

Board Meeting Minutes

October 15, 2021

Attendees: Shawn Fleet, Richard Meehan, Sarah Blackburn, Brad Cox, James Nguyen

Old Business/Action Items: [No discussion on old business since just five of us and to keep the meeting brief.](#)

1. Banking Changes – Ongoing: 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.
 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
 - c. 2024 (TBD) Raleigh, NC
 - d. 2025 Poconos

New Business:

- a. Approve August Meeting Minutes.
 - a. ****The August Meeting Minutes have been approved and need to be posted to the website.****
- b. Recent Past Events:
 - a. September 18, 2020 – ASHE Lunch Meeting (Virtual) – Curiosity Lab
 - b. October 23, 2020 – ASHE Lunch Meeting (Virtual) – Meg Pirkle
 - c. December 3, 2020 – Holiday Social (CANCELLED)
 - d. February 5, 2021 – ASHE Lunch Meeting (Virtual) – Erica Parish
 - e. March 7-8, 2021 (Virtual) – Winter Workshop
 - i. [We got paid \\$2300 for ASHE/ITE Winter Workshop. The split this year was more ITE than ASHE which is not typical. Not sure why the change. There was the March 30, 2021 – \(Virtual/in person\) Transportation Summit \(No official Social Event\)](#)
 - f. March 31, 2021 – GSWCC Training: Two Meetings
 - g. April – Event Not Held
 - h. June 18, 2021 – ASHE Lunch Meeting (In Person & Virtual) Tim Matthews and Albert Shelby
 - i. July 29, 2021 – Social Event a Terrapin Tap House
 - j. **August 19, 2021 – ASHE Lunch Meeting (In Person) Josh Rowan**
 - i. Good Meeting
 - ii. Only around 65 attendees.
 - iii. [Location was a better venue in terms of the room but was lower turnout. Suspect lower turnout was less about location and more due to late notice, other events, and COVID starting to resurge but will need to monitor if we hold location there again.](#)
 - k. **August 26, 2021 Bowling Bowlero Roswell**
 - i. 139 attendees.
 - ii. Pretty good night overall.
 - iii. Made \$1,200 for scholarships.

- iv. Didn't have practice round. Will need to make sure they know that next time. It needs to be set up as round robin mode which allows for practice.
- I. September 16, 2021 - ASHE Golf Tournament: At Marietta City Club**
 - i. Sold Out
 - ii. Weather was bit of an issue in the morning but cleared up. We made the right call to play on.
 - iii. Played "Par golf". Timing was good.
 - iv. Budget status: Made good.
 - v. Need to have cart person.
 - vi. Next year will be at wherever is chosen for the Nat'l conference.
- m. September 30, 2021 Kaiser Run canceled due to Covid**
- n. October 15, 2021 – ASHE Luncheon: Lewis Cooksey, PE, Gwinnett DOT**
 - i. Pinckneyville Park Community Recreation Center
 - ii. Sold Out – 115 Signed up
 - iii. Location worked. Good affordable option. Great turnout. Parking was an issue due to film crews taking over parking lot but not sure what we can do about that (or if it's be an issue ever again) other than ask them to warn us so we can notify people.
 - iv. Had many board members not attending and set up was not completely planned. Need better backup plans and notices when people are out.
 - 1. The Board present discussed ASHE Section purchasing a projector and computer for running meetings and not relying on company systems.
 - 2. Also, Shawn suggested a checklist be started a week before the meeting to make sure all is in order.
- c. Budget:**
 - a. 2021-2022 Budget was approval at August Meeting
 - b. Made good on golf.
 - c. Made \$1,800 on today's meeting.
 - d. Brad took in about \$3000 on past due amounts at the meeting door.
 - e. Discussed late fees for past due amounts. See below for more.
- d. Membership Renewals Status**
 - a. Summary on Website:
 - i. 493 out of 609 (81%) regular members have paid their membership dues (includes new members, does not include students).
 - ii. 547 out of 609 (90%) regular members have renewed so far (includes new members).
 - iii. There are currently 24 new members (does not include students).
 - iv. Total Regular Members = 609
 - v. Total Student Members = 1
 - b. Renewals Discussion:**
 - i. Jennifer sent the Assessment to Nation on Sept 27.
 - 1. Members in database 500
 - 2. Members Dropped 56
 - 3. Members Renewing 444
 - ii. Now that we are through renewals, **need to send new members to National**. Should consider doing more often (quarterly?) and want to get the last batch to National by March 1st to ensure will be counted in the tally for the National award.
 - c. New Members:**
 - i. Mail pins and other new member materials:
 - ii. Lindsey has the pins and will get them to Jennifer at the next event. **Need status next meeting?**
 - iii. Brad will order ~10 "past president" pins through the ASHE National store so that we have a stockpile.
 - 1. Brad has the pins. It was discussed to bring to Holiday Party to Give out during awards.
 - d. Collect Dues – See above
- e. Future Events:**

- a. **November 16th – Transportation Summit (Athens)**
 - i. Social booked at the 40 Watt –
 - ii. ASHE contributed \$500
 - iii. There are currently four sponsors.
 - iv. **All in order: Cindi and Sam worked out the week after this meeting.**
- b. **December 2nd Holiday Party – Azalea Drive**
 - i. Date/Time – 1st Thursday in December, Booked???
 - 1. The venue is booked for December 2nd
 - 2. Go ahead and send the save the date soon. Status?
 - 3. When should sign up open?
 - 4. Going with Brian O’Connor’s Mother in Law for catering. Booked?
 - 5. Police Officer and Licensed Server required. Status?
 - 6. Discussed cancellation Policy. If cancelling, they will roll to the next year.
 - 7. **Shawn will follow-up with Cindi on status of items and what is booked and needs to be booked.**
 - 8. **Awards that will be given out at the event: Volunteer of the Year, Presidents Award, Sponsor of the Year. Decide by early November so can get plaques made in time to pass out at event.**
 - 9. **Past Presidents: Consider passing those out at the holiday party.**
 - 10. Volunteers needed for Set up and break down.
 - a. Shawn will get H&L guys
 - b. Need more too
- c. **January Luncheon Event**
 - i. **Speaker/Topics**
 - 1. **Held on the 3rd Friday which is the 21st.**
 - 2. **Location: Possibly Maggiano’s or GDOT?**
 - 3. **Jared suggested having Phil Copeland speak about ROW acquisition for MMIP projects. Need to start lining up now.**
 - 4. **Will need to have on website and promote before holidays (as well as after). Babs Scholarship will be awarded at this luncheon.**
- d. **Winter Workshop 2022:**
 - i. **Thank you Steve for stepping into the roll!**
 - 1. **Need to figure out a Co-Chair to be in a better position next year.**
 - ii. **Update per E-mail by Steve:**
 - 1. **Planning committee has met a couple of times and subcommittees are forming based on the survey issued to ASHE and ITE members. ASHE seems to be well represented.**
 - 2. **Priority of the moment is to finalize a venue. Based on recent discussions, we’re trending toward choosing either Columbus or Augusta... More to come.**
 - 3. **Technical subcommittee has also formed and is entertaining presentation ideas. As with prior years, a key goal is to strike a balance between topics relevant to ASHE and ITE. Please feel free to share any ideas. Jonathan Langley and Sam Woods have already reached out to offer an update RE: 3D modeling & OpenRoads (based on their GPTQ task force’s work), and I have passed this along to the Technical Subcommittee.**
- e. **Scholarships:**
 - i. **The previous meeting, 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. Above not discussed. Need to discuss next meeting.**
 - ii. **Update per E-mail by Steve:**
 - 1. **Application for Babs scholarship has been shared with the GT students. This one is limited to GT students and we generally award just one scholarship.**

2. As noted in your agenda, I will review the language RE: allowing for different amounts to be awarded for the next McGee scholarship and going forward.
 3. Karyn shared a good article from a recent issue of the ASHE Scanner... Starting with the next McGee scholarship, I would like to explore offering a virtual (Google Docs) application option for the students. The YouTube promotional video is also a good thought, though we've had success in soliciting a good # of applications (typically around a dozen applicants per year) through direct outreach to faculty and students at the schools. In general, though, I think it would be good practice to promote our scholarship program a bit more, and a promo video could help with that... perhaps to include some celebrities (e.g., Meg Pirkle)...
- f. **May 2022 Golf Tournament:** The hope is to have it at the course the for the Nation Conference
- i. Scott coordinating some test outings.
- g. **Next E-Blast Announcements:**
- i. Call for volunteers for Winter Workshop? **Completed**
 - ii. Transportation Summit Social? **Ongoing**
 - iii. December Holiday Party – **ASAP after all is set up.**
 - iv. **Volunteers for speakers for student chapter**
 - v. National Conference? In the near future
- h. **Anything additional?**
- i. Discussed covid contract language:
 1. Karyn to send out to the group. **Karyn sent the info out to the group on Sept 2nd.**
 - ii. Program Book Sponsorship:
 1. From Nikki: At our next board meeting can we consider sponsorship? For convenience I've pulled the program book advertisement pricing. I'm copying Karyn/Scott as I'm not sure if they want to combine efforts with us for an ad for 2023 or not.

Program Book Advertisement Opportunities:	
<i>All Measurements are in inches.</i>	
Outside Back Cover (Full page 4x8)	\$2,000
Inside Front Cover (Full page 4x8)	\$1,500
Inside Back Cover (Full page 4x8)	\$1,500
Full Page (4x8)	\$750
Half Page (4x4)	\$375
Quarter Page (2x4)	\$250

 2. We typically do a full page add. Was \$600 now \$750
 3. We will sponsor. Even though more expensive than budgeted, doesn't need to be approved since just a variance. We will do full page ad. **Need to confirm with Scott/Karyn....are we combining efforts with the 2023 conference?**
 4. Brad typically cuts the check in the spring but can be done whenever.
 - iii. ASHE Section-Region Officers Training on Tuesday - October 19 12:00 PM-1:00 PM
 - iv. ASHE 2023 conference group meeting October 20, 2021 11:00 AM-1:00 PM
 - v. Open Road Training Planning Ongoing
- i. **Discussion for next Board Meeting:**
- i. Adding late fees for folks that won't pay. Brad is having trouble getting people to pay after events and there isn't much pressure he can add.
 - ii. Purchase ASHE computer/projector – **Need to determine better approx. cost in order to vote.**

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)
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)
 - a. [Talks of regional trying to do own conference. Considered trying to tag along on Winter Workshop but since that is an ITE event we tagged along with to begin with, was suggested that was not the best idea.](#)
15. National Conference 2023

2020-2021 ASHE Georgia Chapter Officers

President	Shawn Fleet	sfleet@heath-lineback.com
1 st Vice President	Sarah Blackburn	sarah_blackburn@gspnet.com
2 nd Vice President	Lindsey Dunnahoo	lindsey.dunnahoo@aecom.com
Secretary	Jennifer Lott	jlott@aulickengineering.com
Co-Secretary	Vacant	
Treasurer	Brad Cox	BradCox.ashega@gmail.com
Co-Treasurer	Vacant	
Past President	Richard Meehan	richard.meehan@loweengineers.com
Director Year 1	Jenny Jenkins	jcjenkins@VHB.com
Director Year 2	Karyn Matthews	Karyn.Matthews@arcadis.com
Director Year 3	Chris Rideout	crideout@croyengineering.com

Committee Chairs

Social Chair	Cindi McAdams	mccindi2016@gmail.com
Program Chair	Tori Brinkley	Victoria.Brinkley@wsp.com
Program Co-Chair	Jared	JEstes@maserconsulting.com
Membership Chair	Vacant	
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	sugi@croyengineering.com

National/Regional Representatives

National President	Tim Matthews	tmatthews@dot.ga.gov
National Director 3 Year SE	Scott Jordan	sjordan@seengineering.com
National Director 2 Year SE	Jason Hewatt	jasonrhewatt@gmail.com
National Conference Chair	Nikki Parris	nicole.parris@atkinsglobal.com
National Technology Committee Chair	Mindy Sanders	mhsanders@pontengineering.com
New Sections Committee Co-Chair	Brian O'Connor	brian.oconnor@jacobs.com
Regional President	Ron Osterloh	rosterloh@moffatnichol.com
Regional Secretary	Holly Painter	holly.painter@kci.com
Regional Rep/Nominating Committee	Mindy Sanders	mhsanders@pontengineering.com

2023 National Conference Committee

Conference Co-Chair
Conference Co-Chair
Vice-Chair - Finance
Vice-Chair - Technology

Karyn Matthews
Scott Jordan
Richard Meehan
Mindy Sanders

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