

**Board of Directors Meeting  
Sawgrass Resort & Beach Club, Ponte Vedra Beach, FL  
June 20, 2004**

President Rodney Pello, P.E., called the meeting to order at 8:30 a.m. with the following officers present: Ronald L. Purvis, P.E., 1<sup>st</sup> Vice President; Richard S. Prentice, 2<sup>nd</sup> Vice President; Robert E. Yeager, PLS, Treasurer; David W. Jones, P.E., Past President; Shirley Stuttler, President's Assistant, and Directors: Robert A. Hochevar, P.E.; Jean Zarger; Perry M. Schweiss; P.E.; W. Andrew Bitner, P.E.; Andrew S. Stasek, Jr., PLS; Robert W. Muir, Jr., P.E.; Richard D. Clifton, P.E.; Thomas P. Ziegler, P.E.; and Steven J. Tidwell, P.E.

Absent: Terence D. Conner, P.E., Secretary

Guest: David G. Cook, ATIP Corporation, Jacksonville, FL

Mr. Cook showed the board members examples of his merchandise and provided information regarding his company. Steve Tidwell noted that possibly consideration should be given to establishing an ASHE Store on the website for all Sections to be able to purchase goods for their use, which contain a uniform standard ASHE logo, and would be at less cost.

President Pello welcomed the new members, W. Andrew Bitner, Andrew Stasek, and Robert Muir to the board.

Motion to accept the minutes of the April 24, 2004 meeting, as written and distributed, was made by David Jones, seconded by Richard Clifton, and motion carried.

**Secretary's Report** – Secretary Conner's report was given by Treasurer Yeager.

Present membership is (5,635), which is an increase of (96) members since the last board meeting.

Greater Hampton Roads still owes \$330 on their 2003/04 assessment. It was noted by Richard Clifton that Greater Hampton Roads would not be paying the assessment until the present renewals are completed.

A reminder was e-mailed to all Sections on June 14, 2004 to submit their 2004/2005 Section Officers Roster and Form 990 Data Sheets, which were due by June 15, 2004. Several rosters have been received (all of Region 9 Sections) and a few Form 990 Data Sheets have been received.

**Treasurer's Report** – Treasurer Yeager presented his report, which reflected a balance of \$198,719.73 after cash receipts of \$288,185.28 and disbursements of \$89,465.55, as of May 28, 2004. The report was approved. (Schweiss/Prentice) See Attachment

Robert Yeager also noted that Form SS4 needs to be filed by each Section in order to obtain a TIN # and that needs to be included on all investments, checking/saving accounts, and on Form 990.

**President's Report** – President Pello will be attending the Ohio Transportation Engineers Conference (OTEC) in Columbus, OH on October 26 and 27, 2004. He will also attend the Franklin Section annual venison dinner on January 19, 2005. Any Section wishing to have President Pello attend their special events, should contact him to confirm dates and make the necessary arrangements.

The new National Committee Assignment List was distributed by President Pello. He noted that the Public Relations Committee needs to be a standing committee, which will benefit the National Board.

Board members should mark their calendars for travel to Pittsburgh on October 14, with a special meeting being held on October 15, 2004, starting at 8:00 a.m., to review the National Constitution and By-Laws, which are in dire need of being revised. Changes to the National Constitution require 20% of the

Society's membership to vote and two-thirds of the members to vote yes. The National By-Laws may be changed by the National Board. Shirley Stuttler will provide the Board Members with electronic copies of the National Constitution and By-Laws for their review, and will request comments to be forwarded to Robert Hochevar and Shirley (30) days in advance of the October Board Meeting. The National Board Meeting will be held October 16, followed by the Pittsburgh Section's annual Past Presidents Dinner. Shirley Stuttler will notify Terry Conner to contact the Pittsburgh Sheraton to arrange for lodging, meals, and meeting rooms.

David Jones will continue to serve as Chairperson for the New Sections Committee, along with Al Alazi, Thomas Ziegler, Kevin Duris, and Richard Clifton. President Pello recommended that 1<sup>st</sup> Vice President, Ronald Purvis, and 2<sup>nd</sup> Vice President, Richard Prentice, also serve on this committee and that future 1<sup>st</sup> and 2<sup>nd</sup> National Vice Presidents be standing members of the New Sections Committee.

It was recommended by President Pello that the Executive Committee Members be David Jones, Terry Conner, Robert Yeager, Ronald Purvis, Richard Prentice, and himself. Motion was made by Richard Clifton to approve the proposed Executive Committee Members, seconded by Steven Tidwell, and motion carried.

**President's Assistant Report - Shirley Stuttler**

Assisted Robert Hochevar with various changes to the National Website, updated responsibilities for National Officers/Directors, and National Committees for future distribution to the appropriate members, prepared the 2004-2005 Regional Director Coverage list, prepared the proposed 2004-2005 National Committee Assignment list, and updated the unresolved issues and actions taken lists.

**National Committee Reports** were electronically forwarded to all National Board Members prior to the meeting for their review. The following are noted comments from the attached reports:

**New Sections Committee – Purvis**

Kevin Duris was recently contacted by Ed Nobles with an interest in starting an ASHE Section in Louisville, Kentucky, and David Jones has scheduled a meeting, the first of July, to meet with these individuals.

New York City will be chartered in the near future with (73) paid applications.

**Constitution & Bylaws Committee – Zarger**

A letter of approval will be forwarded to the Harrisburg Section regarding a change in their dues structure.

**Legislative Review Committee – Schweiss**

(See Attached Committee Report)

**Public Relations – Tidwell**

ASHE license plate frames were distributed at the National Conference registration. Extras were distributed at the meeting for distribution to Section members. David Jones will use the license plate frames for distribution at meetings of possible new sections.

ASHE logo examples were distributed to the Public Relations Committee members with a request for their comments with hopes of possibly trade marking our ASHE logo.

It is recommended that the PR Committee proceed with requesting LOI's for merchandising companies bid on providing an ASHE Store of Apparel and other logo items. The ASHE Store would be web based, with on-line ordering capabilities. The benefits would bring consistency in use of the logo and cost savings in the set-up cost with logo and graphics being already on file with the selected provider.

Ronald Purvis suggested that the new Public Relations Committee provide an article on our own incoming National President to a profile magazine, such as *Roads & Bridges*.

**Membership - Prentice**

Sections were polled regarding student commitment with (31) responding. Twenty-three responded with 74% offering some kind of annual scholarship, 48% has some type of student outreach program, and 1% has a student chapter. A student membership write up will be prepared for the Operating Manual.

CEU training was conducted at the 2004 National Conference. The CEU training is a requirement of IACET and Sections need to realize that they must take the IACET Training Course before they can issue IACET accredited CEU's. Sections who have not received the CEU training should contact their Regional Director to arrange for a date with Richard Prentice to provide such training.

Robert Yeager made motion for a CEU Certificate to be prepared with the ASHE logo embossed on it, which can be distributed to those individuals who have taken the required training. Motion seconded by Drew Bitner and motion carried. When accredited classes have been provided, a list of attendees' names and addresses should be forwarded to Richard Prentice, who in turn will distribute the certificates.

**Conference Committee – Tidwell**

It would be valuable to have a consultant or an assigned member to work closely with future Conference Committees.

**2004 National Conference – Tidwell**

A final report will be made available to the National Board by the October meeting.

**2005 National Conference – Schweiss**

Committee members manned the Pittsburgh Section 2005 Conference Booth, in the exhibit area, and distributed information regarding the future conference and areas of interest within the City of Pittsburgh.

**2006 National Conference – Clifton**

Examples of the conference logo were made available to the National Board Members for their review and comments. The board members noted that the term *highways* might be misleading. The crest was approved for the logo pin.

**2007 National Conference – Prentice**

A Monte Carlo Night was held with great success to raise funds for the conference. Committees have been formed with duties split among the four Regional Sections.

**2008 National Conference**

Co-Chairs will be Sandra Ivory, of the Altoona Section, and Sandi Loy-Bell, of the Harrisburg Section.

**2009 National Conference**

Thomas Ziegler will know by the October National Board Meeting whether Region 8 will apply to host the 2009 or 2010 National Conference.

**Technical & SCANNER Committee – Bitner**

A letter will be mailed in August to all Sections regarding due dates for future SCANNER articles.

A summary report of the 2004 Conference needs to be submitted for publication in the SCANNER, as soon as possible.

Richard Prentice will provide Drew Bitner with the National Board Members bios to be used in upcoming SCANNERS.

It was noted that forwarding the SCANNER via e-mail would not benefit us at this time.

**Ethics & Practice Committee** – Ziegler - No Report

**Website Committee** – Hochevar

The Job Board Posting for the National Website is still pending development.

The guidelines and procedures to link advertisers to the website and to place an advertisement on the website were completed and placed on the Consultant, Contractors, and Suppliers page, and in the Section Operating Manual. Currently, only one company has a link on the website.

The guidelines for Section websites and the procedure to have a link on the National Website are completed and in the Section Operating Manual.

**Operations Oversight Committee** – No Report

**Section Operating Manual/History** – Stuttler

Section Presidents were mailed the annual informational letter and new membership application form.

Section Z, ASHE Website Guidelines & Procedures, was added to the manual.

President Pello will prepare a letter to all Sections requesting they submit their history report or update to Shirley Stuttler so it may be included in a publication for distribution at the 2008 National Conference (50<sup>th</sup> Anniversary of ASHE).

**Audit Report** – Purvis

Robert Yeager will forward the 2002/2003 audit information to Ronald Purvis.

Richard Prentice made motion to approve the 2004-2005 budget report, as modified at this meeting, seconded by David Jones, and motion carried. A copy of this budget will also be provided to the Audit Report Committee.

**Nominating Committee** – No Report

**Regional Directors Reports** were electronically forwarded to all National Board Members prior to the meeting for their review. The following are noted comments from the attached reports:

**Region 1** – Hochevar

The Western Reserve Section has been holding on by a thread and now they want to hold on to the Section and try to make it grow. Central Dacotah Section has elected new officers again. It was recommended that a couple of the National Board Members arrange to visit Central Dacotah (Jones/Hochevar were approved to schedule this trip.)

**Region 2** – Zarger

Mid-Allegheny Section does meet during the summer months. Clearfield and Franklin Sections both will be holding their annual picnics.

**Region 3** - Schweiss

North Central West Virginia is difficult to contact. David Jones noted that he had been invited and attended their Man of the Year Award dinner this past April.

**Region 4** – Bitner

Harrisburg Section's 6<sup>th</sup> Annual Golf Outing was held raising \$6,000 for their scholarship program. Altoona Section had an interesting session with PennDOT and consultants to review the new CMS System in PA.

**Region 5 – Stasek**

N.E. Penn and East Penn Sections hold joint meetings twice a year. Williamsport Section will hold their annual summer picnic.

**Region 6 – Prentice**

Region 6 held a Monte Carlo Night resulting in the raising of \$7,000 for the 2007 National Conference.

**Region 7 - Clifton**

Chesapeake and Potomac Sections are doing well. Old Dominion Section had the second highest growth this past year. Hampton Roads has a new President and they will be holding a summer business meeting. Great Hampton Roads, at their May meeting, presented a \$1,500 Scholarship. Region Sections are working together on the 2006 National Conference and profits made from the up-coming conference will be split five ways and some monies utilized to start a Regional Treasury.

**Region 8 – Ziegler**

Carolina Triangle and Carolina Piedmont Sections are doing well. The Georgia Section is presently working on their website development. The Georgia Section will have their first DOT President serving this term.

**Region 9 – Tidwell**

The Region 9 CEU training was conducted. All Sections worked together on the 2004 National Conference to make it a success.

**Unfinished Business**

Shirley Stuttler noted that the electronic reporting from Regional Directors, Committee Chairs, and National Conference Chairs worked well for the first attempt. This method aids in the reduction of paper distribution at these meetings.

We have to remember that at-large members may be the seed that germinates into the development of a new Section in their area, as noted by Richard Prentice. Recommendations will be made at the October Board Meeting regarding the formation of at-large membership.

**New Business**

Future Meeting Locations:

October – Pittsburgh, PA; January – Raleigh, NC; April – New York City

Next meeting will involve a work session for review of the National Constitution and By-Laws and will be held October 15 and 16, 2004, in Pittsburgh, PA.

Respectfully Submitted,  
Shirley Stuttler, National President's Assistant  
for Terence D. Conner, P.E., National Secretary

attachments