



ASHE National Executive Committee Meeting Minutes
December 2, 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	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

None

SECRETARY'S REPORT Thomas S. Morisi

April National Board Meeting: The April National Board Meeting will be held 4/17, 4/18, and 4/19 to coincide with the 60th Anniversary Celebration of the Delaware Valley Section. We are to investigate costs associated with meeting in either downtown Philadelphia or King of Prussia, PA.

TREASURER'S REPORT: Samir D. Mody, PE

Mr. Mody briefly reviewed the attached Budget Reconciliation. Mr. Mody expressed concern that 2 night hotel accommodations has become the norm and noted that prior approval from the President is required for reimbursement of more than one room night. Cash flow has improved and the checking account stands at approximately \$73K. We have completed half of the budget year as of 11/30/2025 and there appear to be no concerns now. Mr. Mody is working with Ms. Farrel to close out sponsorships.

ASSESSMENT UPDATE: Nancy A. Morisi

Ms. Morisi reported that the following Sections have not paid their assessments:

- **Central Ohio:** New member applications have been submitted but no payment received.
- **San Antonio:** There is confusion if the check was mailed.
- **North Central West Virginia:** Mr. Desai is following up with them.
- **Blue Ridge:** No response

PUBLIC RELATIONS COMMITTEE UPDATE Jim Shea, PE

Ms. Schumacher has recommended Jenn Hendricks to take over as Public Relations Committee Chair. This was discussed and members of the committee have no issue with this.



ASHE National Executive Committee Meeting Minutes December 2, 2025

PRESIDENTS REPORT

- **Membership:** This initiative has slowed down due to the change in Public Relations Committee Chair.
- **Technology:** Mr. Shea is please with the direction of the committee under Mr. Cochrane's leadership
- **Section Engagement:** A spreadsheet has been created on SharePoint to track meeting attendance. Directors need to fill this out.
- **EC Operations:** No discussion

OPEN DISCUSSION

- **Conference Profits:** It is anticipated the 2025 Conference will return approximately \$44K to National.
- **Next Meeting:** The 1/6/2026 Executive Committee Meeting will be canceled due to proximity to upcoming National Board Meeting.

ADJOURNMENT

The meeting adjourned at 4:30 PM.

Respectfully Submitted,

Thomas S. Morisi
National Secretary

Item	OPERATING INCOME	Proposed Budget FYE 2026	Actual Income as of 11.30.25	
B	Conference seed money returned (2025 Conf.)	\$ 15,000.00	\$ 15,000.00	Notes
C	Conference Income	\$ -	\$ -	Standard annual amount
D	Credit Card Cash Back Rewards	\$ 2,500.00	\$ 176.63	9.15.25
E	Lifetime Member Pins	\$ 500.00	\$ -	
G	Member assessment	\$ 140,000.00	\$ 123,540.00	6,177 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	\$ 37,080.00	824 new members @ \$45/member
J	Other Income	\$ 1,500.00	\$ 290.00	
K	Past Presidents' pins	\$ 1,000.00	\$ 825.00	11 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	5 Sponsorships
	L102.0 National Scholarship Foundation	\$ -	\$ 5,500.00	2 Sponsorships
	Total	\$ 238,500.00	\$ 190,851.31	
	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 11.30.25	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	\$ 598.00	Two quarterly Invoices; 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	\$ 246.00	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	\$ 7,305.49	29% of wages; taxes paid through 11.14.25
C109.2		Employee - compensation, wages, bonus, etc.	\$ 38,000.00	\$ 16,719.35	\$60 in Quicken Payroll Services (C106.0) + payroll received through 11.26.25
C111.0		Insurance - business	\$ 8,500.00	\$ 4,791.00	
C112.0		Employee - miscellaneous expenses	\$ 250.00	\$ -	
C114.3		Business Office - Rent	\$ 3,000.00	\$ 1,500.00	(June - November = 6 months to-date)
C115.0		Postage, UPS, Fed Ex - Delivery	\$ 1,000.00	\$ 163.80	
C116.2		Office Supplies and Software: purchases and upgrades	\$ 4,500.00	\$ 965.46	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	\$ 1,681.90	20 Sections @ \$750 each
C119.0		Refunds	\$ -	\$ (411.25)	To-date: R. Prophet, overdraft fees
C120.0		Executive Committee Meeting	\$ 8,225.00	\$ 7,834.84	Johnstown, PA (9.6.25); Cleveland, OH (9.26.25) Budget: one night early at 3 board meetings
		TOTAL:	\$ 117,595.00	\$ 44,329.12	
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	\$ 15,218.48	\$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	\$ 11,967.35	\$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	\$ 2,453.97	Cleveland (9.25-9.27.25); Ft. Lauderdale (1.15-1.17.26)
		TOTAL:	\$ 81,645.00	\$ 39,139.80	
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	\$ 412.80	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	\$ 7,149.56	
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	\$ 264.84	Per Amanda
		TOTAL:	\$ 5,000.00	\$ 4,139.69	
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 11.30.25	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	\$ 176,737.03	
FYE 2026 >>>> June 1, 2025 to May 31, 2026					

2025 ASHE National Conference Expense Reports

Officers and Directors

No.	Budget:	Lodging E101.1	Travel E101.2	Registration E103.0	Meals	Ck No..	Totals:	Remarks	Status	Processed	Cashed
1	Stills	\$ 712.86	\$ 608.55	\$ 625.00	\$ -	8632	\$ 1,946.41	National Director	PAID	7.7.25	X
2	Karralis	\$ 712.86	\$ 147.00	\$ 625.00	\$ -	8633	\$ 1,484.86	National Director	PAID	7.7.25	X
3	Fink	\$ 712.86	\$ 327.16	\$ 375.00	\$ -	8634	\$ 1,415.02	2nd VP	PAID	7.7.25	X
4	Johnson	\$ 712.86	\$ 505.40	\$ 625.00	\$ -	8635	\$ 1,843.26	National Director	PAID	7.7.25	X
5	Bywaletz	\$ 712.86	\$ 401.10	\$ 625.00	\$ -	8640	\$ 1,738.96	Incoming 2nd VP	PAID	7.7.25	X
6	Desai	\$ 712.86	\$ 301.00	\$ 625.00	\$ -	8636	\$ 1,638.86	National Director	PAID	7.7.25	X
7	Mody	\$ 712.86	\$ 243.63	\$ 625.00	\$ -	8637	\$ 1,581.49	Treasurer	PAID	7.7.25	X
8	Morisi, T.	\$ 712.86	\$ 313.00	\$ 625.00	\$ -	8638	\$ 1,650.86	Secretary	PAID	7.7.25	X
9	Morisi, N.	\$ -	\$ -	\$ 625.00	\$ -	8641	\$ 625.00	Admin. To ExCom	PAID	7.7.25	X
10	Harris	\$ 712.86	\$ 660.80	\$ 375.00	\$ -	8643	\$ 1,748.66	Immediate Past President	PAID	7.8.25	X
11	Prophet	\$ 712.86	\$ 126.00	\$ 625.00	\$ -	8650	\$ 1,463.86	National Director	PAID	7.15.25	X
12	Post	\$ 712.86	\$ 303.80	\$ 625.00	\$ -	8648	\$ 1,641.66	National Director	PAID	7.15.25	X
13	Lincoln	\$ 712.86	\$ 441.43	\$ 625.00	\$ -	8649	\$ 1,779.29	National Director	PAID	7.15.25	X
14	Greenwood	\$ 712.86	\$ 275.22	\$ 625.00	\$ -	8655	\$ 1,613.08	ROC Chair	PAID	7.30.25	X
15	Di Zuzlo	\$ -	\$ 42.05	\$ -	\$ -	8656	\$ 42.05	National President	PAID	7.30.25	X
16	Shea	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	1st VP	N/A		
17	Gates	\$ 712.86	\$ -	\$ 625.00	\$ -	8666	\$ 1,337.86	National Director	PAID	8.18.25	X
18	Cao	\$ 712.86	\$ 629.74	\$ 625.00	\$ -	8665	\$ 1,967.60	National Director	PAID	8.18.25	X
19	Osterloh	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	National Director	Did not Attend		
Subtotal 1:		\$ 10,692.90	\$ 5,325.89	\$ 9,500.00	\$ -		\$ 25,518.78				

Awards

	Ck. No.	
1 Harasty	8639	\$ 1,686.80 H101.0 - YMOY
2 Nguyen	8662	\$ 375.00 H101.0 - Gene G. Smith Award
3 Campos	8663	\$ 2,363.76 H101.3 - MOTY
4 Hochevar	8645	\$ 1,596.06 H101.0 - Lifetime Achievement
Subtotal 2:		\$ 6,021.62

Operations Oversight Awards

1 Laird	\$ 346.04	\$ 396.20	\$ 550.00	\$ 50.58	8651	\$ 1,342.82	I103.0 - Project of the Year
Subtotal 3:		\$ 346.04	\$ 396.20	\$ 550.00	\$ 50.58	\$ 1,342.82	

Past National Presidents

1 Hurtt	\$ -	\$ -	\$ -	\$ -	8644	\$ 325.00	F105.0 - Past President
2 O'Hare	\$ -	\$ -	\$ -	\$ -	8642	\$ 325.00	F105.0 - Past President
3 Duris	\$ -	\$ -	\$ -	\$ -	8646	\$ 325.00	F105.0 - Past President
4 Riden	\$ -	\$ -	\$ -	\$ -	8647	\$ 325.00	F105.0 - Past President
Subtotal 4:						\$ 1,300.00	

Updated 9.4.25

Final
Totals:
\$ 32,840.40

2025 ASHE National Executive Committee Meeting (9.5 - 9.6.25)

Officers and Directors

No.	Budget:	Master Account	C120.0 - L	C120.0 - T	C120.0 - M	C120 - HH	Ck No.	Totals:	Remarks	Status	Processed	Cashed
1	Fink		\$ 1,363.68	\$ -	\$ 2,313.37	\$ 1,001.25	PNC CC	\$ 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	DiZuzio		\$ -	\$ 286.69	\$ -	\$ -		\$ 286.69	ROC Chair	PAID	10.30.25	
8	Shea		\$ -	\$ 360.57	\$ -	\$ -	8688	\$ 360.57	Immediate Past National President	PAID	10.20.25	X
Subtotal 1:			\$ 1,363.68	\$ 2,087.29	\$ 2,313.37	\$ 1,001.25	N/A	\$ -	National President	N/A		
								\$ 6,765.59				

Final

Totals:

\$ 6,765.59

Updated 11.14.25

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

Officers and Directors

No.	Name:	Lodging E101.1	Travel E101.2	Meals E101.2	Lodging C120.0	Meeting Exp. E104.0	Totals:	Title:	Received	Processed	Cashed	Check No.
	Master Acct.	\$ -	\$ -	\$ -	\$ -	\$ 2,154.10	\$ 2,154.10		9.12.25			
	Master Acct.	\$ -	\$ -	\$ -	\$ -	\$ (258.70)	\$ (258.70)		10.3.25			
1	Shea					\$ 1,895.40	\$ 1,895.40	National President				
2	Fink	\$ 213.85	\$ 346.42	\$ 30.16	\$ 213.85	\$ -	\$ 804.28	1st VP	10.5.25	10.5.25	X	8681
3	Bywaletz	\$ 213.85	\$ 397.77	\$ 35.99	\$ 213.85	\$ -	\$ 861.46	2nd VP	10.5.25	10.5.25	X	8682
4	Di Zuzio	\$ 213.85	\$ 667.03	\$ 49.52	\$ 213.85	\$ -	\$ 1,144.25	Immediate Past President	10.6.25	10.12.25	X	8688
5	Morisi, T.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Secretary				
6	Mody	\$ 213.85	\$ 527.44	\$ 45.34	\$ 213.85	\$ 308.57	\$ 1,309.05	Treasurer	10.13.25	10.15.25	X	8695
7	Morisi, N.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Admin. To EC				
8	Stills	\$ 427.70	\$ 612.37	\$ -	\$ -	\$ -	\$ 1,040.07	National Director	10.5.25	10.5.25	X	8680
9	Kartalis	\$ 213.85	\$ 496.41	\$ -	\$ -	\$ -	\$ 710.26	National Director	10.22.25	10.30.25	X	8698
10	Johnson	\$ 213.85	\$ 50.50	\$ -	\$ -	\$ -	\$ 264.35	National Director	10.13.25	10.15.25	X	8689
11	Desai	\$ 427.70	\$ 574.86	\$ 20.11	\$ -	\$ -	\$ 1,022.67	National Director	10.10.25	10.12.25	X	8690
12	Prophet	\$ 427.70	\$ 326.78	\$ 41.25	\$ -	\$ -	\$ 795.73	National Director	10.5.25	10.5.25	X	8683
13	Post	\$ 427.70	\$ 369.46	\$ -	\$ -	\$ -	\$ 797.16	National Director	10.13.25	10.15.25	X	8692
14	Lincoln	\$ 427.70	\$ 355.54	\$ -	\$ -	\$ -	\$ 783.24	National Director	11.17.25	11.24.25		
15	Greenwood	\$ 213.85	\$ 750.55	\$ -	\$ 213.85	\$ -	\$ 1,178.25	ROC Chair	11.26.25	11.30.25		
16	Gates	\$ 427.70	\$ 376.37	\$ 25.00	\$ -	\$ -	\$ 829.07	National Director	11.25.25	11.30.25		
17	Cao	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	National Director				
18	Osterloh	\$ 213.85	\$ 448.06	\$ -	\$ -	\$ -	\$ 661.91	National Director	10.9.25	10.12.25	X	8691
Subtotal 1:		\$ 4,277.00	\$ 6,299.56	\$ 247.37	\$ 1,069.25	\$ 2,203.97	\$ 14,097.15					

Final
Totals: \$14,097.15

Updated 11.30.25

2026 ASHE National BOD Meeting (Ft. Lauderdale, FL 1.15 - 1.17.26)

Officers and Directors

No.	Name:	Lodging E101.1	Travel E101.2	Meals E101.2	Lodging C120.0	Meeting Exp. E104.0	Totals:	Title:	Received	Processed	Cashed	Check No.
	Master Acct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-				
	Master Acct.	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	250.00		9.30.25		
1	Shea					\$	\$	-				
2	Fink					\$	\$	-				
3	Bywaletz					\$	\$	-				
4	Di Zuzio					\$	\$	-				
5	Morisi, T.					\$	\$	-				
6	Mody					\$	\$	-				
7	Morisi, N.					\$	\$	-				
8	Stills					\$	\$	-				
9	Kartalis					\$	\$	-				
10	Johnson					\$	\$	-				
11	Desai					\$	\$	-				
12	Prophet					\$	\$	-				
13	Post					\$	\$	-				
14	Lincoln					\$	\$	-				
15	Greenwood					\$	\$	-				
16	Gates					\$	\$	-				
17	Cao					\$	\$	-				
18	Osterloh					\$	\$	-				
Subtotal 1:		\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	250.00				

Final
Totals:

\$ 250.00

Updated 11.11.25