

Meeting Minutes

MEETING DATE: June 15, 2018
SUBJECT: ASHE Board Meeting, GDOT Board Room
TAKEN BY: Shawn Fleet
ATTENDEES:

Mindy Sanders, President	Nikki Reutlinger, National Rep
Richard Meehan, 1 st VP	Brian O'Connor, New Sec Com'tee (Nat'l)
Shawn Fleet, 2 nd VP	Adolfo Guzman, Out Going Program Chair
Sarah Blackburn, Treasurer	Chris Rideout, Program Chair
Bradly Cox, Co Treasurer	Kim Lehner, Social Chair
Rob Dell-Ross, Past President	Robert DePietro, Membership Chair
Kelli Weigle, Director Year 1	James Hguyen, Student Chapter Chair
Jason Hewatt, Director Year 2	Steve Mosher, Scholarship Chair
Pervez Iqbal, Director Year 3	Mark Hanson, Winter Workshop Chair
	Jenny Jenkins, Communications Chair

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1. * A Motion was made (Via E-mail) to approve Board Meeting Minutes from November 17, 2017 and January 19 2018 E-mail Notes. – Motion was approved.
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Old Business/Action Items:

1. Strategic Planning Meeting Brian/Rob
 - a. Rob will be taking the lead from Brian.
 - b. Brian has typed up the bylaws from the February meeting and will send them to Rob.
 - c. Rob will wrap up and tie up loose ends.
2. Past Events
 - a. Winter Workshop Wrap Up / Lessons Learned?
 1. Went Well, Food was better than other venues.
 2. See below for more info on upcoming Winter Workshops.
 - b. ASHE National (send pictures to Jenny!)
 1. Good time, much better than New York.
 2. Next year is in Nashville at Opryland Hotel. It will be a good opportunity for the GA Section to win the attendance trophy since it is within driving distance.

New Business

- a. Future Events
 - i. Service Project – Saturday July 28
 - i. Holly has reached out to Belt Line to do a service project. Rain will cause event to be canceled. It will also be hot and steamy.
 - ii. Pervez suggested Open Hands to make sandwiches for the homeless. He will send info to Holly.
 - iii. Brian Suggested Atlanta Food Bank.
 - iv. Officers/Board Members will be HIGHLY encouraged to be in attendance.
 - v. Tie to a social event afterwards. Maybe lunch and adult refreshments.
 - vi. Holly, Rob, and Kelly to handle.

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- b. Happy Hour/Braves:
 - i. Braves home Schedule: July (T 10th, W 11th, F 13th, S 14th) (TH 26th, F 27th, S 28th, S 29th, M 30th, T 31st) **Thursday the 26th looks like a good night.**
 - ii. Does not cost money and no effort. Just need to pick a night and put it out there.
 - iii. Brian also suggested Painted Duck Bowling.
- c. Bowling – August, 23rd
 - i. Increase is \$113.00, Contract signed and 50% deposit made today (June 15th)
 - ii. Reminder to the Board before registration goes live.
 - iii. Limit to two teams per company. Second team will be permitted with (\$300 Strike Level) sponsorship.
 - iv. Companies will not be allowed to have three teams unless space permits.
- d. First Monthly Lunch – September
- e. Kaiser Permanente Run/Walk – October 24 at 7PM (Date Confirmed)
 - i. Shawn will start to plan after 4th of July.
- b. Membership Renewal Status
 - a. Need to send out renewals e-mail.
 - b. Get out early. Try to get out by June 29th.
 - c. A suggestion was made to raise new membership fees as a deterrent to reduce drop and adds.
 - d. Look at language in e-mail that is sent to see if it can be improved.
 - e. Pervez suggested a survey with renewal or constant contact.
 - f. Mindy suggested adding a referral line on the renewal.
 - g. We should strive to get the highest retention of members. Will probably win the most new members this year.
 - h. Pervez suggested trying to get outstanding fees.
 - i. Kelly suggested a PDF renewal instruction handout.

Committee Reports (as needed):

- 1. Nominating Committee
 - a. Transitions over the Summer
 - i. New faces: Transmit/meet for info to be passed to new personnel so that we hit the ground running.
 - ii. Four or five were not selected for the board/committees that wanted to be. Brian e-mailed and thanked and let them know that we want them to stay involved. Will try to get them involve for future positions.
 - iii. I-Cloud: Mindy to send credentials out so that documents can be save and accessed.
 - b. Please double-check the officer list below for corrections and typos.
 - c. Service Committee:
 - i. Service Chair: Adding this new committee member in the Fall. Will also handle Kaiser Run and Toys for Tots.
- 2. Social Committee Report (Kim)
 - a. Happy Hour/Braves Social this Summer? See above.
 - b. Bowling - See above.
 - c. Holiday Social: Deposit is in and they have us down on the calendar.

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- d. Transportation Summit is November 8th. Long Engineering, Wiskies, and Arista to reserve Magnolias again.
3. Golf Committee Report (Ashley) – No Report
 - a. Profit is shown in the Annual Budget. The Golf Tournament is our best earning event.
4. Program Committee (Chris/Tori)
 - a. Adolfo moving on. Chris and Tori to take over.
 - b. Lunch Meetings update:
 - i. Adolfo questioned having a lunch meeting in August. It was decided to skip August and hold September and October Lunch Meetings.
 - ii. Chris needs suggestions for speakers.
5. Budget (Sarah)
 - a. Budget had net increase this year.
 - b. Gave only one McGee Scholarship.
 - c. Golf and Bowling did very well.
 - d. Had lots of people join this year.
 - e. Meetings washed between Maggiano's /GDOT.
 - f. Brian suggested increasing amount of McGee Scholarship. Increase to \$2000.00 each McGee and for Bab's too.
 - g. Richard noted that we traditionally give out two McGee Scholarships.
 - h. Reserve has been increasing.
 - i. Sarah to make a few changes to the budget and send back out for Board Approval.
 - j. Brian suggested increasing Golf entry fee if needed. It was noted that it has been kept low for Government folks. We also get a good deal on the Golf Course.
6. ASHE Membership Committee Report (Robert)
 - a. Membership Outreach ideas
 - i. Targeting companies or senior members that were involved that are not now.
 - ii. Targeting senior members for younger members.
 - iii. Could add a young members group.
7. Winter Workshop Committee Report (Mark)
 - a. Held debriefing and discussed options for venues.
 - b. Lake Lanier is being looked at for this 2019.
 - c. Savannah is another options Mark likes and will be looking into.
 - d. Looking at end of Jan or February.
 - e. Will be meeting again to move things forward.
 - f. We received check from ITE for 2018.
8. ASHE Website (Eric/Mindy)
 - i. Mindy has list of items she needs to take care of.
 - b. Photos Update.
 - i. Use Google Drive
 - ii. Possibly LinkedIn page for photos: Jason to help Jenny.
 - iii. Figure out what the easiest way is.
 - c. Need to update officer list with contact information and other officers noted around the website.
 - d. New website coming.
 - i. Mindy is still working to develop
9. Scholarship Committee Report (Steve)
 - a. Awarding McGee Scholarship from eight candidates in September.

10. National Report (Nikki/Tim)
 - a. Tim Matthews is the new National 2nd VP!
 - b. Mindy, Scott, Tim, Nikki, Richard and Brian have National positions!
 - c. Upcoming National Conferences in Nashville and Raleigh.
 - d. Look for opportunities to invite new ASHE President to Atlanta.
 11. Regional (Scott) – No Report
 - a. Regional Update
 12. Georgia Engineers Alliance (Ron) – No Report
 13. Communications (Jenny)
 - a. Magazine articles? Mindy to provide a little blurb/welcome letter for our page.
 - b. Next Article is due around bowling.
 14. Student Chapter (James Nguyen is taking over the Student Chapter Chair)
 - a. On summer break.
 - b. Will do a social with ITE and WTS in August.
 - c. First meeting will be in September.
 - d. They have officers.
 - e. Will set up a meeting in August.
 - f. Need Speakers
 15. National Technical Rep (Mindy)
 - a. Discussion on cloud – need to send out log in credentials
 16. GDOT attendance at meeting and membership discussion.
 - a. We need to talk with Tim Matthews and Matt Sanders, Sam Woods.
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2018-2019 ASHE Georgia Chapter Officers

President	Mindy Sanders	mhsanders@pontengineering.com
1 st Vice President	Richard Meehan	Richard.meehan@loweengineers.com
2 nd Vice President	Shawn Fleet	sfleet@heath-lineback.com
Secretary	Lindsey Dunnahoo	lindsey@dunnahoo@aecom.com
Treasurer	Sarah Blackburn	sarah_blackburn@gspnet.com
Co-Treasurer	Brad Cox	bcox@clarkpatterson.com
Past President	Rob Dell-Ross	rdellross@roswellgov.com
Director Year 1	Kelli Weigle	kweigle@thcinc.net
Director Year 2	Jason Hewatt	Jason.hewatt@forterrabp.com
Director Year 3	Pervez Iqbal	piqbal@HNTB.com

Committee Chairs

National 2 nd Vice President	Tim Matthews	tmatthews@dot.ga.gov
National Rep	Nikki Reutlinger	nicole.reutlinger@atkinsglobal.com
Regional Vice President	Ron Osterloh	osterloh@pondco.com
Regional Rep/Nominating Committee	Rob Dell-Ross	rdellross@roswellgov.com

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New Sections Committee (Nat'l)	Brian O'Connor	brian.oconnor@tylin.com
Social Chair	Kim Lehner	klehner@seengineering.com
Program Chair	Adolfo Guzman	aguzman@clarkpatterson.com
Program Co-Chair	Chris Rideout	crideout@croyengineering.com
Membership Chair	Robert DePietro	Robert.depietro@jacobs.com
Scholarship Chair	Steve Mosher	steve_mosher@gspnet.com
Student Chapter Chair	OPEN	OPEN
Winter Workshop Chair	Mark Hanson	MHanson@ClarkPatterson.com
Golf Tournament Chair	Ashley Chan	aschan@hntb.com
Website Chair	Eric Granados	EGranados@HNTB.com
Communications Chair	Jenny Jenkins	jcjenkins@vhb.com