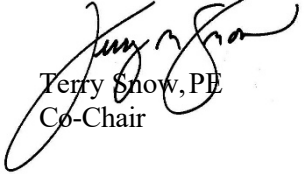
- Agenda/Schedule
  - Agenda has been published on the website, included on App, and Program Book.
- Other speakers (keynote, other events)
  - Opening Session
    - Secretary of Transportation Joey Hopkins confirmed
    - Dereck Whittenburg confirmed as keynote speaker
  - Luncheon Honoring National Past Presidents
    - NCTA Chief Engineer Patrick Norman and NCDOT COO Chris Peoples Confirmed
- Transportation
  - Blue Diamond has been selected as the transportation vendor.
  - Uber Codes will be provided to ASHE National Board Members who are flying into RDU
- Program Book – 500 printed
- Hospitality Suite - Plans are set
- Financials
  - Based on current registrations, sponsorships, and exhibitor income:
    - Expected Income: \$429,165
    - Estimated Expenses: \$419,245
    - Profit \$9,920
  - Checking Account Status: \$127,069.85

**Major Actions for Q3 2024**

- Have a successful ASHE 2024 National Conference next week (June 5-9, 2024)
- Complete ASHE 2024 Final Report

This concludes our 2024 Q2 ASHE 2020/2024 Report. If you have any questions, please feel free to contact me or Drew.

Respectfully submitted,



Terry Snow, PE  
Co-Chair

cc: Drew Joyner, PE, Co-Chair  
Calvin Leggett, PE, Treasurer  
Charlie Flowe, PE, Facilities Chair



## NATIONAL CONFERENCE REPORT – May 30, 2024

### 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 was held at the conference site for March 9, 2023. It will feature Pennsylvanian DOT executives, and will launch our 2025 conference planning and staffing activities.
- Committee chairs had a kick-off meeting on December 6, 2022. All but one committee chairs are in place. The committee will meet quarterly for now.
- **Current bank balance is about \$14,000. We have requested seed money from National**
- Conference committee chairs are meeting bimonthly. **Monthly starting in June**
- Chose Cvent for conference registration – **agreement signed**
- Conference promotional video is complete.
- Golf tournament contract with Mt. Airy GC is executed.
- Sponsorship categories and benefits are being finalized.
- **Booth and publicity are coordinated with 2024 conference staff in Raleigh**
- **Conference web site is ready to be released immediately prior to the 2024 conference.**



## COMMITTEE STATUS REPORT

### 2026 ASHE National Conference

*Planning the 2026 ASHE National Conference in Bethesda, MD (ASHE Potomac supported by ASHE Chesapeake)*

**Date: 5/29/2024**

**Report Period: 3/28/2024 – 5/29/2024**

#### **Committee Members**

#### **E-Mail**

Anis Shaikh, Co-Chair	anis.shaikh@ice-eng.com
Cerasela Cristei, Co-Chair	Cerasela.cristei@exp.com
Lauren Havener, Secretary	lahavener@mccormicktaylor.com
Khatereh Vaghefi, Treasurer	Khatereh.vaghefi@gmail.com
Rich Clifton, Mentor	rclifton@rkk.com
David Greenwood, Mentor	greenwoodda@cdmsmith.com
Nimish Desai, National Monitor	ndesai@dewberry.com

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

1. Date – 4/22/2024      Members in attendance - 13

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

The committee has no motions to propose at this time

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

1. The committee has no discussions to propose at this time

#### **Status of action items:**

#### **Budget update**

1. 2023 - 2024 Budget: Being developed.
2. Expenditures – List items and \$ spent this quarter:
  - a. \$564.98 - kickoff meeting / happy hour with conference chairs (food and drink provided)
3. Current Budget Balance: \$14,435.02
4. List any Non-Budget Items that should be considered: N/A

#### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? **We have no specific examples this quarter.**

2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).  
**We hosted an in-person meeting at the venue of the 2026 National Conference. The meeting consisted of members of both the ASHE Potomac and Chesapeake sections who have volunteered to chair various conference committees. We provided the background and information regarding the roles of each committee, as well as the format of the conference weekend in order to prepare our volunteers to begin planning.**
3. Did you provide support for any Section/Region activity, monetary or participation? **We have no specific examples this quarter.**
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region) **We have no specific examples this quarter.**
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level) **We have no specific examples this quarter.**
6. What role, if any, did innovation and technology play in your committee activities this quarter?
  - **We have been keeping all of our working documents on a cloud so that all members of the executive committee can access the most up-to-date information and make live updates to documents concurrently.**
  - **Since our members represent two ASHE Sections and are necessarily located geographically in the same area, we have been holding the majority of our monthly meetings via Microsoft Teams.**



## National Conference Report – May 24, 2024 (2024 2<sup>nd</sup> Quarter) 2027 ASHE National Conference Louisville, KY

### Conference Host Committee:

#### Committee Members

Jason Littleton, Co-Chair  
Kevin Damron, Co-Chair  
Tim Robinson  
Mike Draper  
John Berry  
Lee Carlisle  
Caroline Duffy

#### E-Mail

[Jason.Littleton@wsp.com](mailto:Jason.Littleton@wsp.com)  
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[John.Berry@burgessniple.com](mailto:John.Berry@burgessniple.com)  
[LCarlisle@jmt.com](mailto:LCarlisle@jmt.com)  
[143Engineers@gmail.com](mailto:143Engineers@gmail.com)

### Major Actions

1. Facilities committee continuing venue search.
2. Financial subcommittee beginning process to obtain conference EIN.

### Financial Subcommittee – John Berry, Chair, Lee Carlisle, Co-Chair

3. Beginning process of obtaining conference EIN.
4. Have reached out to 2026 ASHE Conference regarding questions.

### Sponsorship Subcommittee – Kyle Chism, Chair, **VACANT**, Co-Chair

5. Subcommittee just formed.

### Technical Subcommittee – Billy Garrison, Chair, **VACANT**, Co-Chair

6. Subcommittee just formed.

### Exhibit Subcommittee – Greg Smith, Chair, **VACANT**, Co-Chair

7. Subcommittee just formed.

### Program Subcommittee – Jason Flay, Chair, **VACANT**, Co-Chair

8. Subcommittee just formed.

### Registration & Reception Subcommittee – Talya Caudill, Chair, Donna Hardin, Co-Chair

9. Subcommittee just formed.

### Entertainment Subcommittee – Terri Combs, Chair, Tim Robinson, Co-Chair

10. Subcommittee just formed.

### PR/Publicity Subcommittee – Dave Stills, Chair, **VACANT**, Co-Chair



11. Subcommittee just formed.

**Golf Subcommittee** – Darrell Smith, Chair, **VACANT**, Co-Chair

12. Subcommittee just formed.

**Transportation Subcommittee** – **VACANT**, Chair, **VACANT**, Co-Chair

13. Subcommittee just formed.

**Guest Program Subcommittee** – **VACANT**, Chair, **VACANT**, Co-Chair

14. Subcommittee just formed.

**Facilities Subcommittee** – Mary Knopf, Chair, **VACANT**, Co-Chair

15. In contact with Louisville Visitor's Bureau regarding venue solicitations.

16. Intend to have venue selected this calendar year.

17. Multiple committee meetings have been held to discuss conference needs for inclusion in RFP.



## Scholarship Committee Report

Committee formed as an action from the September National Board meeting held in Pittsburgh, PA. The intent of the committee was to explore providing student scholarships at the national level. Student Scholarships are key to the growth of our industry to help ensure our profession in the future.

Date: 4/04/2024  
Report Period: 4/01/2024 – 06/01/2024

### Committee Members

Glen Kartalis, PE, Chair  
Don DiZuzio, PMP  
David Greenwood, PE  
Stan Harris, PE  
JT Lincoln, PE  
Frank O'Hare, PE, PS  
Dave Stills, PE  
Sam Mody

### E-Mail

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

### Meetings Held since last Quarter:

Meeting held 04/4/2024 – Reviewed draft EIN Application and framework for development of By-Laws.

Meeting held 05/14/2024 - with Legal (DiMedio Law) to review draft EIN Application

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

Nothing at this time.

### Cumulative Committee activities:

Prepared EIN Application (4/5/2024)

Modified EIN Application after consultation with Legal (5/14/2024)

Researched amounts of scholarships handed out by sections.

Committee suggesting \$10,000 minimum scholarship. Further discussion around number of scholarships and amount raised.

Received approval from National board to proceed with EIN and establishing 501 c (3)

**Budget:** \$2,000 approved by National board (YTD no dollars spent)

### Look Ahead Activities:

Continue committee activities in forming a 501 c 3. Preparing form 1023. Waiting on EIN #

Promote at the 2024 National Conference for potential sponsors.

Award first Scholarship winners at 2025 National Conference.

Begin to look at Application criteria and qualification process.

Develop targeted list of Colleges and Universities located within our current sections.



## COMMITTEE QUARTERLY REPORT

### NEW SECTIONS COMMITTEE

<u>Committee Members</u>	<u>E-Mail</u>	<u>Date</u>
Brian O'Connor, Co-Chair	<a href="mailto:brian.oconnor@jacobs.com">brian.oconnor@jacobs.com</a>	5/30/2024
Kathryn Fink, Co-Chair	<a href="mailto:kathryfink@pa.gov">kathryfink@pa.gov</a>	
Sam Mody, Board Liaison	<a href="mailto:smody@keller-engineers.com">smody@keller-engineers.com</a>	
James Barr – Committee Member	<a href="mailto:james.barr@tylin.com">james.barr@tylin.com</a>	
Angela Fedak – Committee Member	<a href="mailto:afedak@elrobinson.com">afedak@elrobinson.com</a>	
Kathy Johnson - Committee Member	<a href="mailto:kathy.johnson@mbakerintl.com">kathy.johnson@mbakerintl.com</a>	
Glen Kartalis - Committee Member	<a href="mailto:glen.kartalis@aecom.com">glen.kartalis@aecom.com</a>	
Mark Kinnee - Committee Member	<a href="mailto:makinnee@urbanengineers.com">makinnee@urbanengineers.com</a>	
Haley Slifko – Committee Member	<a href="mailto:haley.slifko@tn.gov">haley.slifko@tn.gov</a>	
Thomas Ziegler – Committee Member	<a href="mailto:TZiegler@columbia-engineering.com">TZiegler@columbia-engineering.com</a>	

#### Motions or Discussions to be brought before the National Board

#### Activity held since the previous Quarterly Report

- |               |   |
|---------------|---|
| 1. Monthly    | Colorado and San Antonio Section Core Group Calls |
| 2. Monthly    | New Section Committee Mtgs (5/7)                  |
| 3. 4/16, 5/21 | San Antonio Core Group Meetings                   |
| 4. 4/19       | Colorado Section Core Group Meeting               |
| 5. 5/8        | <b>Colorado Section CHARTERED!</b>                |
| 6. 5/13       | Chicago Section Call                              |
| 7. 5/13       | Kansas City Core Group Call                       |
| 8. 5/16       | Colorado Section Board Meeting                    |

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

- |                  |  |
|------------------|--|
| 1. Date:         | Ongoing – Monthly Committee Meeting calls                      |
| 2. Date:         | Ongoing – Colorado Board Mtg/Kansas City Core Group Mtgs       |
| 3. 6/3           | Chicago Section Core Group Call                                |
| 4. 6/7           | New Section Committee In-person Meeting at National Conference |
| 5. 6/10          | Kansas City Section Information Session Planning Call          |
| 6. Week of 6/24  | Kansas City Section Information Session                        |
| 7. June/July TBD | Chicago Section Information Session                            |
| 8. June/July TBD | San Antonio Section Chartering                                 |

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

**Tier 1 New Endeavors:**

**Colorado (Champion – Josh Hollon) – (James, Kathy)**

- a. Developing By-Laws – update on approval?
- b. **5/8 – CHARTERED with 40 members!**
  - Attendees – Sam, Brian, James, Nikole Cao
- c. 5/16 – Board Meeting to discuss upcoming schedule

**ACTION ITEMS:**

- Invited all members to the National Conference

**Chicago/Midwest (Champion – Beth McCluskey) – Tom (Haley)**

- a. Core Group members (Beth McCluskey)
  - Nick has changed jobs...no longer in the transportation industry
  - Need to pivot to new Core Group Members
  - Building database for initial Core Group info session in summer
- b. 6/3 – Core Group/Information Session Planning Meeting
- c. June/July – Information Session with prospective members

**ACTION ITEMS:**

- Follow up with new Core Group members

**Kansas City – Champion – Peyton Stoner (Brian and Kathy)**

- a. Core Group of 10 individuals (0 officers, 0 directors)
  - Peyton Stoner has stepped up as new champion
- b. Core Group
  - Have EIN and working on setting up bank account
  - Developing prospective members database
  - Tom working on drafting the by-laws
  - Working with Technology committee to set up website
- c. 5/13 – Core Group Meeting
- d. 6/10 - Information Session planning meeting
- e. Week of June 24 - Information session for prospective members
- f. Focus on building membership database prior to MAASTO
  - Utilize MAASTO in KC as a membership growth event
  - KC Section materials for booth

**ACTION ITEMS:** Send out invitations for information session

**San Antonio – Regional Initiative (James/Angela)**

- a. Identified initial section board

- **President:** Travis Owens (LAN)
- **Vice President, Chair of Membership Committee:** Juan Carlos Sanchez (Sanchez-Salazar)
- **Secretary:** Dawn Vernon (Bain Medina Bain)
- **Treasurer:** Mark Miller (Westwood)
- b. Processing about 40 applications
- c. Working to establish a website
  - a. Have reached out to Mindy, waiting on response
- d. 5/21 – Core Group Meeting
- e. July/August – Chartering Event
  - a. Will need dates and times for attendance (Region?)
  - b. Applications/check to National for certificates/pins

**ACTION ITEMS:** 5/21 - Next Core Group Meeting

**Tier 2 Endeavors:**

**California – James (Haley)**

- Core Group of 0 individual (0 officers, 0 directors)
- San Diego
- Orange County – Follow up with Karen Chapman (TY Lin) in early 2024
- Refocusing on this initiative following Chicago charter

**ACTION ITEMS:**

- Develop potential core group lists from large company call

• **Northeast Region Initiatives: Regional NS Committee Chair Rhonda Cardone; Next Meeting TBD**

**1. Boston (Glen)**

- a. Region Initiative – Dewberry/AECOM (Dave Patnaude) personnel are very interested and would coordinate with region and NS Committee.
  - a. Rhonda has started initial database of companies/members
- b. Next steps: Follow-up call with new chair and region president for next steps

**2. Hartford, CT (Glen)**

- a. Regional Initiative – AECOM individual with some interest; need to follow-up
- b. Local champions will need to be identified
- c. Develop Strategic plan

**3. Portland, ME – Long Range**

- a. Regional Initiative – No individual has been named to lead this effort.
- b. Local champions will need to be identified

**Long Range Endeavors – Working to establish next Tier 1 and 2 targets – specifically at MAASTO in August.**

- 1. Michigan - Angela
  - a. Research on DOT setup

- b. Share contacts for Ann Arbor area
  - c. Coordinate with Great Lakes Region
- 2. Wisconsin (Tom)
  - a. Several WDOT interested in learning more
  - b. Milwaukee may be the key location in the middle of Madison and Chicago
- 3. Minnesota (Brian)
  - a. Several people intrigued and would like to learn more
- 4. Iowa (Kathryn)
  - a. May be a potential to be one of the first professional organizations in Iowa
  - b. Kathryn to follow up with Iowa DOT personnel
    - a. Send physical copies of the first 2024 scanner
- 5. Arkansas
  - c. Lindsey Partlow Smith – engaged in the KC effort to learn the process
- 6. Pacific NW
- 7. New Mexico

**2024 Conferences in Potential Growth Area**

- WASHTO – Omaha, Nebraska (July 7-10) – Not attending
- NASTO – New Hampshire (July 21-22)
  - ASHE members attending?; Could support NE Region Initiatives
- MAASTO – Kansas City, Missouri (August 26-28)
  - Booth has been reserved (includes two registrants)
  - Focus on involvement of DOT
  - Abstract was not selected
  - Identifying attendees
- Caltrans Innovation Expo – Dates TBD
  - Re-visit in 2024

**Budget update**

1. **2022 – 2023 Budget:** \$8,100.00.
2. **Spent – List items and \$ spent this quarter (4/1/24 to 5/30/24)**
  - Colorado Section Seed Money: \$600
3. **Current Budget Balance:**
  - a. **\$1597.17** (as of 5/30/24)
4. **Budget Items Next Quarter:**
  - a. Reimbursement for Colorado Section Charter Event - \$979.08
  - b. Seed money for Kansas City - \$600
5. **List any Non-Budget Items that should be considered in the 2023 – 2024 budget:**

**Committee Action Items:**

1. Schedule National Board and New Section attendees for San Antonio chartering in June/July.
2. Requested meeting with PR committee to update slides/add DOT employee section.

**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:** June 3, 2024

**Report Period:** April 2024 – June 2024

#### **Committee Members**

Leigh Lilla, Chair  
Michael Hurtt  
Charlie Flowe  
Larry Ridlen  
Dave Greenwood  
Sam Mody  
Tom Morisi

#### **E-Mail**

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

1. Date – N/A Members in attendance -
2. Date - Members in attendance -

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

Provide specific language for a motion, if any, to be brought before the National Board.

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

1. No new discussion this reporting period. Nominating committee responsibilities completed with slate of officers and award selections.
2. Thank you to Nancy for providing the award notifications to the recipients and non-recipients.

#### **Status of action items:**

#### **Budget update**

1. 2023 - 2024 Budget: \$0000.00
2. Expenditures – List items and \$ spent this quarter:
  - a.
3. Current Budget Balance: \$
4. List any Non-Budget Items that should be considered.

#### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies?



2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).

***The nominating committee participated in and completed the award process for the 2024 award program at for the conference. The nominating committee was very glad to see numerous qualified applicants in each award category and believes that is reflective of the strength of the organization.***

3. Did you provide support for any Section/Region activity, monetary or participation?
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region)
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level)
6. What role, if any, did innovation and technology play in your committee activities this quarter?



## 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.*

**Date: 06/03/2024**

**Report Period: 04/22/2024-06/03/24**

#### **Committee Members**

#### **E-Mail**

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Nimish Desai	<a href="mailto:ndesai@dewberry.com">ndesai@dewberry.com</a>
Rob Prophet	<a href="mailto:rprophet@trafficpd.com">rprophet@trafficpd.com</a>
J.T. Lincoln	<a href="mailto:jlincoln@dewberry.com">jlincoln@dewberry.com</a>
Glen Kartalis	<a href="mailto:Glen.Kartalis@aecom.com">Glen.Kartalis@aecom.com</a>
Jim Shea	<a href="mailto:shea@cvelimited.com">shea@cvelimited.com</a>
Stan Harris (Past Pres.)	<a href="mailto:sharris80uk@gmail.com">sharris80uk@gmail.com</a>
Kirsten Bowen	<a href="mailto:Knbowen@mbakerintl.com">Knbowen@mbakerintl.com</a>
Sunsera Gates	<a href="mailto:sgates@vhb.com">sgates@vhb.com</a>
Nicole Chau	<a href="mailto:NCao@jmt.com">NCao@jmt.com</a>
James Barr	<a href="mailto:james.barr@tylin.com">james.barr@tylin.com</a>

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

1. No meeting- Correspondence by e-mail for Region Funding Worksheet Update and circulation of draft Section Health Form.

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

None

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

1. Discuss Region Funding Worksheet Update
2. Discuss draft Section Health Form

#### **Status of action items:**

1. Waiting for committee comments on Section Health Form

#### **Budget update**

1. 2023 - 2024 Budget: \$6,500
2. Expenditures – List items and \$ spent this quarter:
  - a. Region/Section Meeting- South FL Section- \$1,624
3. Current Budget Balance: \$4095
4. List any Non-Budget Items that should be considered.

**Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? None reported. To start up in earnest in September.
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members). None reported. To be discussed at 06/08/2024 Board Meeting.
3. Did you provide support for any Section/Region activity, monetary or participation? Attended South Florida Section Board Meeting. Attended SE Region Board Meeting via Teams on May 14<sup>th</sup>.
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region). Visit to WVA event postponed until the fall. Will poll committee members for future input.
5. How did your committee empower or support the Regions this quarter? (Example: assigning a specific task to the Region leaderships or preparing materials at the Region level). Website support and updates (NE Region). Region Conference coordination provided to NE and GL regions. To be discussed further at 06/08/2024 Board Meeting.
6. What role, if any, did innovation and technology play in your committee activities this quarter? Committee member(s) working on global membership management software system.



## 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  
Scott Jordan (liaison)

#### **E-Mail**

RCochrane@ashepro  
ASHENationalSecretary@ashe.pro  
NMorisi@ashe.pro  
sjordan@seengineering.com

**Date: June 3, 2024**

**Reporting Period: Q2-2024**

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

1. None
- 2.

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

None

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

1. None

#### **Status of action items:**

Posted the following documents to the web site:

- D07-National-By-Laws
- D11-National-Officer-Director-Nomination-Guidelines
- D12-Installation-of-Officers-Ceremony
- D17-Section-Generic-By-Laws
- D31-Scanner-Guidelines

#### **Budget update**

1. 2023 - 2024 Budget: \$0,000.00
2. Expenditures – List items and \$ spent this quarter:
  - a.
3. Current Budget Balance: \$
4. List any Non-Budget Items that should be considered.

#### **Strategic Plan Initiatives:**

1. *Did the Committee support the Regions/Sections to add members in the category of government agency, contractor, or suppliers?* **Not applicable**

2. *How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).* **All website updates support outreach to the transportation community**
3. *Did you provide support for any Section/Region activity, monetary or participation?* **No**
4. *How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region)* **By keeping the resource center up-to-date, this committee provides information to sections and regions to keep their programs up-to-date.**
5. *How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level)* **Not applicable**
6. *What role, if any, did innovation and technology play in your committee activities this quarter?* **Updating the resource center, which is hosted on the website, involves technology and innovation.**



## 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  
Scott Jordan (Liaison)

#### E-Mail

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

Date: 2024-06-03

Report Period: Q2-2024

#### 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

- None since previous report

#### Status of action items

1. **2023-2024 Budget:** \$59.00, as approved by Stan Harris.
2. **Spent – \$59.00** spent this quarter on the time-line plugin for Wordpress
3. **Current Budget Balance:** \$0.00
4. **List any Non-Budget Items that should be considered.**

#### Strategic Plan Initiatives:

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? **Not applicable**
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members). **Not applicable**

3. Did you provide support for any Section/Region activity, monetary or participation? **The history committee's work, by posting historical data on the website, supports the individual National Conferences by supplying data for conference program books and agendas.**
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region) **Not applicable**
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level) **Not applicable**
6. What role, if any, did innovation and technology play in your committee activities this quarter? ? **The history committee's work, by posting historical data on the website, supports the individual National Conferences by supplying data for conference program books and agendas.**



## COMMITTEE STATUS REPORT

### National Project Award Subcommittee

*Committee to select National Project of the Year*

**Date:** 5.31.24

**Report Period:** Summer May/June 2024

#### **Committee Members**

#### **E-Mail**

Dan Laird, Chair - d.laird@gaiconsultants.com

Bob Hochevar – bhochevar@summitengineer.net

Jerry Pitzer – jerry1368@yahoo.com

Frank O’Hare – ashenationaltreasurer@ashe.pro

Stan Harris – sharris80uk@gmail.com

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

1. Received and judged 8 submissions for the 2023 National Project of the Year Awards.
2. Notified winners and runners-up of judging results for 2023 NPOY.
3. Began coordination with 2023 NPOY winning team representatives for awards presentations.
4. Began coordination with National Conference Committee for presentation of the 2023 NPOY awards.

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

None

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

None

#### **Status of action items:**

2023 NPOY Awards at the National Conference – awaiting to present.

Publication of an article in the ASHE Scanner for the 2023 NPOY winning projects – Coordinating.

#### **Budget update**

1. 2023 - 2024 Budget:
2. Expenditures – List items and \$ spent this quarter:
  - a. Conference Registration - \$785.00
  - b. 1 Night Stay at Raleigh Marriott - \$199.00
  - c. National Conference Awards - \$900.00
  - d. Mileage to and from Conference @ \$0.67 x 994 miles = \$665.98
3. Current Budget Balance: \$2,549.98
4. List any Non-Budget Items that should be considered.
  - a. Meals to and from Conference have yet to be purchased.

#### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies? No



2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members). None
3. Did you provide support for any Section/Region activity, monetary or participation? None
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region) None
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level) None
6. What role, if any, did innovation and technology play in your committee activities this quarter? None



**COMMITTEE STATUS REPORT**  
**PUBLIC RELATIONS COMMITTEE**

**Committee Members**

**E-Mail**

**Date: 6/4/24**

**Report Period: Summer**

Amanda Schumacher, Chair

[aschumacher@borton-lawson.com](mailto:aschumacher@borton-lawson.com)

Jennifer Hendricks – Kimley Horn

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

Kathy Johnson – Baker

[Kathy.Johnson@mbakerintl.com](mailto:Kathy.Johnson@mbakerintl.com)

Jason Hewatt

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

Jen Newman – Elevate Marketing Advisors

[Jen@elevatemarketingadvisors.com](mailto:Jen@elevatemarketingadvisors.com)

Donato Di Zuzio (Board Liaison)

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

Promote ASHE. Monitor branding of ASHE. Publicize ASHE to transportation community. Serve as a source of information to other committees, Regions, and Sections on logo use and branding ideas. Manage distribution of literature to help expand ASHE presence and visibility. In coordination with Partnership Committee, coordinate ASHE booth utilization. Oversee ASHE Store vendor and materials made available. Manage ASHE Inside Lane electronic newsletter content and advertising revenue. Manage social media sites.

**Meetings held since the previous Quarterly Report**

1. Email correspondence

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

Resolved:

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

- **THANK YOU! Get to know you form: 12 responses! Campaign is being developed and will be released around the Raleigh Conference timeframe. Officer campaign attached.**
- **Update: New Sections Committee Discussions – Material Refresh coming to align with targets and membership growth – in discussion with Tammy Farrell now.**

**Activities (cumulative report):**

a. ASHE Booth

- None
- Regional Banners shipped to national conference – coming back to PR lead (Amanda) post conference

b. Logo & Message

i. Brand Reinforcement Roll Out

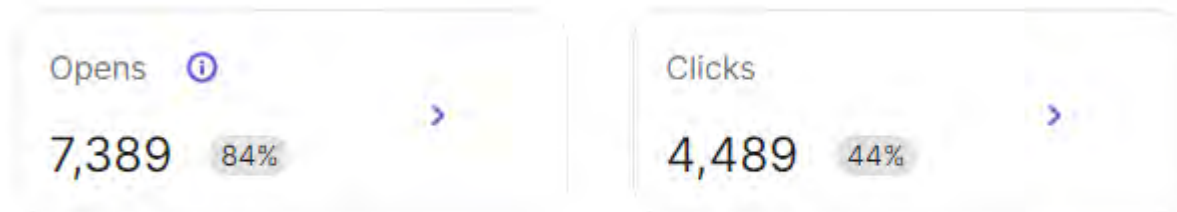
- 2024 Get to Know you Campaign – by June 2024 – see attached
- Student Path with ASHE
  - Email to Nancy M to push to local sections for student section distribution
  - Social media distribution in September 2024 to align with school start & then bi-monthly going forward

ii. PR Action items:

- Why Join ASHE Powerpoint Updated & Distributed to New Sections
- Regional Banner Coordination
- New content:
  1. On the Road With ASHE podcast
    - a. Two podcasts published:
      - i. Stan Harris
      - ii. Nikole Cao
    - b. On Deck:
      - i. Don Dizuzio
    - c. Found anywhere you get podcasts or on ASHE's website, in the scanner, in the inside lane and here!  
<https://www.buzzsprout.com/1896886/9891331>

c. Campaigns: SendinBlue  
Recent Campaigns:

Overall:



d. Social Media Campaign

- i. Focused around membership growth
  - Get to know you campaign
  - Emerging sections
  - Guidance to Sections
- ii. Social media report
  - LinkedIn: 1,373 followers
  - Twitter (now X): 216 followers
  - Facebook: 253 followers
  - Instagram: 106 followers

e. National Conferences

- i. Poconos 2025
  - logo approved
  - QR codes approved
- ii. Potomac 2026

- f. Multi-Briefs – ASHE Inside lane, contract renewed in April
  - i. Article review happening consistently (weekly)

**Budget update**

1. **2022-2023 Budget: \$5,700**
  - a. **My numbers don't seem to jive with the treasurer's report – are these charges on the credit card being coded differently?**
2. **List any Non-Budget Items that should be considered.**

# Get To Know



# ASHE



## Stan Harris

**Current Role:** National President

**Future Role:** Immediate Past President

**Day Job:** Retired from Stantec

**What Made You Join ASHE?:** Networking Opportunities

**What Is Your Favorite ASHE Memory?:** Hosting the 2010 National Conference



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



**ASHE**



## Donato (Don) Di Zuzio

**Current Role:** 1st Vice President

**Future Role:** National President

**Day Job:** NJ Office Sales Manager at HNTB

**What Made You Join ASHE?:** Client Suggestion over 30 years ago.

**What Is Your Favorite ASHE Memory?:** Attending conferences and making many friends.



[www.ashe.pro](http://www.ashe.pro)



# Get To Know



**ASHE**



## Jim Shea

**Current Role:** 2nd Vice President

**Future Role:** 1st Vice President

**Day Job:** Project Manager at Chagrin Valley Engineering

**What Made You Join ASHE?:** It was an organization that fostered camaraderie in transportation engineering.

**What Is Your Favorite ASHE Memory?:** Being the Co-Chair of the 2018 National Conference with Kirsten Bowen.



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



**ASHE**



## Thomas (Tom) Morisi

**Current Role:** National Secretary

**Future Role:** National Secretary

**Day Job:** Keller Engineers, Inc.

**What Made You Join ASHE?:** To get more exposure in the industry and meet people in the industry.

**What Is Your Favorite ASHE Memory?:** Lighting the Olympic torch in Lake Placid when I was sworn in as National President.



[www.ashe.pro](http://www.ashe.pro)



# Get To Know



# ASHE



## Dave Stills

**Current Role:** National Director - Great Lakes

**Future Role:** National Director - Great Lakes

**Day Job:** Owner/Principal at Gresham Smith

**What Made You Join ASHE?:** Networking opportunities and the desire to enhance our industry.

**What Is Your Favorite ASHE Memory?:** Chartering the Derby City Section and attending my first National Conference in Atlantic City (2007).



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



**ASHE**



## Glen Kartalis

**Current Role:** National Director - Northeast

**Future Role:** National Director - Northeast

**Day Job:** Senior Vice President at AECOM

**What Made You Join ASHE?:** Recruited to join the New Jersey Section by Industry friends.

**What Is Your Favorite ASHE Memory?:** Being a charter member of the NY Metro Section.



[www.ashe.pro](http://www.ashe.pro)



# Get To Know



**ASHE**



## Kathy Johnson

**Current Role:** National Director - Great Lakes

**Future Role:** National Director - Great Lakes

**Day Job:** Technical Manager - Transportation at Michael Baker International

**What Made You Join ASHE?:** To network with colleagues in my industry that I work with on a day to day basis.

**What Is Your Favorite ASHE Memory?:** Hosting the 2018 ASHE National Conference in Cleveland.



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



**ASHE**



## Michael Bywaltez

**Current Role:** National Director - Mid-Atlantic

**Future Role:** National Director - Mid-Atlantic

**Day Job:** Western NC Regional Leader

**What Made You Join ASHE?:** Chartering the Georgia Section to help grow my relationships in the area.

**What Is Your Favorite ASHE Memory?:** Being the past Treasurer for the first Georgia Section ASHE National Conference.



[www.ashe.pro](http://www.ashe.pro)



# Get To Know



**ASHE**



## Nimish Desai

**Current Role:** National Director - Mid-Atlantic

**Future Role:** National Director - Mid-Atlantic

**Day Job:** Department Manager - Dewberry

**What Made You Join ASHE?:** Networking, keep up to speed on transportation trends, give it back to the engineering profession.

**What Is Your Favorite ASHE Memory?:** 2006 National Conference in Williamsburg, Being the president of the ASHE Chesapeake Section for their 25th Anniversary.



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



# ASHE



## Rob Prophet

**Current Role:** National Director - Northeast

**Future Role:** National Director - Northeast

**Day Job:** Vice President at Traffic Planning & Design

**What Made You Join ASHE?:** Building industry relationships after graduating college.

**What Is Your Favorite ASHE Memory?:** Attending dinner meetings and national conferences with friends in the industry.



[www.ashe.pro](http://www.ashe.pro)



# Get To Know



# ASHE



## Scott Jordan

**Current Role:** National Director - Southeast

**Future Role:** National Director - Southeast

**Day Job:** Vice President at Southeastern Engineering, Inc.

**What Made You Join ASHE?:** To join industry colleagues and meet new relationships.

**What Is Your Favorite ASHE Memory?:** 2023 National Conference Friday evening event at the Battery.



[www.ashe.pro](http://www.ashe.pro)

# Get To Know



**ASHE**



## Amanda Schumacher


**Current Role:** Chair of PR Committee

**Future Role:** Chair of PR Committee

**Day Job:** AVP, National Business Development Leader  
at Verdantas

**What Made You Join ASHE?:** To build relationships  
within the transportation industry.

**What Is Your Favorite ASHE Memory?:** Building a  
network of colleagues, that are now friends. Also my time  
as ASHE East Penn President and guiding the  
organization from the national level as PR Chair.

  
[www.ashe.pro](http://www.ashe.pro)





# COMMITTEE STATUS REPORT

## Scanner Committee

[Purpose of committee text here]

**Date: 6/3/2024**

**Report Period: Summer 2024**

**Committee Members**

**E-Mail**

Committee Members		
Name	Title	E-mail
Rhonda Cardone	Chair	<a href="mailto:rcardone@Dewberry.com">rcardone@Dewberry.com</a>
Tammy Farrell	Editor	<a href="mailto:tammy@mytntgraphics.com">tammy@mytntgraphics.com</a>
Donato DiZuzio, PE	Member	<a href="mailto:ddizuzio@tandmassociates.com">ddizuzio@tandmassociates.com</a>
Sandra Ivory	Member	<a href="mailto:sandyivory@yahoo.com">sandyivory@yahoo.com</a>
Kathryn Fink, PE	Member	<a href="mailto:kathryfink@pa.gov">kathryfink@pa.gov</a>
Sunserea Gates	Member	<a href="mailto:sgates@vhb.com">sgates@vhb.com</a>
Dave Stills, PE	Board Liaison	<a href="mailto:dave.stills@gspnet.com">dave.stills@gspnet.com</a>

**Meetings held since the previous Quarterly Report**

1. Date – 4/12/24 Members in attendance – Rhonda Cardone, Don Dizuzio, Dave Stills, Tammy Farrell
2. Date – 5/10/24 & 5/28/24 (update ) Members in attendance – Rhonda Cardone, Dave Stills, Tammy Farrell
3. Date – 5/31/24 Members in attendance – Rhonda Cardone, Sunserea Gates, Tammy Farrell

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

Provide specific language for a motion, if any, to be brought before the National Board.

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

1. The committee scored all articles in the Summer 2023, Fall 2023, Winter 2024, Spring 2024 and selected the winners
2. The following is a list of 4 SAY Scanner Article of the Year awards we will give to the recipients at the national past president’s luncheon on June 7
3. We created a QR code for voting at the conference the same articles mentioned above and will announce the Peoples Choice Award at the June 8 dinner.  
Scanner reserved a booth at the conference. \$400
4. 3 nights stay \$675, Flights \$350, Luncheon cost and meals \$200 print expenses \$75 **Estimated Total: \$1,300**

5.

Placement	Name of Article	Issue	Authors	Section	Region	In attendance confirmed
<b>1<sup>st</sup> Place Champion Award</b>	City Walk BAUM: Creating New Connections	Fall 2023	Janie Mauter, PE, Barge Design Solutions, Inc.	ASHE Alabama Section	ASHE Southeast Region	Miles Watkins
<b>Platinum Award</b>	The Casho Mill Road Clankers: Stop Now or...KABOOM!	Fall 2023	Matt Buckley, PE, PTOE, Whitman, Requardt and Associates, LLP,	ASHE First State Section	ASHE Northeast Region, rprophet@trafficpd.com	Brian Kisner
<b>Gold Award</b>	Unmanned Aerial Systems Useful Above and Below Surface	Winter 2024	Douglas A. Ford, PE, RLS	ASHE Tennessee Valley Section	ASHE Southeast Region	Douglas A. Ford
<b>Humanitarian Award</b>	Humanitarian Engineering: San Jose del Guano's Pedestrian Bridge	Spring 2024	Daniel Jordan, PE	ASHE Middle Tennessee Section	ASHE Southeast Region	Daniel Jordan

**Status of action items:**

**Budget update**

1. 2024 - 2025 Budget: \$0000.00
2. Expenditures – List items and \$ spent this quarter:
  - a. \$10,077.38 TNT scanner services and printing
  - b. \$400 conference booth
3. Sponsorships Income Summer Issue approximately \$10,000 income

Advertiser Name	Ad Agreement for:	Ad size:	Amount:	Each Issue /Total	Paid/Due
AECOM	summer '24-spring '25 PO #698789	Half MUST incl PO# on	500	Each Issue	Due
ASHE North East Penn	winter '24 - fall '25	(2) Full		Total	Paid
Bowman	spring '24 - winter '25	Full	650	Total	Due
Dewberry, Inc.	summer '24-spring '25	Half	2,000		Due
FPA Inc.	summer '24	Full	650		Due
Gibson-Thomas Engineering Co	summer '24 - spring '25	Quarter	1,600	Total	Paid
Johnson, Mirmiran & Thompson, Inc,	winter '24 - fall '25	Quarter	400	Each	Due
LaBella	spring '24 & winter '25	Half	2,000	Total	Due
O.R. Colan Associates	spring '24 and fall '24	Quarter		Total	Paid
RaganSmith	winter '24- spring '25	Full	600	Each	Due
Sucevic, Piccolomini & Kuchar Engineering	spring '24 - winter '25	Full		Total	Paid
Markosky Engineering Group, Inc.	summer '24 - spring '25	Quarter	1,600	Total	Due
<b>Total</b>			<b>10,000</b>		

## Budget update

Here's expense for ASHE scanner's fiscal year-to-date '24-'25:

**1<sup>st</sup> quarter summer '24 @ 40pgs:**

\$9,677.38 estimated pending invoice and acceptance of updated contract.

Item	Description	Amount
	----1st Quarter: Summer (June-August)----	
Conference Booth		\$400
Scanner Summer 2024	Estimated Editor Fees and Printing Summer Issue is not yet printed and distributed – invoice is pending	\$9,677.38
	<b>Note:</b> Editor Fees and Printing is estimated pending approval of new contract rates	<b>Total:</b> <b>\$10,077.38</b>

### Strategic Plan Initiatives:

Scanner Magazine introduced an awards program for SAY Scanner Article of the Year and People's Choice Award. This is to provide more visibility for the magazine as well as improve the quality of the articles and encourage visibility of the ASHE Strategic Plan Objectives by promoting the following article evaluation factors:

- Value to the engineering profession
- Value to the community
- Innovation
- Photo quality/content connection
- Overall uniqueness
- Incorporates ASHE Strategic Objectives

Awards are given at the Past President's Luncheon and Banquet Dinner at the national conference. Scanner is supporting the Sections and Regions by recognizing the author, section and region at the conference. Future plan is to include the evaluation factors as part of the guidelines for the articles. This applies specifically to #4 and #5 below. Above table shows the sections and regions that are impacted and recognized.

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies?
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).
3. Did you provide support for any Section/Region activity, monetary or participation?

4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most **impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region**)
5. How did your committee **empower or support the Regions this quarter?** (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level)
6. What role, if any, did innovation and technology play in your committee activities this quarter?



## COMMITTEE STATUS REPORT

### Strategic Plan Committee

*The purpose of the Strategic Plan Committee is to draft, and refresh as necessary, the ASHE organization Strategic Plan. The Committee promotes and monitors the organizational performance metrics and channels actions towards achieving the strategically desired outcomes and long-term goals.*

**Date:** May 24, 2024

**Report Period:** April to May 2024

#### **Committee Members**

Kathryn Fink, Chair

#### **E-Mail**

[kathryfink@pa.gov](mailto:kathryfink@pa.gov)

412-608-2662

Nikole Cao, Board Liaison

[ncao@bgeinc.com](mailto:ncao@bgeinc.com)

Stan Harris, National President

[sharris80uk@gmail.com](mailto:sharris80uk@gmail.com)

Kirsten Bowen

[knbowen@mbakerintl.com](mailto:knbowen@mbakerintl.com)

216-633-1163

Leigh Lilla, Past National President

[llilla@nelson-construction.com](mailto:llilla@nelson-construction.com)

727-784-7624

Nancy Morisi

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

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

April 17, 2024 – Strategic Plan Committee conference call

Attendees: Nikole, Kirsten, Leigh, Nancy

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

N/A

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

1. Committee membership, still open to new people to join the committee. Looking for someone to transition into the Chair position over the next few months because Kathryn is becoming National 2<sup>nd</sup> V.P.
2. Please remind Section and Region leaders to use the new Section/Region Report Templates, so we will receive information regarding Strategic Plan progress. Remind National Committee Chairs to use the new template for Committees.
3. Reoccurring conversation – discuss the mechanism for deploying projects and tasks defined within the Strategic Plan. Several items require the formation of Ad Hoc committees or direct assignment to existing committees. Discuss guidance and direction for committees to begin working on Strategic Plan initiatives.

#### **Status of action items:**

Leigh drafted a the new Template for the National Committees to report out on their activities pertaining to the Strategic Plan. The new document has been sent out by Nancy for use. We will review the reports submitted.

### **Budget update**

1. 2023 - 2024 Budget: \$500
2. Expenditures – List items and \$ spent this quarter:
  - a. N/A
3. Current Budget Balance: \$500
4. List any Non-Budget Items that should be considered.

### **Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies?  
*No response*
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).  
*No response.*
3. Did you provide support for any Section/Region activity, monetary or participation?  
*No response*
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region)  
*No response*
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level)

*The Strategic Plan Committee deployed a new Report Template for the Regions to capture activities pertaining to the Strategic Plan. The Committee held an informational session on March 4<sup>th</sup> for Region and Section representatives to attend and hear about why we have updated this report and why we are asking for this information. We are reviewing this data in an effort to capture the health and needs of Sections/Regions. It also helps for individual sections/regions to perform self-assessment.*

6. What role, if any, did innovation and technology play in your committee activities this quarter?  
*No response*



## COMMITTEE STATUS REPORT

### Committee Name

Ensure that information technology (IT) is used appropriately and best serves ASHE.

**Date:** 5/31/24

**Report Period:** Summer 2024

#### Committee Members

Mindy Sanders, Chair

Scott Jordan, Board Liaison

Nimish Desai

Dick Cochrane, WebMaster

Jacob Morisi, WebHost

#### E-Mail

[mindy.sanders@jacobs.com](mailto:mindy.sanders@jacobs.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)

#### Meetings held since the previous Quarterly Report

- 5/9/24 Members in attendance – Nimish, Mindy, Scott, Jake, Tom

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

Motion to renew JMSS for ASHE National Hosting and Cloud Services for June 2024 through May 2025 in the amount of \$8,201.

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

- None

#### Status of action items:

Continued research into Third Party Membership Applications

- **Discussed at 9/29/23 Technology Workshop** – directed to update RFP and research Star Chapter and other third party platforms
  - Committee Meeting Held 5/9/24
  - Next Steps: Meetings with Star Chapter and other potential vendors; Determine if it's possible for individual Sections memberships to roll up to National. If, not determine a methodology to do so.
    - After that demonstration, if Board seems more comfortable with Star Chapter or similar third party sites then I propose that we put effort into that process instead of additional work on the RFP.
    - I request a list of interested/critical Board members for that demonstration meeting
    - No action taken since this meeting

#### Budget update

- 2023-2024 Budget: \$20,400

Item	2023/2024 Budget	Previous Expenses	Current Expenses	Balance
Security Upgrades	\$3,500	\$1,000	\$1,000	\$1,500

Cloud Upgrade (Needs Board Approval)	\$9,500	\$0	\$0	\$9,500
JMSS – Invoices (Approved 3/31/23 – Expires 5/31/24)	\$7,400	\$3,695.50	\$3,046.25	\$658.25
<b>Total</b>	<b>\$20,400</b>	<b>\$1,827.75</b>	<b>\$2,827.75</b>	<b>\$15,744.50</b>

2. Spent:

- Previous Balance: \$15,704.50 (As Of December 2023)
  - Items and \$ spent this quarter (Since December 2023)
    - a. Hosting through JMSS - \$3,046.25
    - b. Security Updates - \$1,000.00
3. Current Budget Balance: \$11,698.25
4. List any Non-Budget Items that should be considered – None

**Strategic Plan Initiatives:**

1. Did the Committee support the Regions/Sections to add members in the category of government agency or contractor supplies?
  - a. This is not a direct task for the Technology Committee. However, an updated Membership Database is expected to aid this initiative.
2. How did your Committee support the Regions/Sections to continue as a multi-faceted organization by expanding our broader purpose this quarter? Provide a brief narrative (Example: any community service activity, community outreach, educational activity for members).
  - a. This is not a direct task for the Technology Committee. However, an updated Membership Database and online method for to help facilitate events is expected to aid this initiative.
3. Did you provide support for any Section/Region activity, monetary or participation?
  - a. No
4. How did your Committee support specific Regions/Sections to produce a robust program this quarter? If applicable, provide a brief narrative (highlight the most impactful events, activities, and the benefits that your Committee was able to contribute to the specific Section/Region)
  - a. N/A
5. How did your committee empower or support the Regions this quarter? (example: assigning a specific task to the Region leaderships, or preparing materials at the Region level)
  - a. N/A
6. What role, if any, did innovation and technology play in your committee activities this quarter?
  - a. See below for updates

Cloud

- As of 2/13/24 – 10 Seats of Office 365 have been purchased; Initial drives have been set up; File migration in progress.
  - First phase is National Board
  - Next phase - Committees
  - Final phase - Regions and Sections

Membership Database

- Ongoing Database Punch List (To be completed under 2022/2023 contract terms):
  - Export data at all levels (National, Region, Section) for only that data shown on the membership application. Currently, the system exports all data. In process, waiting until SharePoint complete



- On “Member List” page, change “Multiview Email Export” to “Scanner Email Export” Complete
  - Create export that combines Work and Home emails. These are currently two separate exports. Complete – Needs minor revision
  - Create export that combines Work and Home addresses. These are currently two separate exports. Complete – Needs minor revision
  - Remove “Email” page. Complete
  - Create a list that provides the total number of members in each Section. In process, waiting until SharePoint complete
- Potential Database Redevelopment
    - 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
    - **Discussed at 9/29/23 Technology Workshop** – directed to update RFP and research Star Chapter and other third party platforms
      - **10/12/23 - Meeting held with DFW to discuss their experience with StarChapter**
      - **Committee Meeting Held**
        - **Next Steps: Meeting with key ASHE Board Members with Star Chapter and also demonstrate what is possible with a custom site.**
          - After that demonstration, if Board seems more comfortable with Star Chapter or similar third party sites then I propose that we put effort into that process instead of additional work on the RFP.
          - I request a list of interested/critical Board members for that demonstration meeting
          - No action taken since this meeting



PROJECT NO.: 20240601

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, and new Microsoft 365 account.

## 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 **\$5.99 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 **\$5.99 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 **\$5.99 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, Section Website Assistance, and **Microsoft 365**. 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

### **ASHE Microsoft 365 Account (Includes SharePoint)**

- Support of Existing 365 Account
- Creation/Deletion of SharePoint Sites
- Comprehensive 365/SharePoint support
- Training for Administrative Users

Support will be capped at 40 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) (\$5.29 per account/month)
<b>40-Hour IT Consultancy and Maintenance Agreement</b>	<b>\$3,400 - ONE YEAR (billed monthly)</b>
<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: \$5.99/account (monthly)</b>
<b>Additional Hosting Accounts above 75</b>	\$5.99 per account (monthly)
<b>Consultancy Hours over the 40-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: \$680.08 MRC**

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



## Agreement Number: 202406-01ASHE

### 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 202406-01 as listed below defined by the proposal in the previous pages of this document.

TERM OF AGREEMENT: June 1, 2024 – May 31, 2025

ASHE Hosting Services – \$4,761.00

40-Hour IT Consultancy Agreement – \$3,400.00

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 - \$5.99 PER MONTH

Hosting Accounts over 75 Accounts: \$5.99 PER ACCOUNT PER MONTH

Consultancy Hours Above the 40-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 **\$680.08 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.





### AUTOMATIC RENEWAL

This agreement will be renewed automatically in yearly increments unless cancelled by either party in writing at least 30 days prior to the end of the term. If there is a change in terms or pricing, JMSS will notify ASHE in writing at least 30 days prior to the end of the term and a new agreement will be issued. JMSS reserves the right to negotiate a contract addendum at any time during the term should a significant increase in cost be experienced.

### ELECTRONIC SIGNATURES

JMSS utilizes Adobe Sign to collect signatures of contract agreements. ASHE agrees to utilize Adobe Sign for this agreement and the e-signatures will be legally binding.

### 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. **THIS DOCUMENT MUST BE E-SIGNED VIA ADOBE SIGN.**

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  
June 8, 2024**

**Attachment 2: Director Reports**



## National Director Report

Kathy Johnson - Great Lakes Region

**Date:** 5/28/2024

**Report Period:** 3/28/2024 – 6/2/2024

### National Director Activities:

- 4/2/2024 ASHE Lake Erie Section Lunch Event (couldn't attend)
- 4/10/2024 ASHE Chicago Interest Group Meeting
- 4/10/2024 ASHE New Section Committee Meeting
- 4/19-4/20/2024 ASHE National Board Meeting
- 4/19/2024 ASHE Colorado Interest Group Meeting (couldn't attend)
- 4/29/2024 ASHE Great Lakes Region Conference Meeting
- 5/7/2024 ASHE Lake Erie Section Board Meeting
- 5/7/2024 ASHE New Section Committee Meeting (couldn't attend)
- 5/8/2024 ASHE Lake Erie Section Lunch Event
- 5/9/2024 ASHE Technology Committee Meeting (couldn't attend)
- 5/20/2024 ASHE National Board Special Meeting
- 5/28/2024 ASHE Lake Erie Section Networking Event

### Upcoming National Director Activities:

- 6/3/2024 ASHE Great Lakes Region Conference Meeting
- 6/3/2024 ASHE Chicago Interest Group Meeting
- 6/4/2024 ASHE New Section Committee Meeting
- 6/6-6/9/2024 ASHE National Conference

### Actions:

- Continuing work on New Sections Committee with efforts in Colorado, Kansas City and Chicago.
- Working with ASHE Great Lakes Region Board to plan mini conference in the fall of 2024, including a new Project of the Year award ceremony.
- No meetings for Constitution/Bylaws held in the last period.
- Resigned my position on the National PR Committee.
- Joined the ASHE National Technology Committee.



## Glen Kartalis – National Director Report

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

Date: 06/01/24

Report Period: 4/1/24 to 6/1/24

Sections are scheduling events around speakers, project of the year and advancing the future of the industry through scholarship programs. The below are some actives and advancements of the sections mentioned above.

### **Section Activities:**

- *NY Metro Attended:*
- NY Metro Deputy Mayor for NYC , Meera Joshi addressing Climate Change and the future of Freight (4/16/24)
- NY District ACOE Commander COL Alex Young (5/21/24)
- *So. New Jersey held the following:*
- Joint Project of the year 4/11/24
- *NC-New Jersey held the following:*
- Attended Annual Scholarship golf outing
- *Albany held the following:*
- Social Hour Triva Night
- Participated on NE Regional mtg of with NE President and Directors
- Attended Board meetings at NY Metro / Long Island Board
- *The following Sections had no activity since last quarter. (Central NY, Long Island)*

### **Action items/upcoming events:**

- SNJ Scholarship Golf Outing (7/22/24)
- Albany Annual golf outing to support Future City Albany (6/11/24)
- Website updates planned for Central NY and Long Island
- Long Island Section continue to solicit more board members to support activities virtual meeting planned.

### **Board Activities:**

- Participated in the New Section Committee meetings. (Chaired by Brian O'Connor and Kathryn Fink)
- Ronda Cardone from NY Metro to chair the NE Regional New Sections Committee (looking at Boston and Hartford for interest)
- Attended board meetings at NY Metro and long Island Sections
- Coordination of Quarterly Reporting with Sections, as well as website updates



## Robert Prophet – National Director Report

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

Date: 6/3/24

Report Period: 4/5/24 – 6/3/24

Region/Section Activities:

- 4/23/24 Attended ASHE Harrisburg / PennDOT Workshop
- 5/15/24 Attended ASHE Altoona Awards and Scholarship Dinner
- 5/15/24 Attend ASHE Delaware Valley / PennDOT Workshop
- Ongoing coordination with Sections regarding Quarterly Status Reports
- Reviewed article submissions for ASHE Scanner.
- Attended calls with NE Region Board Members (Glen and JT) and NE Region President (Scott) to discuss ongoing efforts in the region, including planning of Regional Conference.
- Ongoing coordination related to ASHE Delaware Valley Section Audit Committee

Board Activities:

- Ongoing coordination with NE Section President and NE Region Directors
- Reviewed article submissions for ASHE Scanner.

Committee Activities:

- Membership Committee meeting held on 4/15/24
- Membership Committee meeting for May was cancelled.



## J.T. Lincoln – National Director Report

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

Date: 6/6/2024

Report Period: 4/6/24 to 6/6/24

### *Section Activities:*

- 4/9/24 – ASHE Franklin Board Meeting
- 4/16/24 – ASHE Franklin Dinner Meeting
- 4/20/24 – ASHE National Meeting (Indianapolis)
- 5/14/24 – ASHE Pittsburgh Dinner Meeting
- 5/20/24 – ASHE National Board Meeting (Teams)
- 5/21/24 – ASHE Franklin Dinner Meeting
- 5/29/24 – ASHE SW Dinner Meeting

### *Action items/upcoming events:*

- 6/8/24 – ASHE National Meeting
- 6/18/24 – ASHE Franklin Board & Dinner Meeting
- 6/27/24 – ASHE NE Penn Golf Outing
- 7/8/24 – ASHE Altoona Golf Outing
- 8/2/24 – ASHE Harrisburg Golf Outing
- 9/20/24 – ASHE Franklin 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:*

- Attended National Conference Committee Meetings
- Attended National Scholarship Committee Meetings