

Meeting Minutes

DATE: September 28, 2011, Holiday Inn, Dunwoody

SUBJECT: ASHE Board Meeting

TAKEN BY: Karyn Matthews

ATTENDEES:

Ron Osterloh, President

Michael Bywaletz, 1st Vice President

Brian O'Connor, 2nd Vice President

Richard Meehan, Treasurer

Karyn Matthews, Secretary

Nikki Reutlinger, National Director

Mindy Sanders, Web Chair

Kevin Riggs, Scholarship Chair

Elizabeth Scales, Social Chair

Sarah Worachek, Scholarship Chair

Rob Del-Ross, Program Chair

Dan Bodycomb, Technical Co-Chair

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1. Review action items:
 - a. Add data to website for renewals - done
 - b. Airport tour options - will discuss further
 - c. Make deposit for Roswell River Landing - done
 - d. Other venue suggestions – N/A
 - e. Form Student Chapter Committee – done
 - f. Create nominating committee – done
 - g. Bylaws about executive board vs. board – done
 - h. Corporate Challenge – done
 - i. Survey questions – still outstanding, see action items
 - j. Discuss mini-conference ideas – Tim will report on this to Ron
 - k. Promotional items & speaker giveaways – will discuss further
 - l. Bob Miller donation - done
 2. Quality of Food today – overall ok
 3. Airport tour
 - a. Can only accommodate 1 tour of 20, they don't want to do a second group
 - b. Idea tabled
 4. Survey - Each Board Member needs to send Ron 2-3 question ideas and he will have a Survey Monkey put together at the end of November
 5. Speaker gifts and promotional items
 - a. Karyn will pick several items including cups, mini football, portfolio
 - b. These will be used for speaker gifts as well as bringing back the door prizes for lunch meetings
 - c. Look around for a non-clothing vendor since Queensboro seems to focus on clothing
 6. October Lunch Meeting
 - a. Might as someone from MAVEN – the TIA promotional group. Ask Tom Leslie for a contact. However, this will be heavily discussed at the Transportation Summit
 - b. New ADA rules coming from federal Access Board, comments are due in November and we could have a speaker on that.
 - c. Board Member Bowen or Beach would be great choices
 - d. Need to have better backups when trying to get high-profile speakers
 - e. October 21 is likely date

- f. Rob's committee consists of Chris Rudd & Shawn Fleet, and he hasn't had much need for a bigger committee. Ron suggested he keep changing out his committee members to keep fresh ideas coming in.
 - g. Will have slide show of pix from last events running at the meeting before the speaker. Didn't happen today due to technical difficulties.
7. Bowling
- a. About \$2400 raised including the iPad raffle which brought in \$1100
 - b. Delayed due to faulty lane
 - c. Suggestions: Could have 38 teams instead of 40 in case there is a faulty lane, Announce there are extra pizzas on the side if anyone wants more
8. Holiday Social
- a. Date: Thursday, December 1
 - b. Location: RRL
 - c. Time: 6-10
 - d. 2 raffle tickets maximum
 - e. Another iPad raffle? - No- do not want interest to wane
 - f. Cost free for members and a spouse, \$55 for nonmembers and additional guests
 - g. Catering- booked-Brian's mother in law
 - h. Music- Denny?-Richard's friend, Cost \$100
 - i. Bartender: Brian will contact the bartenders from last year
 - j. National ASHE participation- In addition to inviting National Officers to the Holiday Social, they could participate by handing out some awards
 - k. Students will potentially be invited if they seem to be of age and if there is interest. Will evaluate this option after the Nov 10 tailgate. Could give out wristbands to everyone of age
 - l. Nikki hasn't received a firm confirmation from Calvin but she thinks he's going to come to the Holiday Social. I would suggest we invite the whole Board to our golf tournament this year because there are a lot of golfers and they may come. It's always great to have folks from National be a part of us. We may also want to invite our Regional Board as well. I could send an email next year when stuff is set to invite all these folks. Clearly we have the room because our numbers have been dropping over the years.
9. Happy Hour - Coordinating with David Hannon
- a. Ideal location for October- Perimeter
 - b. Ideal location for November 9- after the GEA Transportation Summit hold a happy hour downtown
10. Tennis
- a. Alex Stone is planning this in coordination and with the cooperation of WTS
 - b. Postponed until next year
 - c. Potential Dates: May 1, 3, 15 or 17 (Tues or Thurs). Board says ideal date is May 1 or 3
 - d. Time: around 5pm
 - e. Potential conflict with golf? Golf and Technical Session are remaining at their current dates (approximately.) Tennis will be in the beginning of May to avoid any conflict with golf.
11. Georgia Tech Tailgate
- a. Kick off Student Chapter.
 - b. Bring membership applications and hope to come away with first officers
 - c. November 10
 - d. Membership invited
12. Budget

- a. Richard handed out account balance summaries – overall total before sending National Assessment: \$89,849.99
 - b. Approximately \$6500 due to National next week
13. Renewals
- a. Karyn had list of probable drops. Expect about 50-60.
 - b. Need to email a couple of long-time members and make sure they don't want to be dropped due to non-payment. Drop others that haven't paid.
14. Technical – will get started. April.
15. Website
- a. Mindy will get with Dan to work on sprucing up the look of the site
 - b. National meeting minutes mentioned adding sections as tabs on their website. Board discussed that this would likely be optional and we could always make our national tab just a link to our section site. Mindy has given some questions to Nikki to ask National
16. Scholarship
- a. Presented McGee today
 - b. Need to ask Tommy Crochet if they still plan to give \$500 toward scholarship each year, hasn't happened in the last few years
 - c. Babs scholarship has been done in January. Board discussed and would like to keep soliciting for Babs in Fall, giving award at January Meeting. Also, solicit McGee during Spring and give award at September meeting. Need to make those dates clear on the notice.
 - d. Will send out notice about Babs soon. Looking for volunteers to review, put notice in next Constant Contact.
 - e. Board considered idea of allowing South Carolina and Alabama students to apply for next year's McGee scholarship since there is no ASHE presence in those states. Decided to limit it to Georgia but add other CE Tech schools such as Mercer and Armstrong.
17. National – Nikki emailed her updates since she had to leave early
- a. I need any issues/questions regarding the website before I go on Oct. 7th
 - b. Nikki hasn't received a firm confirmation from Calvin but she thinks he's going to come to the Holiday Social.
 - c. I would suggest we invite the whole Board to our golf tournament this year because there are a lot of golfers and they may come. It's always great to have folks from National be a part of us. We may also want to invite our Regional Board as well. I could send an email next year when stuff is set to invite all these folks. Clearly we have the room because our numbers have been dropping over the years.
18. Nominating committee
- a. The committee met. Nikki has sent the nomination forms to the board to review but only received minor comments. This process will begin early next year.
 - b. Tim and I will get together probably next month to come up with awards for Holiday Social worthy.
19. GEA update
- a. They scheduled their holiday party for December 2, and ours is December 1, ITE's is December 5. They are charging \$35/\$50 and it will be at the Georgia Club. Ron strongly encouraged them to check with the member organizations before scheduling these things.
 - b. PDH day is coming up as well as the Transportation Summit and Engineers Week
 - c. They are hurting economically. We can help by putting out more info on their events.
 - d. Engineer of the Year Award nomination due December 2. ITE puts up a slate of candidates, we should too. Nominating Committee needs to handle.

20. Alabama Chapter
 - a. Tom has not had good response to get this going.
 - b. Motion to table the effort for now – passed.
 - c. Need to focus on the student chapter, if the economy comes back, consider trying again.
21. Student Chapter
 - a. If you have an intern working for your company, put them in contact with Kevin.
 - b. Membership applications need to be formulated, look at ours and National information for help.
 - c. Dues? Other organizations are about \$25/year. Should we charge dues for now?
 - d. First meeting will be in January. Then we will organize companies to come in and speak, company will sponsor food for each meeting and give a grant to the chapter.
 - e. CE Career Fair – we should have a booth
 - f. Need to get a vinyl banner for student events. Also will be used at golf, happy hours, etc. Around 3'x8'. Brian will ask a contact where they got theirs.
22. November Board Meeting to be held at Lowe.
23. Asked Liz to organize something for after the Summit. At a bar downtown; CNN, Der Beergarden, Stats, Hornsby's, etc. Check Philips for events.
24. Attendance incentives – add raffles back to meetings. Karyn will get promotional items and winner can choose among those things.

Action Items:

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| 1. Email survey questions to Ron | everyone |
| 2. Purchase Speaker gifts & promotional items | Karyn |
| 3. Coordinate October Lunch Meeting | Rob |
| 4. Coordinate October Happy Hour | Liz |
| 5. Coordinate Post-Summit Happy Hour in November | Liz |
| 6. Create Student Membership Application, coordinate tailgate | Kevin |
| 7. Finish Renewal Process, send to National | Karyn |
| 8. Website Updates | Mindy & Dan |
| 9. Contact Tommy about scholarship donations | Michael |
| 10. Solicit for Scholarship Reviewers | Scott & Karyn |
| 11. Send Babs Scholarship Application out at Tech | Sarah |
| 12. Engineer of the Year Nominations | Tim & Nikki |
| 13. Purchase Vinyl Banner | Karyn & Brian |