

# Board Meeting Minutes

August 19, 2021

**Attendees:** Shawn Fleet, Sarah Blackburn, Lindsey Dunnahoo, Jennifer Lott, Brad Cox, Richard Meehan, Karyn Matthews, Cindi McAdams, Tori Brinkley, Jared Estes, Steve Mosher

## Old Business/Action Items:

1. Banking Changes – Ongoing: **Status??** [This issue is on the backburner for now, no discussion.](#)
  - a. No change has been made, and it may not be necessary anymore.
    1. The primary reason for switching was to have mobile check deposit, but we have that now.
    2. Other motivators: higher interest (minimal); ease of switching people on account.
2. Update to the Bylaws from Strategic Planning Meeting – On ASHE Cloud (Georgia-> Bylaws) (send email to Mindy if you don't have access)
  - a. Final comments
    1. Mindy to send final comments to Richard as a refresher. **Status??**
      1. [Mindy sent the final comments to Richard which he will review and respond.](#)
    2. Need to confirm whether co-treasurer / co-secretary have voting rights per bylaws. **Status??**
  - b. Will need to hold a vote on the changes, 2/3 of section members need to vote
    1. Try to make this easy to get a good response, like a one question email survey.
    2. **Should we set a deadline?**
3. ASHE National Conference
  - a. 2022 May 12-15 Columbus, OH
  - b. 2023 (June) Atlanta, GA (Cumberland) – [www.2023.georgia.ashe.pro](http://www.2023.georgia.ashe.pro)
  - c. 2024 (TBD) Raleigh, NC
  - d. 2025 Poconos

## New Business

- a. Approve June Meeting Minute.
  - a. [The June Meeting Minutes have been approved and need to be posted to the website.](#)
- b. Recent Past Events
  - a. June 19, 2020 – ASHE Lunch Meeting – Tim Matthews & Officer Installations
  - b. September 18, 2020 – ASHE Lunch Meeting (Virtual) – Curiosity Lab
  - c. October 23, 2020 – ASHE Lunch Meeting (Virtual) – Meg Pirkle
  - d. December 3, 2020 – Holiday Social (CANCELLED)
  - e. February 5, 2021 – ASHE Lunch Meeting (Virtual) – Erica Parish
  - f. March 7-8, 2021 (Virtual) - Winter Workshop
    - i. **Did we get Paid? Could not remember Do we need to follow up?** [Brad to check in with David Jackson.](#)
  - g. March 30, 2021 - (Virtual/in person) Transportation Summit (No official Social Event)
  - h. March 31, 2021 - GSWCC Training: Two Meetings
  - i. April - Event Not Held
  - j. **June 18, 2021 - ASHE Lunch Meeting (In Person & Virtual) Tim Matthews and Albert Shelby**
    - i. Great Meeting
    - ii. Seemed well attended.
    - iii. Any other comments??
      1. [There were about 10 virtual attendees at this meeting. There was a discussion about how complicated hybrid events are to run and it was determined that continuing to offer a virtual option for lunch meetings is not critical at this point in time. We will consider it for higher profile events.](#)
  - k. **July 29, 2021 – Social Event a Terrapin Tap House**

- i. Had to shift to Terrapin Tap House since Punch Bowl was booked
  - ii. Worked out well and had about twenty + folks show up. Including the National President!
  - iii. Any other Comments?
- c. **Budget overview:**
  - a. 2021-2022 Budget was approval last meeting.
  - b. Any comments or discussion needed?
    - i. There was a discussion about scholarships, particularly ensuring that there are no barriers to awarding different amounts to the winners instead of awarding \$2k each. Brad can change future budgets to allow \$4k total rather than \$2k each. Steve will review the language in the scholarship advertisements and propose a revision to reflect this change.
- d. **Membership Renewals Status**
  - a. Summary on Website:
    - i. 392 out of 588 (67%) regular members have paid their membership dues (includes new members, does not include students).
      - 1. 588 may not be the correct number of members per the National database
    - ii. 446 out of 588 (76%) regular members have renewed so far (includes new members). There are currently 27 new members (does not include students).
    - iii. Total Regular Members = 588
    - iv. Total Student Members = 1
  - b. **Renewals Discussion:**
    - i. **Assessment Due Date? End of September?**
      - 1. Last submitted in October, but we plan to do this more regularly.
    - ii. **Start contact drive?** Shawn to send out list of members that have not renewed.
  - c. **New Members**
    - i. Mail pins and other new member materials: **Pending?**
      - 1. Lindsey has the pins and will get them to Jennifer at the next event.
    - ii. Brad will order ~10 "past president" pins through the ASHE National store so that we have a stockpile. **Status?**
      - 1. Brad has ordered these and they should arrive soon.
  - d. Collect Dues – Any Discussion Here?
- e. **Future Events:**
  - a. **Golf Tournament: At Marietta City Club September 16th**
    - i. Sold Out
    - ii. Sponsorships status?
    - iii. Any Additional Updated
    - iv. Discussion
      - 1. The golf course suggested playing "par (or bogey) is your friend" to help the rounds go faster. We decided to do par.
  - b. **Bowling: August 26<sup>th</sup>, Bowlero Roswell**
    - i. Sold Out
    - ii. Sponsorships status is lower than past....
      - 1. Went from ~20 sponsors at past events to 9, but we did meet the financial goal.
    - iii. All volunteer positions filled but may need more help with set up and break down.
    - iv. Any Additional Updated
    - v. Discussion:
      - 1. Budget for Door prizes
        - a. ~\$1,800 in prizes was given out at the last tournament, \$330 of which was for door prizes.
        - b. Brad reviewed the budget and saw that the cost is \$7k and we have \$9k in registration/sponsorship. While the initial goal was to raise \$2k for scholarships, we will still make \$1,200 for scholarships if we leave the prices as-is so no changes are necessary.
      - 2. Anything additional

- c. **Kaiser Run Thursday, September 30, 2021 - Piedmont Park!**
  - i. Tent Space Booked.
  - ii. ASHE Team Set up.
  - iii. Need to add event to the Website for Sign Up
  - iv. Participants, H&L, CHA, GSP, HNTB & VHB
  - v. Need to reach out to GDOT.
- d. **October Luncheon: October 15, Lewis Cooksey, PE, Gwinnett DOT (Location TBD)**
  - i. All set with County.
  - ii. Location?
    - 1. Looking at Gwinnett options such as Pinckneyville Rec Center.
  - iii. Add to Events Page for Sign Up
  - iv. Any other Update? Discussion?
    - 1. We need to see if we have a speaker system available to us. Karyn offered up her karaoke machine if needed.
    - 2. Chris will have someone from Croy bring a projector.
    - 3. Lunch will be boxed lunches
    - 4. Send out an event announcement 3-4 weeks in advance
  - v. In person Virtual Hybrid??
    - 1. Technical difficulties at past meeting
      - a. Zoom was causing problems, so may want to consider alternatives if we continue hybrid model.
      - b. Consensus is that it is good to have a virtual option to attract more attendees who may not be able to join in person.
      - c. Should we invest in something more high-tech? Ask ACEC and other organizations what they use.
- e. **November 16<sup>th</sup> – Transportation Summit (Athens)**
  - i. Social booked at the 40 Watt – we contributed \$500
  - ii. Any other Update? Discussion?
    - 1. There are currently four sponsors.
- f. **December Holiday Party – Azalea Drive**
  - i. Date/Time – 1<sup>st</sup> Thursday in December, Booked???
    - 1. The venue is booked for December 2<sup>nd</sup>
    - 2. Go ahead and send the save the date soon
    - 3. Going with Brian O’Connor’s Mother in Law for catering.
    - 4. Police Officer and Licensed Server required.
    - 5. Discussed cancellation Policy. If cancelling, they will roll to the next year.
  - ii. Volunteers?
    - 1. I’ll get Jibon and Kyle.
  - iii. Any other Update? Discussion?
    - 1. Reminder that we need to hire a bartender and pay for police
    - 2. Check with Brian’s mother-in-law to see if she is available to cater again
    - 3. Plan to do a Toys for Tots drive as in past years; those who bring gifts will get a raffle ticket for prizes
    - 4. ASHE National has recommended language that we can add to contacts for catastrophic events such as pandemics, which Karyn can provide. It’s too late for this event since the contract has already been signed, but could add to future event contracts.
- g. **January Luncheon Event**
  - i. Speaker/Topics
    - 1. Discussed Jan 3rd as date?
    - 2. Jared suggested having Phil Copeland speak about ROW acquisition for MMIP projects.
  - ii. Date/Time
  - iii. Location
- h. **Winter Workshop**

- i. Need Chair/CoChair: Discussed 1<sup>st</sup> or 2<sup>nd</sup> VP??
  - ii. ITE planning starting after summer Seminar is over
- i. Scholarships:**
  - i. Next one is Babs. [Goes out in September.](#)
- j. E-Blast Announcements**
  - i. Not reaching all members? Can we address?
    - 1. [MailChimp removes contacts if unable to email successfully.](#)
    - 2. [Mindy could send emails directly from the website with a link to click for people who are receiving MailChimp emails from ASHE.](#)
    - 3. [Chris will check with Sasha to make sure that she is pulling a new list into MailChimp each time she sends an e-blast.](#)
- k. Next E-Blast Announcements:**
  - i. Bowling: [No need – event is sold out](#)
  - ii. Golf: [No need – event is sold out](#)
  - iii. Kaiser Run/Walk: September 30<sup>th</sup>, Piedmont Park. Sign Up now!
  - iv. October Lunch: October 15, Lewis Cooksey, PE, Gwinnett DOT (Location ???)
  - v. December Holiday Party – December 2nd Azalea Drive, [Save the date](#)
  - vi. [Call for volunteers for things like Winter Workshop](#)
- l. Anything additional?**
  - i. [Discussed covid contract language:](#)
    - 1. [Karyn to send out to the group.](#)

Committee Reports (as needed):

1. Nominating Committee
2. Social Committee Report (Cindi)
3. Golf Committee Report (Ashley)
4. Program Committee (Chris/Tori)
5. Budget (Brad)
6. ASHE Membership Committee Report (Robert)
7. Winter Workshop Committee Report (Need to Find Somebody) VP1 or VP2
8. ASHE Website (Eric/Mindy)
  - a. Need to update chairs e-mails and Companies**
    - i. Ron: Moffatt Nichol, [rosterloh@moffattnichol.com](mailto:rosterloh@moffattnichol.com)**
    - ii. Jason: Seminole Precast, [jasonrhewatt@gmail.com](mailto:jasonrhewatt@gmail.com)**
9. Scholarship Committee Report (Steve)
10. Communications (Sasha)
11. Student Chapter (James)
12. Georgia Engineers Alliance (Mindy/Richard)
13. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
14. Regional Representative Reports (Scott/Rob/Holly)
15. [National Conference 2023](#)
  - a. [There is an executive team meeting on September 7<sup>th</sup>, at which point there will be a plan established for committee meetings moving forward](#)**

**2020-2021 ASHE Georgia Chapter Officers**

President	Shawn Fleet	<a href="mailto:sfleet@heath-lineback.com">sfleet@heath-lineback.com</a>
1 <sup>st</sup> Vice President	Sarah Blackburn	<a href="mailto:sarah_blackburn@gspnet.com">sarah_blackburn@gspnet.com</a>
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### Committee Chairs

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Scholarship Chair	Steve Mosher	Steve.Mosher@bargedesign.com
Student Chapter Chair	James Nguyen	jnguyen@peachtreecornersga.gov
Winter Workshop Chair	Steve Mosher	Steve.Mosher@bargedesign.com
Golf Tournament Chair	Ashley Chan	ashley.chan@jacobs.com
Website Chair	Eric Granados	egranados@chacompanies.com
Communications Chair	Sasha Ugi	<a href="mailto:sugi@croyengineering.com">sugi@croyengineering.com</a>

### National/Regional Representatives

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### 2023 National Conference Committee

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