



ASHE National Executive Committee Meeting Minutes November 4, 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 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	Absent
Nancy A. Morisi	Administrative Assistant	Present
David A. Greenwood, PE	Operations & Oversight Committee Chair	Absent

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 gave a brief summary of his ASHE travel over the past month and what is planned for the near future.

SECRETARY'S REPORT Thomas S. Morisi

- **Membership:** Mr. Morisi provided a brief summary of where membership numbers fall at this point in the assessment process in comparison to prior years.

Year	Drops	Adds	Diff @ Assess	Diff @ End Year
2020-2021	702	247	-455	No data
2021-2022	697	519	-178	+8
2022-2023	886	733	-153	+226
2023-2024	986	761	-225	+120
2024-2025	936	787	-149	+400
2025-2026	1044	717	-327	Pending

- **SharePoint Update:** All Region SharePoint sites have been set up, including a file structure. A Teams meeting is scheduled for 12/10/2025 to roll the site out to the Regions

TREASURER'S REPORT: Samir D. Mody, PE

Mr. Mody briefly reviewed the attached Budget Reconciliation. He has returned \$50K to the investment account which leaves the remaining borrowed total at \$60K. The checking account balance stands at approximately \$76K.



ASHE National Executive Committee Meeting Minutes
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ASSESSMENT UPDATE: Nancy A. Morisi

Ms. Morisi reported that 43 Sections have paid their assessments with eight remaining unpaid. To date, she has issued 216 certificates and pins.

TRESTLE CONTRACT FOR SCANNER Jim Shea, PE

Motion by Shea to approve the Trestle contract as publisher for the Scanner pending responses to questions on the contract; seconded by Morisi; all in favor.

NE REGION REQUEST FOR NE REGION EMAIL LIST FROM NATIONAL Thomas S. Morisi

Motion by Morisi to approve providing the NE Region with the email addresses for all NE Region members; seconded by Mody; all in favor.

PRESIDENTS REPORT

- **Membership:** Mr. Shea has completed two meetings with the Membership Committee with regards to the current membership drive. An email will be sent to all members pending coordination with Ms. Schumacher.
- **Technology:** Mr. Shea would like to select a struggling Section that could benefit from Star Chapter and have National pay for the fee to set that Section up with Star Chapter.
- **Section Engagement:** Mr. Shea is preparing a summary for the January National Board Meeting.
- **EC Operations:** Regular meetings have aided in coordination of ongoing items.

ADJOURNMENT

The meeting adjourned at 4:15 PM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary

Item	OPERATING INCOME	Proposed Budget FYE 2026	Actual Income as of 10.31.25	Notes
B	Conference seed money returned (2025 Conf.)	\$ 15,000.00	\$ 15,000.00	
C	Conference Income	\$ -	\$ -	Standard annual amount
D	Credit Card Cash Back Rewards	\$ 2,500.00	\$ -	Assume \$0 - line item is for actual
E	Lifetime Member Pins	\$ 500.00	\$ -	
G	Member assessment	\$ 140,000.00	\$ 119,840.00	5,992 renewals @ \$20/member
H	National Project of the Year	\$ 1,500.00	\$ -	\$132,477 Collected in 2025 (Sam noted \$170,461)
I	New members initiation fees	\$ 35,000.00	\$ 35,640.00	792 new members @ \$45/member
J	Other Income	\$ 1,500.00	\$ (224.00)	
K	Past Presidents' pins	\$ 1,000.00	\$ 750.00	10 Pins @ \$75/each
L	Sponsorship:		\$ -	
	L100.0 Sponsorships - Multiview	\$ 6,500.00	\$ 2,989.68	June + July + August, 2025 (3 months of receipts)
	L101.0 Sponsorships - Scanner	\$ 35,000.00	\$ 5,450.00	
	L102.0 National Scholarship Foundation	\$ -	\$ 5,500.00	
	Total	\$ 238,500.00	\$ 184,945.68	
	Increase of Demand Assets from Investment	\$ 110,115.00	\$ 60,000.00	6/3 (30k), 7/24 (\$20k), 8/12 (\$10k)
	Total Inflow to Operating Budget	\$ 348,615.00		
FYE 2026 >>>> June 1, 2025 to May 31, 2026				

Item	NO.	EXPENSES	Proposed Budget FYE 2026	Actual Exp. as of 10.31.25	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					
C102.0	Audit & CPA, Assoc. fees		\$ 11,500.00	\$ 299.00	Includes 1 conference audit @ \$2,500
C103.0	Awards, pins, & ribbons		\$ 7,500.00	\$ 2,934.53	This includes conference physical awards - need to buy pins this year
C104.0	Committee Chair travel for Board Mtg by President's invitation		\$ 5,100.00	\$ -	2 Committee Chairs @ 3 meetings @ \$850
C105.0	Hardware - Purchase and Repair of Computer(s)		\$ 2,500.00	\$ -	New computer
C106.0	Contingencies, legal, bank fees		\$ 1,000.00	\$ 211.00	Bank Fees + Quicken Payroll Services
C107.0	Donations, memorials, gifts		\$ 500.00	\$ -	Per Nancy - hold
C108.0	Employee - taxes: fica, unemployment, local		\$ 11,020.00	\$ 5,973.95	29% of wages
C109.2	Employee - compensation, wages, bonus, etc.		\$ 38,000.00	\$ 14,008.74	\$50 - Quicken Payroll Services (C105.0) + payroll received through 10.28.25
C111.0	Insurance - business		\$ 8,500.00	\$ 3,317.00	
C112.0	Employee - miscellaneous expenses		\$ 250.00	\$ -	
C114.3	Business Office - Rent		\$ 3,000.00	\$ 1,250.00	\$250/month *12 (June - October = 5 months to-date)
C115.0	Postage, UPS, Fed Ex - Delivery		\$ 1,000.00	\$ 117.00	Per Nancy - hold
C116.2	Office Supplies and Software: purchases and upgrades		\$ 4,500.00	\$ 847.98	Office supplies at \$1,000.00. Software for PR at \$2,000.00. Office 365 \$1600
C117.0	President's travel & expenses (Not to board mtgs.)		\$ 15,000.00	\$ 140.15	20 Sections @ \$750 each
C119.0	Refunds		\$ -	\$ (411.25)	To-date: R. Prophet, overdraft fees
C120.0	Executive Committee Meeting		\$ 8,225.00	\$ 7,334.30	Johnstown, PA (9.6.25); Cleveland, OH (9.26.25) Budget: one night early at 3 board meetings
	TOTAL:		\$ 117,595.00	\$ 36,022.40	
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	\$ 14,149.23	\$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	\$ 10,459.89	\$500*17 people*4 board meetings
E103.0	Board National Conference Registration		\$ 9,125.00	\$ 9,500.00	14 @ 625 (member) + 1 @ 375 (government)
E104.0	Board Mtg. Expenses - Room rental, coffee, meals, etc.		\$ 15,000.00	\$ 2,203.97	
	TOTAL:		\$ 81,645.00	\$ 36,313.09	
F. NATIONAL CONFERENCE COMMITTEE					
F101.0	Conference Banners Updates and Shipping		\$ 1,200.00	\$ -	\$1000 for updates/\$200 for shipping
F102.0	Upcoming ASHE National Conference Advance		\$ 15,000.00	\$ 30,000.00	Seed money for 2027 and 2028 National Conferences
F103.0	Annual ASHE National Conference Sponsorship		\$ 5,000.00	\$ 5,000.00	Sponsorship of Past Presidents Lunch
F104.0	NCC Committee Travel (Hotel Visit)		\$ 1,000.00	\$ 377.97	2028 Conference Hotel Visit
F105.0	Past Presidents' Stipend for National Conference		\$ 1,625.00	\$ 1,300.00	5 Past National Presidents @ \$325
F106.0	NCC Chair Stipends to Conference		\$ 1,500.00	\$ -	NCC attendee @ conference
	TOTAL:		\$ 25,325.00	\$ 36,677.97	
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
G104.0	Travel - New Section startup & chartering		\$ 4,500.00	\$ 2,089.90	3 visits @ \$1,500 each
G107.0	Exhibiting (Booth & Attendees); AASHTO type conferences		\$ 6,000.00	\$ 6,298.42	MAASTO 2025 Expenses
	TOTAL:		\$ 14,100.00	\$ 8,388.32	
H. NOMINATING COMMITTEE					
H101.0	Expenses for the MOY, YMOY, Gene Smith and Lifetime of the Year National Awards.		\$ 4,500.00	\$ 6,021.62	3 winners travel & registration @ \$1,500 each - Awards paid under EC
	TOTAL:		\$ 4,500.00	\$ 6,021.62	
I. OPERATIONS OVERSIGHT COMMITTEE					
I102.0	National Directors Travel		\$ 7,000.00	\$ 219.00	10 directors local travel to 2 sections each @ \$350
I103.0	Project of the Year - Awards & Committee Expenses		\$ 3,000.00	\$ 2,736.76	Includes committee chair travel and registration at conference. (incl. cost of the award + chair's travel)
I105.0	Exposure Funds to Regions (From Outreach Committee)		\$ 6,000.00	\$ 4,000.00	Southern NJ Section, SW Region
	TOTAL:		\$ 16,000.00	\$ 6,955.76	
M. PUBLIC RELATIONS COMMITTEE					
M103.0	Conference Exposure, Social Media		\$ 2,000.00	\$ 2,233.22	Per Amanda
M104.0	Promotional Materials, Social Media		\$ 2,000.00	\$ 1,641.63	Per Amanda (as of 8.12.25)
M105.0	Shipping - ASHE Display		\$ 1,000.00	\$ 200.58	Per Amanda
	TOTAL:		\$ 5,000.00	\$ 4,075.43	
N. SCANNER COMMITTEE					
N101.0	TNT / Committee Travel Expenses at 2025 ASHE Conference		\$ 850.00	\$ -	1 night @ \$225 + travel
N102.0	TNT / Alternate Vendor Invoices		\$ 60,000.00	\$ 25,769.51	\$7,000/issue production (TNT is \$5k) + \$3000/issue mailing (~500 Issues)
N103.0	Exhibiting booth at ASHE 2025 Conference		\$ 400.00	\$ -	At conference cost of \$400
N104.0	Awards Giveaways		\$ 500.00	\$ 740.96	SAY awards
	TOTAL:		\$ 61,750.00	\$ 26,510.47	
O. STRATEGIC PLAN COMMITTEE					
O101.0	Strategic Planning Committee		\$ -		No necessary expenses

Item	NO.	EXPENSES	Proposed Budget FYE 2026	Actual Exp. as of 10.31.25	Notes
		TOTAL:	\$ -	\$ -	
Q.		TECHNOLOGY COMMITTEE			
	Q106.0	J.M. Server Solutions - Invoices	\$ 9,000.00	\$ 4,380.48	Per JMSS Invoices (as of 10.13.25)
		TOTAL:	\$ 9,000.00	\$ 4,380.48	
S.		MEMBERSHIP COMMITTEE			
	S101.0	Student Chapter Committee	\$ 500.00	\$ -	Hold small amount
	S102.0	Promo Material/Expenses	\$ 10,000.00	\$ -	Membership Drive Hold
		TOTAL:	\$ 10,500.00	\$ -	
T.		TREASURER			
	T101.0	Petty Cash	\$ 1,200.00	\$ -	
	T102.0	Transfer from Checking to Investment	\$ -	\$ -	Leave for unknown transfers
		TOTAL:	\$ 1,200.00	\$ -	
		Total Expenses	\$ 348,615.00	\$ 165,345.54	
FYE 2026 >>>> June 1, 2025 to May 31, 2026					

2025 ASHE National BOD Meeting (Cleveland, OH 9.25 - 9.27.25)

Officers and Directors

No.	Lodging E101.1	Travel E101.2	Meals E101.2	Lodging C120.0	Meeting Exp. E104.0	Totals:	Title:	Received	Processed	Cashed	Check No.
Name:											
Master Acct.											
1	\$	\$	\$	\$	\$	\$	National President				
2	\$	\$	\$	\$	\$	\$	1st VP	10.5.25	10.5.25	X	8681
3	\$	\$	\$	\$	\$	\$	2nd VP	10.5.25	10.5.25	X	8682
4	\$	\$	\$	\$	\$	\$	Immediate Past President	10.6.25	10.12.25	X	8688
5	\$	\$	\$	\$	\$	\$	Secretary				
6	\$	\$	\$	\$	\$	\$	Treasurer	10.13.25	10.15.25	X	8695
7	\$	\$	\$	\$	\$	\$	Admin. To EC				
8	\$	\$	\$	\$	\$	\$	National Director	10.5.25	10.5.25	X	8680
9	\$	\$	\$	\$	\$	\$	National Director	10.22.25	10.30.25		
10	\$	\$	\$	\$	\$	\$	National Director	10.13.25	10.15.25	X	8689
11	\$	\$	\$	\$	\$	\$	National Director	10.10.25	10.12.25	X	8690
12	\$	\$	\$	\$	\$	\$	National Director	10.5.25	10.5.25	X	8683
13	\$	\$	\$	\$	\$	\$	National Director	10.13.25	10.15.25	X	8692
14							National Director				
15							ROC Chair				
16							National Director				
17	\$	\$	\$	\$	\$	\$	National Director	10.9.25	10.12.25	X	8691
18	\$	\$	\$	\$	\$	\$	National Director				
Subtotal 1:	\$	\$	\$	\$	\$	\$					

Final
Totals: \$11,306.59

Updated 11.04.25

2025 ASHE National Executive Committee Meeting (9.5 - 9.6.25)

Officers and Directors

No.	Budget:	C120.0 - L	C120.0 - T	C120.0 - M	C120 - HH	Ck No..	Totals:	Remarks	Status	Processed	Cashed
	Master Account					PNC CC					
1	Fink	\$ 1,363.68	\$ -	\$ 2,313.37	\$ 1,001.25		\$ 4,678.30				
2	Bywaletz	\$ -	\$ 213.90	\$ -	\$ -	8675	\$ 213.90	1st VP		9.24.25	X
3	Mody	\$ -	\$ 782.91	\$ -	\$ -		\$ 782.91	2nd VP	PAID	9.19.25	X
4	Morisi, T.	\$ -	\$ 443.22	\$ -	\$ -		\$ 443.22	National Treasurer		9.24.25	X
5	Morisi, N.	\$ -	\$ -	\$ -	\$ -		\$ -	National Secretary	N/A		
6	Greenwood	\$ -	\$ -	\$ -	\$ -		\$ -	Admin. To ExCom	N/A		
7	Di Zuzio	\$ -	\$ 360.57	\$ -	\$ -	8688	\$ 360.57	ROC Chair			
8	Shea	\$ -	\$ -	\$ -	\$ -		\$ -	Immediate Past National President	PAID	10.20.25	X
		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	National President	N/A		
Subtotal 1:		\$ 1,363.68	\$ 1,800.60	\$ 2,313.37	\$ 1,001.25		\$ 6,478.90				

Final
Totals: \$ 6,478.90

Updated 10.30.25