

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.

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 FY 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 | |
| FY 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 conference 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 | | |
| | | | | |
| | <i>FYE 2026 >>> June 1, 2025 to May 31, 2026</i> | | | |