



ASHE National Board Meeting Minutes
May 30, 2025

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. The meeting was held via Teams.

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	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	Present
Nikole A. Cao, PE	Three Year Director – Southwest Region	Present
Robert G. Prophet, PE	Three Year Director – Northeast Region	Present
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

Note: Actions of the National Board are Highlighted in yellow.

Assignments or actions pending are highlighted in green.



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2025-2026 BUDGET: Jim Shea, PE

MOTION: Motion by Shea to approve the 2025-2026 budget as presented and attached to these minutes; seconded by Di Zuzio; all in favor.

GENERAL DISCUSSION:

Scanner: Mr. Stills reported that the solicitation for a scanner editor/printer has been sent out and the committee has received a few proposals back. The deadline to return proposals is June 6, 2025.

Star Chapter: Mr. Desai and Mr. Di Zuzio are coordinating the execution of the contract with Star Chapter. Mr. Desai would like Directors to encourage their Sections to start using Star Chapter.

ADJOURNMENT

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

The meeting adjourned at 10:20 AM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary

Item	OPERATING INCOME	Proposed Budget FYE 2026	Notes
X	Conference seed money returned	\$ 15,000.00	Standard annual amount
X	Conference Income	\$ -	Assume \$0 - line item is for actual
X	Credit Card Cash Back Rewards	\$ 2,500.00	Per Sam
X	Lifetime Member Pins	\$ 500.00	Nancy noted that she sold 50 this past year @ \$10
X	Member assessment	\$ 140,000.00	\$132,477 Collected in 2025 (Sam noted \$170,461)
X	National Project of the Year	\$ 1,500.00	5 Regions * 3 submittals each *\$100
X	New members initiation fees	\$ 35,000.00	Roughly \$35k collected in 2025 (Sam noted \$11,320)
X	Other Income	\$ 1,500.00	Hold
X	Past Presidents' pins	\$ 1,000.00	Coordinated with Tom and Nancy, sporadic purchases
X	Sponsorship:		
	XXX.0 Sponsorships - Multiview	\$ 6,500.00	Per reports from Sam
	XXX.0 Sponsorships - Scanner	\$ 35,000.00	
	Total	\$ 238,500.00	
	Increase of Demand Assets from Investment	\$ 110,115.00	
	Total Inflow to Operating Budget	\$ 348,615.00	
FYE 2026 >>>> June 1, 2025 to May 31, 2026			

Item	No.	EXPENSES	Proposed Budget FYE 2026	Notes
A. BUDGET/AUDIT COMMITTEE				
A101.0	Budget/Audit Committee		\$ -	No necessary expenses
		TOTAL:	\$ -	
B. CONSTITUTION & BYLAWS COMMITTEE				
B101.0	Constitution and Bylaws Committee		\$ -	No necessary expenses
		TOTAL:	\$ -	
C. EXECUTIVE COMMITTEE				
C101.0	Audit & CPA, Assoc. fees		\$ 11,500.00	Includes 1 conference audit @ \$2,500
C102.0	Awards, pins, & ribbons		\$ 7,500.00	This includes conference physical awards - need to buy pins this year
C103.0	Committee Chair travel for Board Mtg by President's invitation		\$ 5,100.00	2 Committee Chairs @ 3 meetings @ \$850
C104.0	Hardware - Purchase and Repair		\$ 2,500.00	New computer
C105.0	Contingencies, legal, bank fees		\$ 1,000.00	Reviewed with Sam
C106.0	Donations, memorials, gifts		\$ 500.00	Per Nancy - hold
C107.0	Employee - taxes: fica, unemployment, local		\$ 11,020.00	29% of wages
C108.0	Employee - compensation, wages, bonus, etc.		\$ 38,000.00	
C109.0	Employee - expenses		\$ 250.00	
C110.0	Insurance - business		\$ 8,500.00	
C112.0	Business Office - Rent		\$ 3,000.00	\$250/month *12
C113.0	Postage, UPS, Fed Ex. - Delivery		\$ 1,000.00	Per Nancy - hold
C114.0	Presidents travel & expenses (Not to board mtgs.)		\$ 15,000.00	20 Sections @ \$750 each
C116.0	Refunds		\$ -	Leave for unknown refunds
C117.0	Office Supplies and Software: purchases and upgrades		\$ 4,500.00	Office supplies at \$1,000.00. Software for PR at \$2,000.00. Office 365 \$1600
C118.0	Executive Committee Meeting		\$ 8,225.00	One night early at 3 board meetings + \$3,500 for stand alone EC meeting
		TOTAL:	\$ 117,595.00	
D. NATIONAL SCHOLARSHIP FOUNDATION				
D101.0	National Scholarship Foundation		\$ 2,000.00	Ongoing support of National Scholarship Fund
		TOTAL:	\$ 2,000.00	
E. NATIONAL BOARD				
E101.1	Board Mtg. Directors Lodging		\$ 23,520.00	\$225*17 people*3 board meetings+\$225*(2/meeting)* 3 board meetings (Extra night) + \$713*15 (conference)
E101.2	Board Mtg. Directors Travel		\$ 34,000.00	\$500*17 people*4 board meetings
	Board National Conference Registration		\$ 9,125.00	14 @ 625 (member) + 1 @ 375 (government)
E102.0	Board Mtg. Expenses - Room rental, coffee, meals, etc.		\$ 15,000.00	Per Nancy - hold
		TOTAL:	\$ 81,645.00	
F. NATIONAL CONFERENCE COMMITTEE				
F101.0	Annual ASHE National Conference Sponsorship		\$ 5,000.00	Sponsorship of Past Presidents Lunch
F103.0	Upcoming ASHE National Conference Advance		\$ 15,000.00	Seed money for next conference
F104.0	Conference Banners Updates and Shipping		\$ 1,200.00	\$1000 for updates/\$200 for shipping
F105.0	NCC Committee Travel (Hotel Visit)		\$ 1,000.00	One NCC member hotel previsit
F106.0	Past Presidents' Stipend for National Conference		\$ 1,625.00	5 Past National Presidents @ \$325
F107.0	NCC Chair Stipends to Conference		\$ 1,500.00	NCC attendee @ conference
		TOTAL:	\$ 25,325.00	
G. NEW SECTIONS COMMITTEE				
G101.0	Startup Grant		\$ 2,400.00	Four(4) Sections @ \$600.00
G102.0	New Section Banners		\$ 1,200.00	Three (3) Sections @\$400
G103.0	Exhibiting (Booth & Attendees)		\$ 6,000.00	3 conferences @ \$2,000 each
G104.0	Travel - New Section startup & chartering		\$ 4,500.00	3 visits @ \$1,500 each
		TOTAL:	\$ 14,100.00	
H. NOMINATING COMMITTEE				
H101.0	Expenses for Hart, Member of the Year, and Young Member of the Year National Awards.		\$ 4,500.00	3 winners travel & registration @ \$1,500 each - Awards paid under EC
		TOTAL:	\$ 4,500.00	
I. OPERATIONS OVERSIGHT COMMITTEE				
I101.0	National Directors Travel		\$ 7,000.00	10 directors local travel to 2 sections each @\$350
I102.0	Project of the Year - Awards & Committee Expenses		\$ 3,000.00	Includes committee chair travel and registration at conference.
I103.0	Exposure Funds to Regions (From Outreach Committee)		\$ 6,000.00	Request to hold
		TOTAL:	\$ 16,000.00	
J. PUBLIC RELATIONS COMMITTEE				
J101.0	Conference Exposure, Social Media		\$ 2,000.00	Per Amanda
J102.0	Promotional Materials, Social Media		\$ 2,000.00	Per Amanda
J103.0	Shipping - ASHE Display		\$ 1,000.00	Per Amanda
		TOTAL:	\$ 5,000.00	

Item	No.	EXPENSES	Proposed Budget FYE 2026	Notes
K.	SCANNER COMMITTEE			
	K100.1	TNT Expenses for 2025 ASHE Conference	\$ 850.00	1 night @ \$225 + travel
	K101.1	Exhibiting booth at ASHE 2025 Conference	\$ 400.00	At confernece cost of \$400
	K102.0	Awards Giveaways	\$ 500.00	SAY awards
	K103.0	TNT Invoices	\$ 60,000.00	\$7,000/issue production (TNT is \$5k) + \$3000/issue mailing (~500 issues)
		TOTAL:	\$ 61,750.00	
L.	STRATEGIC PLAN COMMITTEE			
	L101.0	Strategic Planning Committee	\$ -	No necessary expenses
		TOTAL:	\$ -	
M.	MEMBERSHIP COMMITTEE			
	M101.0	Student Chapter Committee	\$ 500.00	Hold small amount
	M102.0	Promo Material/Expenses	\$ 10,000.00	Membership Drive Hold
		TOTAL:	\$ 10,500.00	
N.	TECHNOLOGY COMMITTEE			
	N104.0	J.M. Server Solutions - Invoices	\$ 9,000.00	Per JMSS invoice
		TOTAL:	\$ 9,000.00	
	TREASURER			
O.	O101.0	Petty Cash	\$ 1,200.00	
	O101.0	Transfer from Checking to Investment	\$ -	Leave for unknown transfers
		TOTAL:	\$ 1,200.00	
		Total Expenses	\$ 348,615.00	
FYE 2026 >>>> June 1, 2025 to May 31, 2026				