

# Section/Region Officer Training

2022-2023



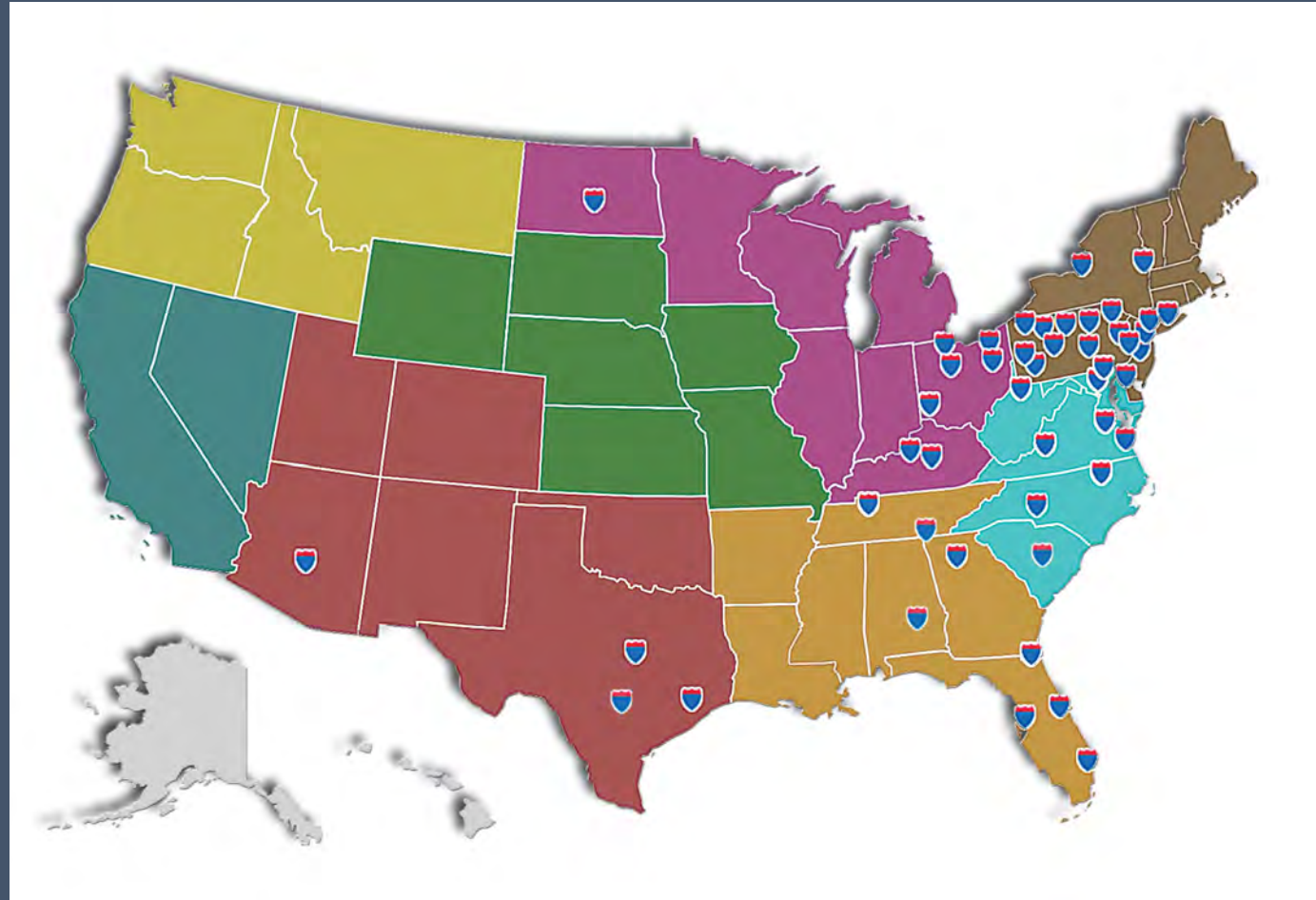
# ASHE Mission Statement

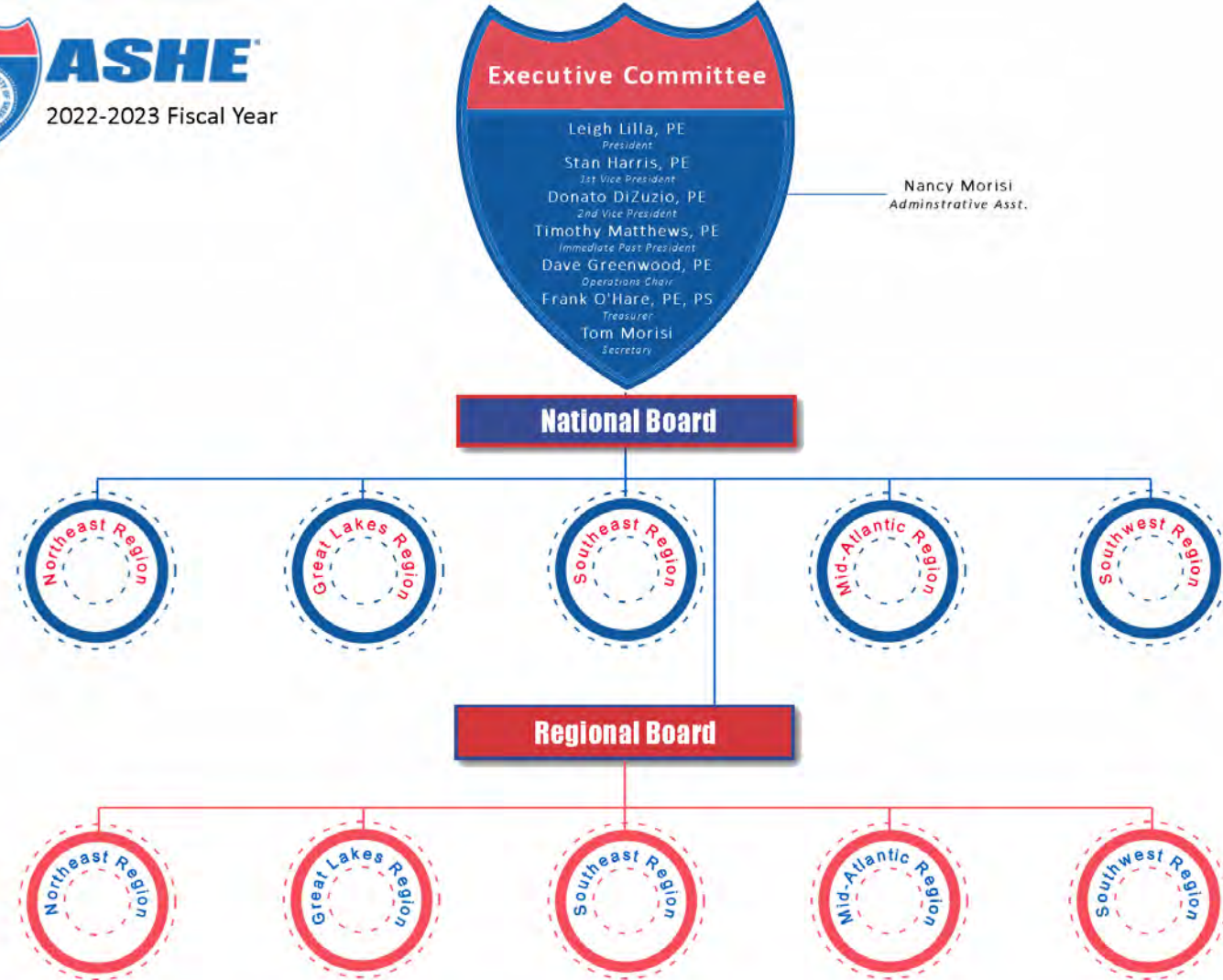
Provide a forum for members and partners of the highway industry to promote a safe, efficient and sustainable transportation system through education, innovation and fellowship



# ASHE Organization

- National Board of Directors
- 15 National Committees
- 8 Regions (5 Operational)
- 48 Sections, 19 States
- Includes Government, Consultant, Contractors, Suppliers and other supporters of Transportation







# ASHE Key National Contacts

- President (2022-2023) – Leigh Lilla (llilla@nelson-construction.com)
- Administrative Assistant – Nancy Morisi (nmorisi@ashe.pro)
- National Secretary – Tom Morisi (ashenationalsecretary@ashe.pro)
- National Treasurer – Frank O’Hare (ashenationaltreasurer@ashe.pro)
- Regional Contacts – Officers and Committee Chairs



# ASHE National Directors

- Northeast Region – J.T. Lincoln, Glen Kartalis, Rob Prophet
- Mid-Atlantic Region – Michael Bywaletz, Nimish Desai
- Great Lakes Region – Frank Bronzo, Jim Shea
- Southeast Region – Scott Jordan, Jason Hewatt
- Southwest Region – Nikole Cao
- 1st Vice-President – Stan Harris
- 2<sup>nd</sup> Vice-President – Don DiZuzio



# ASHE Committees

- Executive
- Budget Audit
- Constitution/By-Laws
- Membership
- National Conference
- New Sections
- Nominating
- Operations and Oversight
  - Resource Center
  - Society History
  - National Project Awards
- Outreach
- Public Relations
- Scanner
- Strategic Plan
- Technology
  - Website
  - Cloud
  - Database
- Ad-Hoc – Regions
- Ad-Hoc – Member Diversity



# ASHE Sections – Key to Society

Healthy Sections are the key to ASHE. Most ASHE activity takes place at the Section level including:

- Over 380 annual events/meetings
- More than 5,800 Professional Development Hours awarded in 2020 (10,000+ in pre-COVID years)
- \$2,000,000+ in scholarships awarded!





# ASHE Section/Region Officers

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Other Directors



# ASHE Section President Duties

- Preside over Section Meetings
- Ex-officio Member of Committees
- Chair Section Board of Directors
- Appoint Committee Members
- General Oversight of Section Affairs



# ASHE Section Vice-President Duties

- Preside over Meetings in absence of President
- Participate in Section Board Meetings
- Other Duties as Directed by President



# ASHE Section Secretary Duties - General

- Responsible for Preparing, Maintaining and Keeping all Section Records, including Section Roster maintenance
- Record and Distribute Meeting Minutes
- Handle Section Correspondence
- Principle Liaison with National Secretary
- Coordinate with Section Membership committee and Treasurer



# ASHE Section Secretary Duties - Membership

- New Members
  - Review applications and forward to National along with Initiation Fee
    - National Office: 610 Radcon Street, Johnstown, PA 15904
    - Email: [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro) or [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro)
  - Membership Fee: Submit total fee of \$45.00 along with Membership Application
    - Fee includes \$25.00 Initiation and Current Year Assessment \$20.00.
    - Note that Section dues are additional and vary by Section.
  - National will return to the Section Secretary a membership certificate and pin for each new member.





# ASHE Section Secretary Duties - Membership

- Membership Transfers
  - Notify National Secretary via email at [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro)
  - No fee to transfer member
  - National will make adjustments in the National Database
- Member Drops
  - Provide the National Secretary with a list of members to be dropped at anytime during the year. This mostly occurs at Assessment time.



# ASHE Section Secretary Duties - Database

- National Membership Database – **The only official ASHE members are those registered in the national Database.**
  - Sections may access/update database at <http://database.ahse.pro/sections>
  - Select Section name from pulldown and input password obtained from National Secretary
  - Section may updated all data but cannot add or drop members. They can also create member lists and export roster to Excel spreadsheet
  - Update Member information including address/employer/telephone number/email address – both work and personal
- The Secretary shall regularly review the National Database and notify the National Secretary of any discrepancies.



# ASHE Section Secretary Duties - Database

- Individual Members may also update personal information via National website at [www.ashe.pro](http://www.ashe.pro)
  - Click on Membership pulldown then on “Update Member Info”
  - Log in with username and password
    - Username = Member ID Number
    - Password = Zip Code for main mailing designation



# ASHE Section Secretary Duties - Assessment

- ASHE's fiscal year is June 1 to May 31
- On or about June 1, the National Secretary takes a snapshot of the National Database, recording the membership for each Section. This establishes the Annual Assessment amount.
- On or about August 1, National will forward invoice to each Section.
- Invoice is payable upon receipt but no later than October 1 of the fiscal year.
  - 10% penalty will be charged to Sections who have not paid Assessment by October 1.



# ASHE Section Secretary Duties - Assessment

- The following information must be returned to National when submitting Assessment payment
  - Completed invoice noting number of drops and number of new members. Note that invoice will adjust automatically to provide for a new total based on drops and new members.
  - Complete list of those members being dropped from the Section.
  - Completed Membership Application for those new members being added to the Section.





# ASHE Section Secretary Duties - Orders

- The following items are available for purchase from National. Contact the Administrative Assistant at [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).
  - Replacement Member Pins: Cost = \$5
  - Lifetime Member Pins: Cost = \$5
  - Section Past President Pins: = Cost =\$75
  - Region Past President Pins: Cost = \$75
  - Replacement Banners: Call ahead for pricing. Typical cost is approximately \$350



# ASHE Section Secretary Duties – Misc.

- Prepare and submit to Region Secretaries a report in the requested format prior to each National Board meeting. Typically this occurs four times per year.
- Submit IRS Form 990 (current version), when completed by Section Treasurer to the National Treasurer no later than June 15
- Invoice Section membership annually for application dues
- As soon as the Section Slate of Officers is available, please provide a list to the Region Secretary. Information should include name, position, mailing address, work or cell phone number and email address. Region Secretary will then forward to National



# ASHE Section Secretary Duties – Misc.

- Assure scanner articles are submitted by the deadline date established for your Section.
- Arrange for Section Banner to be taken or mailed to the hosting National Conference site or had carried via a Section member attending the National Conference.

# ASHE Section Secretary Duties – Closing

- All information provided here can be found in the Operations & Resource Center under Operations, Section Secretary Duties (D19)
- If you ever need any help with anything at all, please contact us:
  - Tom Morisi, National Secretary, [ashenationalsecretary@ashe.pro](mailto:ashenationalsecretary@ashe.pro).
  - Nancy Morisi, Administrative Assistant, [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro).
- We are always here to help!



# ASHE Section/Region/Conference Treasurer Duties

- ASHE is classified by IRS as a 501 (c) 6 Organization – **NOT 501 (c) 3.** National Treasurer can provide information on differences
- All levels of organization must adhere to IRS requirements
- See IRS publication 557 for IRS requirements – Download from IRS.
- Accurate financial records are essential to maintaining Tax-Exempt status
- Sections are responsible for following state and local laws pertaining to non-profit organizations.





# ASHE Section/Region/Conference Treasurer Duties

- Manage Section funds including receipts, safekeeping and disbursement
- Manage Section bank accounts
- All accounts must have a Federal Identification Number (EIN)
- All existing Sections have EIN – New Sections and Conferences must obtain
- Obtain EIN by completing Form SS-4, available from financial institutions or via internet. Contact ASHE National Treasurer for assistance unless you want to do your own taxes and deal with the IRS!
- Account information must be provided to National Treasurer and National Secretary



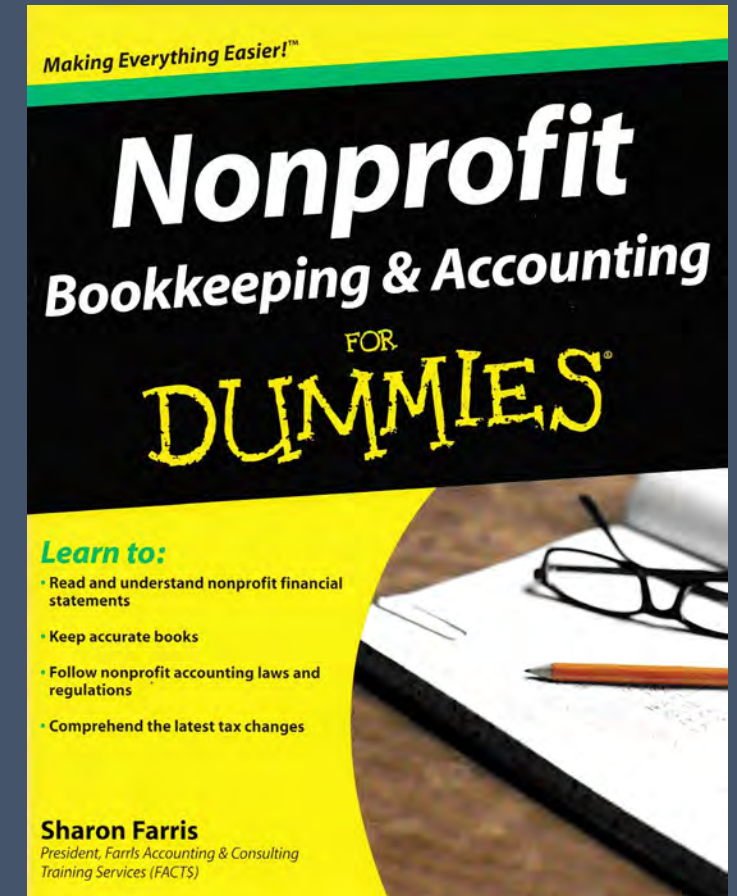
# ASHE Section/Region/Conference Treasurer Duties

- Section bank accounts should have name “ASHE – XXX Section” or “American Society of Highway Engineers – XXX Section”. Example: *American Society of Highway Engineers – Kansas City Section*, or *ASHE – Kansas City Section*, or *2023 ASHE National Conference*.
- Section accounts must have at least two Section Officer’s listed on signature card and all checks must be signed by two Officers.
- Prepare periodic financial reports as may be required by National.
- Reconcile receipts from ticket sales, registrations, etc. with attendance.
- Work with Section committees to establish procedures for maintaining records.
- Prepare a list of cash disbursements, showing check number, date, payee and amount for approval by Section Executive Board at its regular meetings.
- Record all expenses and income, along with net income.



# ASHE Section/Region/Conference Treasurer Duties

- Adhere to Generally Accepted Accounting Principles .
- Perform monthly reconciliation of bank and credit card accounts.
- The Treasurer shall be accountable to the Board of Directors or the Conference Committee.
- Request an annual independent review of Section/Region/Conference financials to Section/Region Directors or Conference Committee.



# ASHE Section/Region/Conference Treasurer Duties

The

# BIG NO!

Under **no** circumstances mix personal funds with ASHE funds.

Checks written on personal accounts will be returned.

Your treasurers need to know this.



# ASHE Section/Region/Conference Treasurer Duties

- Responsible for completing reports and forwarding to National by dates shown:

January 15 – IRS Form 1099 – Income Paid to Individuals.  
Section files with individual and IRS, copy National. Scholarship recipients are exempt.

January 15 – Contributions – Written Acknowledgement (copy National)

**JUNE 15 – YEAR END FINANCIAL REPORT (FORM 990)**





# ASHE Section/Region/Conference Treasurer Duties

- IRS Form 1099

Must be filed for individuals who received money for various duties or travel expenses in excess of filing requirements

Examples include compensation paid to a Section Secretary or fees paid to free-lance editor or designer of web site

Complete and file IRS form 1099 and send copy to National Treasurer

Form requires Name, SSN, Home Address, Amount Paid, Salary/Payment, Expense Insurance, Travel Expenses (or Per Diem)



# ASHE Section/Region/Conference Treasurer Duties

- Contributions to ASHE in excess of \$250.00 in value (goods and services) must be acknowledged by Section in writing.
- Sections that use sponsorship income to offset cost of producing Section publications (newsletters, etc.) are to report this income to National on 990 form.

# ASHE Section/Region/Conference Treasurer Duties

When requested, supply form W-9, *Request for Taxpayer Identification Number and Certification*.

Form to be signed by a Section officer.

W-9 form can be downloaded from IRS.

[illegible][illegible][illegible][illegible][illegible]

# ASHE Section/Region/Conference Treasurer Duties

- IRS Form 990
  - Report includes total income and expenses for the year.
  - Must submit to National Treasurer and Administrator in **pdf format** by June 15.
  - Complete on form approved/provided by National
  - Form must indicate Section/Region/Conference name and must be signed by a current officer.
  - Unsigned and incorrect 990's will be returned.



		<b>ASHE IRS FORM 990 – DATA SHEET</b>
		<b>TREASURER'S REPORT AS OF MAY 31,</b> _____
Checking Account Balance:	_____	
Investment Account Balance:	_____	
<b>TOTAL ASSETS:</b>	_____	
<b>AUDIT ADJUSTMENTS:</b>		
Check:	\$ _____	
Investment:	\$ _____	
<b>TOTAL:</b>	\$ _____	
	\$ _____	
Contribution:	_____	
Membership Fees:	_____	
Fees:	_____	
Rent:	_____	
Interest:	_____	
	_____	<b>LIABILITIES</b>
	\$ _____	
<b>TO MAY 31:</b>	\$ _____	
Net Income to National:	\$ _____	
Amortization:	\$ _____	
Office Expenses:	\$ _____	
Printing:	_____	
Postage, Fax:	_____	
Dinner and Meeting:	_____	
Other Expenses:	_____	
	\$ _____	
<b>TOTAL DISBURSEMENTS TO MAY 31,</b> _____ :		\$ _____
<b>TOTAL ASSETS: (Balance Must Equal Total Assets Above)</b>		\$ _____
I certify that the above is true and correct to the best of my knowledge.		
Treasurer Signature _____	Printed Treasurer Name _____	Section/Region/Conference _____ Date _____

A new 990 form  
has been  
instituted for  
FYE 2023 and is  
due on June 15<sup>th</sup>.

**ASHE IRS FORM 990 – DATA SHEET  
TREASURER'S REPORT AS OF MAY 31, \_\_\_\_\_**

Send to: [ASHE@NationalTreasurer@ashe.org](mailto:ASHE@NationalTreasurer@ashe.org) and Copy: [nancy@ashe.org](mailto:nancy@ashe.org) in pdf file format on or before June 15<sup>th</sup>.

Checking Account Balance: \$ \_\_\_\_\_  
Investment Account Balance: \$ \_\_\_\_\_  
**TOTAL ASSETS (Sum of Above):** \$ \_\_\_\_\_

**AUDIT AS OF MAY 31, (Previous Year):**

Checking Account Balance: \$ \_\_\_\_\_  
Investment Account Balance: \$ \_\_\_\_\_  
**AUDIT TOTAL:** \$ \_\_\_\_\_

**CASH RECEIVED TO MAY 31:**

New Member Initiation Fees: \$ \_\_\_\_\_  
Annual Membership Fees: \$ \_\_\_\_\_  
Dinner Ticket Sales: \$ \_\_\_\_\_  
Investment Income: \$ \_\_\_\_\_  
Checking Account Interest: \$ \_\_\_\_\_  
Other Income: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL RECEIPTS TO MAY 31, \_\_\_\_\_:** \$ \_\_\_\_\_

**DISBURSEMENTS TO MAY 31:**

New Member Initiation Fees to National: \$ \_\_\_\_\_  
Annual Membership Fees to National: \$ \_\_\_\_\_  
Office Supplies, Equipment, Software, Etc.: \$ \_\_\_\_\_  
Printing: \$ \_\_\_\_\_  
Postage, Fax, Copying, Telephone: \$ \_\_\_\_\_  
Dinner and Meeting Expenses: \$ \_\_\_\_\_  
Other Expenses: \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL DISBURSEMENTS TO MAY 31, \_\_\_\_\_:** \$ \_\_\_\_\_

**TOTAL ASSETS: (Balance Must Equal Total Assets Above)** \$ \_\_\_\_\_

I certify that the above is true and correct to the best of my knowledge.

_____ Treasurer Signature	_____ Printed Treasurer Name	_____ Section/Region/Conference	_____ Date
_____ Reviewer's Signature	_____ Printed Reviewer's Name		_____ Date

REVISED 2/7/2023

# NEW 990 Form for FYE 2023.

Reviewer now required due to too many mistakes on past years (2021 and 2022 Forms)

Extra time and money required to fix mistakes by ASHE's Accounting Firm and Nancy Morisi.

We are currently in the process of sending this out to Treasurers.

Mistakes include:

- Math – Addition
- Wrong amounts from previous year's 990.
- Assets not matching
- No signature
- No printed names
- No section name
- No date
- Illegible
- Complete non-compliance.
- Not in pdf format.





# ASHE Section/Region/Conference Treasurer Duties

If you need help:

## 1. Region Treasurer

- Northeast Region-Jerry Pitzer-[jerry1368@yahoo.com](mailto:jerry1368@yahoo.com)
- Greatlakes Region-Jaime Scott-[jscott@bramhall-engineering.com](mailto:jscott@bramhall-engineering.com)
- Mid-Atlantic Region-Joe Modica-[jmodica@mbpce.com](mailto:jmodica@mbpce.com)
- Southeast Region-Donna McQuade-[mcoquaded@pondco.com](mailto:mcoquaded@pondco.com)
- Southwest Region-Susie Mason-Chen-[smason@GFNET.com](mailto:smason@GFNET.com)

## 2. National Treasurer – Frank O'Hare, PE, PS

[ashenationaltreasurer@ashe.pro](mailto:ashenationaltreasurer@ashe.pro)

## 3. ASHE Administrator – Nancy Morisi [nmorisi@ashe.pro](mailto:nmorisi@ashe.pro)

## 4. National's Accounting Firm – CPA Associates

## 5. National's Law Firms

Questions submitted by Sections, Regions and Conferences to the National Treasurer are answered with copies to the appropriate National Board Members.



# ASHE Region Officer Duties

- Regions established to improve efficiency and communication
- Duties of President, Secretary and Treasurer are similar to Section positions
- Region Secretary is primary conduit for communications between National and Sections
- National Directors assist with communication between Sections and National.
- Regions have same reporting requirements as Sections (IRS 1099, IRS 990, Advertising income, contributions, etc.)



# ASHE Communication Plan

- Plan found on ASHE web site
- Communication generally flows from National to Regional Secretaries, then to Sections
- Region Secretary will compile responses and submit requested information back to National
- National Directors assist with communication between Sections and National.
- There are exceptions, see Communication Plan



# ASHE Communication Tools

- Web site: <http://ashe.pro>
- National Officer contact info at: <http://ashe.pro/oandd.html>
- ASHE documents on web site at: <http://ashe.pro/resourcecenter.html>
- ASHE Cloud – [server.ashe.pro](http://server.ashe.pro)





# Social Media 101 for ASHE Sections



# SOCIAL MEDIA STATISTICS



**96%**  
**On LinkedIn**



**84%**  
**On Facebook**



**61%**  
**On Twitter**



**45%**  
**On Instagram**



**34%**  
**YouTube**

**%AGE OF AEC FIRMS SURVEYED BY ZWEIG GROUP**



**ASCE**



# ASHE NATIONAL SOCIAL MEDIA PLATFORMS



**LINKEDIN**

<https://www.linkedin.com/company/ashe-national/>



**FACEBOOK**

<https://www.facebook.com/ashenational/>



**TWITTER**

[https://twitter.com/ashe\\_national](https://twitter.com/ashe_national) @ASHE\_NATIONAL



**INSTAGRAM**

[https://www.instagram.com/ashe\\_national/](https://www.instagram.com/ashe_national/) @ASHE\_NATIONAL



**YOUTUBE**

<https://www.youtube.com/channel/UCntTwnZuJOTisGXH0jR7S5A>





- ASHE NATIONAL
- OTHER ASHE SECTIONS
- ASHE SCANNER
- MEMBER FIRMS
- LOCAL DOT
- LOCAL TRANSPORTATION AGENCIES







# ENGAGE

- BOARD
- MEMBERS
- MEMBER FIRMS
- DOT
- TRANSPORTATION AGENCIES
- SOCIAL MEDIA CONTESTS
- CREATE A HASHTAG



# ASHE National Initiatives

*Why join?*  
**ASHE** **Bring a Colleague  
Make a Friend**



- Show why we are the Premier Networking Organization
- Invite co-workers to an event
- Share your enthusiasm for ASHE
- Make new personal and professional **Friends**

• Communication • Education  
• Networking • Fellowship

**Just \$70\* /yr or less to join**  
**[www.ashe.pro](http://www.ashe.pro)**  
\*varies by Section

<http://ashe.pro/membership/become-a-member/>

*Why join?*  
**ASHE** **Bring a Colleague  
Make a Friend**

**We Help  
Build Bridges.  
Follow Us!**

**Like-Share-Post**  
Transportation-related news  
ASHE news, events and happenings



**LinkedIn**

• Communication • Education • Networking • Fellowship

**Just \$70\* /yr or less to join**  
**[www.ashe.pro](http://www.ashe.pro)**  
\*varies by Section

<http://ashe.pro/membership/become-a-member/>



# Closing

- Thank you for attending!
- Comments on Training can be sent to:

Dave Greenwood

Chair, Operations and Oversight Committee

[greenwoodda@cdmsmith.com](mailto:greenwoodda@cdmsmith.com)

