

CALL TO ORDER: Jim Shea, PMP

President Shea called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 3:30 PM. The meeting was held via Teams.

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
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.

OPENING REMARKS: Jim Shea, PE

President Shea noted that monthly Executive Committee Meetings were valuable, and his goal is to restart those meetings. A previous invitation was sent out for all upcoming meetings.

SECRETARY'S REPORT Thomas S. Morisi

- **Conference Awards:** Mr. Morisi noted it was brought to his attention that neither the Scanner Awards nor the Project of the Year Awards contained the ASHE logo. In the case of the Project of the Year, the recipient took it somewhere to have the logo added. We need to look at options to provide consistency among awards.
- **Resource Center:** Mr. Morisi noted that he and Ms. Morisi have been working over the past few years to compile updated documents the Resource Center. That effort is far enough along that updated documents have been posted. While they will need further review, they are updated and formatted similarly. Mr. Morisi reviewed a spreadsheet showing the status of all documents and will provide a detailed report in his Secretary's Report for the September meeting.
- **Employee Handbook:** Mr. Morisi stated that he felt we need to establish an employee handbook especially as we transfer Nancy's duties to a new Admin in several years. There are standard policies we should have in place to protect us as well as the employee. We also need to provide the employee better direction. He noted that Keller Engineers works with a firm named LR Webber and that they are in the process of updating the Keller handbook for a cost of approximately \$700. The Executive Committee gave Mr. Morisi permission to reach out to LR Webber to obtain a cost to prepare an employee handbook for the ASHE organization.

- **Database Update:** Mr. Morisi and Ms. Morisi met with Jake Morisi on 7/22 to review items that are not yet complete and to add some items to the list. All are covered in our contract and there are no additions to the contract. Following the meeting a summary email was sent to Jake, copying Mr. Cochrane and Mr. Desai. Jake responded with deadlines for completing each item. A thorough list will be included in the Secretary's Report for the September meeting.
- **SharePoint Update:** Brief instructions have been created and sent out to Ms. Gates, Mr. Post, and Mr. Prophet for review. A meeting will be scheduled sometime in August with them to determine how to roll out to the Regions and Sections.

TREASURER'S REPORT: Samir D. Mody, PE

Mr. Mody reported that all Conference expenses that have been filed have been paid out with payments being sent on 7/7, 7/8, and 7/30. He also noted that check processing and mailing was slow and that two Directors have yet to submit for expense reimbursement.

The July reconciliation is approximately 95% complete. Mr. Mody gave a summary of checks issued and bills paid. Mr. Mody is experiencing a cash flow issue and, so far this fiscal year, he has moved \$50K from the investment account to the checking account. Currently there is \$16K in the checking account and the investment account stands at \$425K. He noted that the organization is past due for a dues increase. Mr. Greenwood suggested the Board determine the desired amount for reserve the investment account and allow spending down to that amount saying that other organizations plan on 6 months expenses.

Mr. Mody would like to hold off on the payment to the 2027 conference until dues payments start coming in. Mr. Shea said he will coordinate this with Mr. Hurt.

ASSESSMENT UPDATE: Nancy A. Morisi

Ms. Morisi reported that all assessment invoices were sent out on 7/28 and 7/29. Current membership totaling 7,723 was assessed approximately \$154K. However, actual funds received will vary based on adds and drops during the assessment process. The assessment invoices went directly to the Sections with copies to Region leadership.

SCANNER PUBLISHER: Donato Di Zuzio, PMP

Mr. Di Zuzio reviewed the proposal recommended by the Scanner Committee. After discussion, it was agreed that the committee should proceed with requesting a contract. Mr. Shea will coordinate with Ms. Cardone.

ADJOURNMENT

The meeting adjourned at 4:45 PM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary