



ASHE Annual Business Meeting Minutes
June 6, 2025

CALL TO ORDER: Jim Shea, PE

President Shea called the meeting of the National Board of the American Society of Highway Engineers to order at 8:35 AM at the Kalahari Resort & Conference Center, Pocono Manor, PA

PLEDGE OF ALLEGIANCE: Jim Shea, PE

President Shea led the Pledge of Allegiance.

Roll Call: Thomas S. Morisi

Name	Office	Attendance
Jim Shea, PE	President	Present
Kathryn E. Fink, PE	First Vice-President	Present
Michael D. Bywaletz, PE	Second Vice-President	Present
Thomas S. Morisi	Secretary	Present
Samir D. Mody, PE	Treasurer	Present
Donato Di Zuzio, PMP	Immediate Past President	Present
Nancy A. Morisi	Administrative Assistant	Present
JT Lincoln, PE	Three Year Director – Northeast Region	Present
Nimish Desai, PE	Three Year Director – Mid-Atlantic Region	Present
Kathy Johnson, PE	Three Year Director – Great Lakes Region	Present
Glen T. Kartalis, PE	One Year Director – Northeast Region	Present
David M. Stills, PE	One Year Director – Great Lakes Region	Present
Ronald W. Osterloh, PE	One Year Director – Southeast Region	Absent
Nikole A. Cao, PE	Two Year Director – Southwest Region	Present
Robert G. Prophet, PE	Two Year Director – Northeast Region	Present
Brian D. Post, PE	Two Year Director – Mid-Atlantic Region	Present
Sunserea Gates	Two Year Director – Southeast Region	Present
David A. Greenwood, PE	Operations & Oversight Committee Chair	Present
Guests – Other		
Brian G. O'Connor, PE	New Sections Committee Chair	Present
Rhonda Cardone	Scanner Committee Chair	Present
Michael D. Hurtt, PE	Conference Committee Chair	Present
Kirsten N. Bowen, PE	Strategic Plan 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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WELCOME: Jim Shea, PE

President Shea welcomed and thanked everyone for attending the meeting. He noted that the Conference has gone well and that everyone has done a good job.

PRESIDENTS GOALS AND OBJECTIVES: Jim Shea, PE

President Shea reviewed his goals and objectives for the coming year. They are as follows:

1. Membership Growth

Goal: Strengthen and expand ASHE's national membership base through existing section growth.

Actions:

- Launch a national membership drive campaign, supported by Sections and Regions. (Membership Committee)
- Promote member engagement through targeted outreach and storytelling (e.g., testimonials, success stories). (PR)

2. Technology

Goal: Support Sections with practical, easy-to-use tools that promote consistency and reduce the administrative burden.

StarChapter Platform (Technology Committee)

- Host a virtual informational session for Section leadership on the benefits and functionality of StarChapter.
- Identify at least one smaller Section that could benefit from StarChapter and provide support for implementation.
- Increase the number of participating Sections to meet or exceed the 15-section threshold.

SharePoint Rollout (Secretary/Technology)

- Confirm active usage of SharePoint by the National Board and National Committees.
- Identify and support a few pilot Sections or Regions in adopting SharePoint as a shared file repository.

3. Section Engagement & Support

Goal: Strengthen relationships between National leadership, Regions and local Sections.

Actions:

- Ensure every ASHE Section receives at least one National Board member visit during FY 2026.
- Encourage Region Directors to support ongoing Section development and mentorship.

4. Executive Committee (EC) Operations & Governance

Goal: Enhance internal communication, leadership transition, and accountability at the National level.

Actions:

- Reinstitute monthly EC update calls to ensure alignment and transparency.
- Establish standing President succession meetings to provide a seamless leadership transition.

APPROVAL OF MINUTES: Thomas S. Morisi

May 2, 2025, National Executive Committee Meeting:

MOTION: Motion by Morisi to approve the minutes from the May 2, 2025, National Executive Committee Meeting; seconded by Di Zuzio; all in favor.

May 3, 2025, National Board Meeting:

MOTION: Motion by Morisi to approve the minutes from the May 3, 2025, National Board Meeting; seconded by Mody; all in favor.



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May 30, 2025, National Board Meeting:

MOTION: Motion by Morisi to approve the minutes from the May 30, 2025, National Board Meeting; seconded by Shea; all in favor.

PRESIDENT'S REPORT: Donato Di Zuzio, PMP

Mr. Di Zuzio expressed his appreciation to everyone for their support and all the work that was accomplished together over the past year. He was pleased with the progress that was made.

SECRETARY'S REPORT: Thomas S. Morisi

Mr. Morisi's report was provided at the Opening Session. He will be setting up a meeting soon to discuss rolling out SharePoint to the Sections.

ACTION ITEM: Begin tracking Section visits by Directors.

TREASURER REPORT: Samir D. Mody, PE

Mr. Mody's report was provided at the Opening Session. Additional items reported include:

- A \$2,500 was made to the North Carolina Baptist Fund Mission at the suggestion of Charlie Flowe. The donation is to aid flood victims in the Asheville area.
- 990 Forms are due 6/15/25. To date, only a few have been received. Common mistakes include math errors, carry-over figures, and second signature. It was noted the second signature was only to review the 990 Form and not the data imported into the 990 Form.
- Discussion was held on the level of Section audits. Ms. Johnson suggested creating an audit template for Sections to follow. Mr. Mody is planning a Teams meeting with all Treasurers for training purposes.
- For expense forms, the current mileage rate is \$0.70. Please review math before submitting expense forms. Sam will add the naming convention to the expense form template.

MOTION: Motion by Mody to reimburse Past Presidents attending the conference \$325 for registration fee; seconded by Stills; all in favor.

ACTION ITEM: Set up Teams meeting with Section Treasurers.

ACTION ITEM: Add naming convention to expense form template.

ADMINISTRATIVE ASSISTANT'S REPORT: Nancy A. Morisi

Ms. Morisi reported that the 990 Forms are coming in and she is checking them upon receipt. She updated the PDH report and will send it out in September. A line item has been added to the Section Report Template to include reporting PDH's. Scholarship information is due, and an email reminder was sent out. Hotels have been contacted for the September National Board meeting in Cleveland. It appears the Hyatt Regency will be the best option for the event.

NATIONAL COMMITTEE REPORTS**Ad Hoc/Regions:** Nimish Desai, PE presenting

Mr. Desai noted the committee will be working to update the necessary documents. All funds distributed to the Regions have been used.

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. Mr. Greenwood and Mr. Shea volunteered to assist with this matter.

Budget/Audit: Kathryn E. Fink, PE presenting

No report as we are at the beginning of the budget year. President Shea noted he would like the committee to meet regularly.

ACTION ITEM: Establish recurring meetings.

Constitution/Bylaws: Kathy Johnson, PE and David A. Greenwood, PE presenting

The bylaws have been updated to reflect expanded duties for the 1st and 2nd National Vice Presidents. They will be circulated to the Board for comment in anticipation of voting on them in September. Ms. Johnson is working to get all bylaws on the SharePoint site. She is still missing nine and will follow up with those Sections/Regions.

ACTION ITEM: Circulate updated bylaws for review.

ACTION ITEM: Finish compiling Section and Region bylaws.

Membership: Robert G. Prophet, PE presenting

Mr. Prophet reported that the committee is ready to schedule Student Chapter Outreach.

ACTION ITEM: Review Student Chapter Guidelines.

ACTION ITEM: Review and update the Best Practices Manual.

National Conference: JT Lincoln, PE and Michael D. Hurtt presenting

Mr. Hurtt stated the committee meets monthly but will defer meetings during June and July. During that time, he plans to update the National Conference Guidelines.

ACTION ITEM: Review and update the National Conference Guidelines

National Scholarship: Glen T. Kartalis, PE presenting

Mr. Kartalis reported that the first National Scholarship will be presented at this evening's Gala. A QR code has been developed to solicit donations and will be placed at each table.

New Sections: Kathy Jonhson, PE and Brian G. O'Connor, PE presenting

Mr. O'Connor reported that the New England charting event went smoothly. Coastal Carolina is moving along well. Kansas City does not quite have 35 members. A California Section is making good progress and has a core group of 5 or 6 members.

ACTION ITEM: Develop chartering guidelines.

Nominating: Donato Di Zuzio, PMP and Stan A. Harris presenting

Mr. Di Zuzio reviewed the plan for the upcoming year.

Operations and Oversight: David A. Greenwood, PE presenting

The Section Health Form is complete. The Committee received a request from the Northeast Region for \$4,500 to assist Central New York to reestablish as a viable Section. The Committee will review this request and make a recommendation. The committee investigated the threshold for adding another Director from the Southwest Region. They recommended a minimum of 1,000 members. However, it should also be reviewed from a geographic standpoint in the future as well.

ACTION ITEM: Review request from Northeast Region for funding.

Public Relations: Robert G. Prophet, PE presenting

No report.

Scanner: David M. Stills, PE and Rhonda Cardone, presenting

Ms. Cardone reported that the committee has received one full proposal and pieces of a proposal from entities looking to replace TNT Graphics. The deadline for submission is being extended. The Committee will review all proposals and make a recommendation to the Board.

ACTION ITEM: Review proposals and make recommendation to the Board.

Strategic Plan: Kathryn E. Fink, PE presenting

Kirsten Bowen has been appointed as the new Committee Chair.

Technology: Nimish Desai, PE presenting

Mr. Desai reviewed the StarChapter contract and how it would need to be updated each year. Mindy Sanders is stepping down as Chair and Susie Mason is interested in joining the committee.

ACTION ITEM: Work with StarChapter so that all Sections have their data in the same format.



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OLD BUSINESS

Status of Central New York Section: Mr. Kartalis reported that there are a few core people, and they are looking for a grant to assist with the effort to restart the Section.

NEW BUSINESS

None

SECTION/REGION REPORTS

Each Director provided a verbal update on happenings in their respective Sections and Regions.

NATIONAL DIRECTOR REPORTS

No report

UPCOMING BOARD MEETINGS

- August: National Executive Committee meeting in Johnstown, PA.
- September 25-27: National Board meeting in Cleveland, OH.

ADJOURNMENT

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

The meeting adjourned at 12:00 PM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary