



## ASHE National Executive Committee Meeting Minutes August 10, 2024

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

President Di Zuzio called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 8:30 AM. The meeting was held at the Hampton Inn, Johnstown, PA.

### **ROLL CALL:** Thomas S. Morisi

Name	Office	Attendance
Donato DiZuzio, PMP	President	Present
Jim Shea, PE	First Vice-President	Present
Kathryn E. 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
David A. Greenwood, PE	Operations & Oversight Committee Chair	Present

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

### **WELCOME:** Donato Di Zuzio, PMP

President DiZuzio welcomed everyone and thanked them for attending. He noted that he preferred this face-to-face meeting so we can set the stage for doing good things this year and beyond.

### **NANCY MORISI RESPONSIBILITIES/PERFORMANCE REVIEW:** Donato Di Zuzio, PMP

President Di Zuzio noted that the Administrative Assistant position has evolved from simply inputting member applications to essentially running the day-to-day operations of ASHE.

Ms. Morisi currently works 8 hours per day, Monday through Thursday. She is off on Friday but handles items as they come up.

Mr. Morisi reviewed her current job duties. The committee discussed her job duties as well as her wishes regarding increases and benefits. A separate meeting excluding Ms. Morisi and Mr. Morisi will be held to discuss salary, holidays, and vacation time. A new compensation package will be developed and presented to Ms. Morisi.

A review process needs to be established. The review year will be June 1 to May 31 and Ms. Morisi will be reviewed by the outgoing and incoming President with a mid-year check-in around December 1. Ms. Fink will look to establish a form to be used for the review.

### **TREASURER TRANSITION CHALLENGES/TIMELINE/LESSONS LEARNED:** Donato Di Zuzio, PMP and Samir D. Mody, PE

Mr. Mody reported that the transition went poorly and that guidelines should be established to ensure better future transitions. He noted that more should have been done in the Treasurer-



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Elect position and that the elect position should be placed on the bank account six months to a year ahead of the final transition. It took six weeks for Mr. Mody to be able to access the banking system.

Mr. Mody will purchase and reinstall Quicken for the coming year while transitioning to Quick Books. He is also in the process of changing the credit card over from a small business card to a non-profit card.

### **COMMITTEE ASSIGNMENTS REVIEW/DISCUSSION:** Donato Di Zuzio, PMP

President Di Zuzio reported that he reached out to each committee as the incoming President but did not receive a good response. Therefore, he went through the committee roster, selected a Vice Chair and a Liaison for each committee. He would like the liaison to communicate direction from the Board to the committee and ensure committees are meeting their established goals.

Mr. Shea requested direction on the efforts of the Technology Committee as it relates to the database and his planned budget. Mr. Morisi noted the committee is investigating third party software that could be offered to each Section at a discount by volume. If things continue in this direction, there should be no costs to budget at the National level.

### **SHAREPOINT DISCUSSION:** Thomas S. Morisi

Mr. Morisi discussed the file structure with the Executive Committee to determine what would best suite our organization, noting he has little experience with SharePoint and that others around the table had more. It was agreed to set up separate sites for each committee, region and section.

### **ROLE OF FIRST AND SECOND VICE PRESIDENT:** Kathryn E. Fink, PE

Ms. Fink noted that she would like to better define the roles of these positions both to aid the person in each position and to better facilitate year-to-year transition. The Bylaws Committee is to better define the duties laid out in the bylaws and send them out for review and comment.

### **SEPTEMBER MEETING WORKSHOP IDEAS:** Donata Di Zuzio, PMP

Topics for the September National Board meeting were discussed. It was decided to have a discussion on Committee and Board Member roles and responsibilities and, in the process, perform a final update of the committee list.

### **FREQUENCY OF EXECUTIVE COMMITTEE MEETINGS:** Donato Di Zuzio, PMP

Monthly Teams meetings for the Executive Committee will be established. The next meeting will be held on October 10, 2024 at 3:00 PM. Each future meeting date/time will be established at the current meeting.

### **LUNCHEON HONORING PAST NATIONAL PRESIDENTS:** Stan A. Harris, PE

Mr. Harris noted that he would like to see the luncheon included as part of the conference registration to increase attendance at the luncheon. The issue was discussed and will be pushed back to the National Conference Committee. The Executive Committee suggests the registration simply say "lunch". National, at the direction of the Conference Committee, is willing to increase sponsorship to help cover the lunch.



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**CONFERENCE FINANCIAL REVIEW:** Stan A. Harris, PE

Mr. Harris noted that conferences are getting bigger and deal with a large sum of money. He feels an audit of each conference should be required. The topic will be discussed at the September National Board meeting.

**MOTION FOR GUESTS AT NY METRO DINNER:** Thomas S. Morisi

Motion by Morisi for ASHE National to pay for Board member guests at the NY Metro 20<sup>th</sup> Anniversary Dinner; seconded by Mody; all in favor.

**BOARD MEETING SCHEDULE:** Donato Di Zuzio, PMP

Following is the schedule and location for upcoming Board meetings:

- January 10/11 – Houston, TX. The Houston Section has invited the National Board to their annual gala on January 10<sup>th</sup>.
- April 25/26 – Birmingham, AL

**NATIONAL REPRESENTATION AT SECTION/REGION EVENTS:** Donato Di Zuzio, PMP

Mr. Di Zuzio reported that requests for representation at Section/Region events are being coordinated through Ms. Morisi. A recent meeting was held with the President, First Vice, and Second Vice to coordinate attendance. Further coordination meetings will be held as additional requests come in.

**ADJOURNMENT**

MOTION: Motion by Di Zuzio to adjourn the meeting; seconded by Harris; all in favor.

The meeting adjourned at 11:30 AM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary