

**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 10:00 AM. The meeting was held at the Hyatt Regency Downtown, Houston, TX

**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	Absent
Nancy A. Morisi	Administrative Assistant	Absent
David A. Greenwood, PE	Operations & Oversight Committee Chair	Absent

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 Di Zuzio welcomed everyone and thanked them for attending.

**DONATION TO HURRICANE VICTIMS:** Donato Di Zuzio, PMP

As a follow up to a prior conversation, the Executive Committee decided they would like to donate \$2,500 to support recovery for our members in the Asheville area.

**ACTION ITEM:** Make a motion at the January 11, 2025 National Board meeting to make the donation.

**NEW SECTION COMMITTEE:** Donato Di Zuzio, PMP

Mr. Di Zuzio reported that he had a conference call with Mr. O'Connor and Ms. Fink to discuss creating a document that would allow someone outside of the committee to set up protocols at the new Section. Mr. Mody noted that the mechanics outlined in the guidelines are good. However, we do not have a document such as the one desired.

**NATIONAL AUDIT REPORT:** Samir D. Mody, PE

Mr. Mody reached out to Mr. Hurtt to obtain ledgers from some of the more recent conferences so that Mr. Mody could calculate an anticipated number of line items in a typical ledger. Mr. Mody will use this to obtain a process and quote from CPA Associates to conduct and audit of each conference.

**ACTION ITEM:** Mr. Morisi is to research past conference documents and place them on the SharePoint site.

**INVESTMENT ACCOUNT:** Samir D. Mody, PE

Mr. Mody reported that the PNC investment account and the PNC checking account are two separate accounts within two separate divisions of PNC Bank. ASHE has gone through three investment advisors in the past two years. The current advisor is non-responsive. Sam has access to the full function of the investment portal. However, the investment account is named for Frank O'Hare. The current advisor is correcting this issue.

Our prior investment advisor, Mike Brown, who left PNC Investments and went to Buckeye Capital Advisors has reached out to us to see if we would consider moving our account to him. Mr. Brown would charge a flat fee of 1.2% with no fees added onto each mutual fund like PNC Investments is currently doing. Buckeye uses Fidelity, Schwab, and VanGuard investments. Mr. Mody researched the company and found they are solid.

**MOTION:** Motion by Mody to move funds from the PNC Investment account to Buckeye Capital Advisors; seconded by Di Zuzio; all in favor.

**2023-2024 AUDIT:** Samir D. Mody, PE

Mr. Mody reported that he and Ms. Morisi compiled information needed for the 2023-2024 audit, a year in which Mr. O'Hare was Treasurer, and forwarded that information to CPA Associates. The audit was completed by December 26, 2024 and was a clean audit. The cost of the audit was just under \$6,100 for National and \$2,500 for Sections.

**GOVERNMENT EMPLOYEE DISCOUNT RATES:** Donato Di Zuzio, PMP

Mr. Di Zuzio noted that the Southern New Jersey Section placed an advertisement showing a discount for government employees and is concerned that, based on prior comments from Mr. O'Hare, the Section cannot provide a separate government rate. A discussion of government rates followed. Ms. Fink recommended leaving this issue to each Section because each state and entity has their own standards. She feels the burden is with the individual Section to determine if a government rate is ethical in their state or with the organization they are offering them to. Each Section should take responsibility to vet this through the proper ethics officer/committee. Regions should be monitoring this to ensure there is a consistency between Sections in the same state.

**ACTION ITEM:** Mr. Di Zuzio is to prepare a memorandum to Sections outlining National's stance on this issue as well as advising them to vet the proposed discount through the proper officials.

**ASHE EMAIL HACKING:** Donato Di Zuzio, PMP

Past experience is that, once the new President is sworn in, that person becomes a target of spear phishing agents. Based on IT advice, all Board email addresses have been removed from the website. However, the situation persists. Ms. Fink expressed concern they are pulling information from the meeting minutes that are posted to the website.

*Immediately following the meeting, Mr. Morisi contacted JM Server Solutions to discuss. They advised us that ASHE is a target because we are a national organization who people think may have money. Even though we removed our email addresses from the website, there is software out there that can pull archival information and find email addresses. When our website updates to the new president they will know who that is. The meeting minutes are not an issue. We were advised that LinkedIn is also another, better, source of information where they can pull our information from. We have done what we can to prevent spear phishing. People need to be cautious of emails they receive when they are open.*

**ROOM RESERVATION CHALLENGES:** Thomas S. Morisi

Mr. Morisi reported that many hotels are changing how they operate. We used to be able to obtain a room rate for the meeting and extend that rate to three days prior and three days after the event for those people who wanted to spend some time in the area on their own. However, if we want the rate extended, we now have to guarantee those rooms in accordance with the contract executed with the facility. Mr. Morisi asked for patience when booking rooms and for us to review the situation over the next few meetings to establish a plan of action. In the meantime, it was decided that we will now conduct an Executive Committee meeting on Friday morning before each workshop. Therefore, adequate reservations will be required for all Executive Committee members on the Thursday of each meeting.

Mr. Morisi reported that meeting costs are rising, and we will need to budget for that, especially in the larger cities.

Mr. Morisi noted that guests attending the National Board meeting are at the invitation of the President and all requests for guests to attend a National Board meeting should be vetted through the National President.

**REVIEW/UPDATE NATIONAL BYLAWS FOR 1<sup>ST</sup> AND 2<sup>ND</sup> VICE PRESIDENT DUTIES:** Donato Di Zuzio, PMP

Mr. Greenwood was unable to attend the meeting due to a health issue. Once the duties are established the Nominating Guidelines will also need updated.

**ANNUAL TRAINING SESSION:** Donato Di Zuzio, PMP

Mr. Di Zuzio reported that the latest training session went well and he was pleased with the process.

**EXECUTIVE COMMITTEE MEETINGS:** Donato Di Zuzio, PMP

The next Executive Committee meeting will be held at 10:00 on the Friday prior to the National Board Meeting in Birmingham, AL. From this point forward, Executive Committee meetings will be planned for 10:00 am on Friday prior to each Board meeting. Executive Committee members are to arrive Thursday evening. Hotel planning is to adjust accordingly.

**ADMINISTRATIVE ASSISTANT** Samir D. Mody, PE

Mr. Mody reported that review of Ms. Morisi's job performance is complete and she was provided an increase as well as one week of vacation. Future reviews will be conducted between the last Board meeting and the Conference by the outgoing and incoming President as well as the Treasurer. Ms. Fink prepared an Employee Performance Review form and is open for suggestions if anyone has any. A line item is to be included in each budget for a discretionary bonus.

**EXPENSE REPORTS** Samir D. Mody, PE

Mr. Mody noted that expense reports for National Directors going to a Section or Region meeting or Conference are to be approved by the Operations and Oversight Chair.

**ADJOURNMENT**

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

The meeting adjourned at 12:00 PM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary