



## ASHE National Executive Committee Meeting Minutes September 6, 2025

### CALL TO ORDER: Jim Shea, PE

President Shea called the meeting of the National Executive Committee of the American Society of Highway Engineers to order at 8:30 PM. The meeting was held at the Hampton Inn, Johnstown, PA.

### 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 welcomed everyone and thanked them for attending.

### SECRETARY'S REPORT Thomas S. Morisi

- **SharePoint for Regions:** Mr. Morisi noted that SharePoint will not allow people from outside the organization to assign users. Therefore, Regions and Sections would have to contact National to add members to their sites. As an alternative and for the Region rollout, Mr. Morisi recommended National purchase a license of SharePoint only (not full Office365) for each of the Regions. The cost would be between \$16 and \$17 per month per license. After discussion the Committee noted the SharePoint project is a budget line item and therefore does not require a motion to purchase licenses.
- **Conference Awards:** Mr. Morisi noted that the Project of the Year and the Scanner awards did not have the ASHE logo on them last year and there is concern about consistency between awards. The Committee decided that all awards are to be purchased by the Administrative Assistant.
- **Fort Lauderdale Meeting:** The January meeting will be held at the Four Points by Sheraton Airport/Cruise Port on January 16 and 17. Friday night's dinner will be held off site. Mr. Morisi asked if we will just have a happy hour or will the open bar be continued through dinner. The Committee decided to wait on planning till final costs associated with the September National Board Meeting are tallied.

ACTION ITEM: Purchase SharePoint license for each Region

ACTION ITEM: Notify Project of the Year and Scanner committees that Administrative Assistant will be purchasing awards from this point forward.



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### **TREASURER'S REPORT:** Samir D. Mody, PE

Mr. Mody reviewed a preliminary draft of the Treasurer's Report and noted he will be shifting \$40K from the investment account to the checking account to cover the anticipated shortfall through the end of October. In doing so, the investment account balance will drop below one year's worth of expenses. Discussion followed regarding an established investment threshold to meet that would trigger a dues increase. Following discussion, it was decided to advance with a dues increase.

**ACTION ITEM:** Move \$40K from investment account to checking account.

**ACTION ITEM:** Budget and Audit Committee prepare a memo by the January National Board meeting justifying a dues increase as well as have a preliminary discussion with the full Board at the September National Board meeting.

### **SOP FOR INVESTMENT ACCOUNT DRAWDOWN:** Jim Shea, PE

Mr. Shea has prepared and distributed an SOP for Investment Account Drawdown. Since it was decided to proceed with a dues increase, the SOP was not reviewed. However, the Budget and Audit Committee should take it into consideration for the current justification of a dues increase and for planning on future dues increases.

### **NATIONAL CONFERENCE COMMITTEE EXPENSES:** Jim Shea, PE

Mr. Shea noted there is no consistency in committee budgets concerning conference attendance. Some committees budget to attend the conference, and some do not. After discussion, it was decided to identify those committee chairs not on the National Board and required to attend the Conference; place funds in "committee chair to Board meeting" line item; and remove from individual budgets. Therefore, attendance at the Conference would then be treated as a standard Board meeting when an individual is invited by the President.

### **APRIL NATIONAL BOARD MEETING:** Jim Shea, PE

Following discussion, it was decided to conduct the April National Board meeting in the Delaware Valley Section on the 11<sup>th</sup> or the 18<sup>th</sup>.

### **ASSESSMENT UPDATE:** Nancy A. Morisi

Ms. Morisi reported that all assessment invoices were sent out on 7/28 and 7/29. She is currently working with Sections to rectify their rosters. The anticipated income from assessments is \$154K. To date, South Florida and Albany have paid and our current income stands at \$2,380.

### **PRESIDENT'S REPORT:** Jim Shea, PE

- **Membership:** Mr. Shea is working with Mr. Prophet and Ms. Schumacher on membership awareness. They are following the plan laid out in Mr. Shea's 8/11/25 email copied to the Executive Committee.
- **Technology:** To date, 11 Sections have signed up with StarChapter. Two informational Teams meetings were held with Section leadership.
- **Section Engagement:** Mr. Shea would like to start tracking Board attendance at Section meetings via a document on SharePoint.



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- **EC Operations:** Regular Executive Committee meetings have been conducted. Mr. Shea is working on setting up a President's call and could possibly extend one of the Executive Committee meeting to cover that call.

**ACTION ITEM:** Mr. Morisi is to establish a SharePoint document to track Section attendance by Board members.

**ACTION ITEM:** Mr. Shea is to conduct a President's call.

**OPEN DISCUSSION:**

- Mr. Shea reviewed a list of events and meetings he has attended to date or will be attending soon.
- Ms. Fink suggested adding a safety award as a fourth category or factor in a safety component into the existing Project of the Year awards.
- The hotel contract for the 2028 Conference was discussed.
- Mr. Bywaletz will record minutes at the September Executive Committee meeting.

**ACTION ITEM:** Mr. Greenwood is to discuss the safety component of the Project of the Year Award with Mr. Laird. He is also to ensure the projects not selected were notified.

**ACTION ITEM:** Mr. Shea is to review contract negotiations for the 2028 Conference with Mr. Hurtt.

**ADJOURNMENT**

The meeting adjourned at 11:20 PM.

Respectfully Submitted,

Thomas S. Morisi  
National Secretary