

Board Meeting Minutes

April 22, 2022

Attendees: Mindy Sanders, Scott Jordan, Chris Rideout, Karyn Matthews, James Nguyen, Steve Mosher, Richard Meehan, Shawn Fleet, Nikki Parris, Brian O'Connor, Jennifer Lott

Old Business/Action Items:

1. Banking Changes – Ongoing: This issue is pretty much resolved so no more action needed.
 - a. No change has been made, and it may not be necessary anymore.
 - i. The primary reason for switching was to have mobile check deposit, but we have that now.
 - ii. 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
 - i. Mindy to send final comments to Richard as a refresher.
 1. Mindy sent the final comments to Richard which he will review and respond.
 - ii. Need to confirm whether co-treasurer / co-secretary have voting rights per bylaws. Status??
 - iii. Holly sent an email about updating bylaws per guidelines from National; Jennifer/Richard to see what changes need to be made
 - b. Will need to hold a vote on the changes, 2/3 of section members need to vote
 - i. Try to make this easy to get a good response, like a one question email survey.
 - ii. Should we set a deadline?
3. ASHE National Conference – discuss in detail below
 - a. 2022 May 12-15 Columbus, OH
 - b. 2023 (June) Atlanta, GA (Cumberland) – www.2023.ashe.pro
 - c. 2024 (TBD) Raleigh, NC
 - d. 2025 Poconos
4. Purchase ASHE computer/projector – Need to determine better approx. cost in order to vote. I believe Tori was looking into this.

New Business

2. Approved Meeting Minutes
 - a. The February Meeting Minutes need to be approved
 - i. Jennifer to send out these minutes and will coordinate with Mindy to upload to the website.
 - b. All Minutes need to be posted to the website from Jan 2020 to now.
 - c. I can supply from 21/22.
3. Recent Past Events
 - a. June 18, 2021 – ASHE Lunch Meeting (In Person & Virtual). Tim Matthews and Albert Shelby.
 - b. July 29, 2021 – Social Event a Terrapin Tap House
 - c. August 19, 2021 – ASHE Lunch Meeting (In Person) Josh Rowan
 - d. August 26, 2021 – Bowling Bowlero Roswell
 - e. September 16, 2021 – ASHE Golf Tournament: At Marietta City Club`
 - f. September 30, 2021 – Kaiser Run canceled due to Covid
 - g. October 15, 2021 – ASHE Luncheon: Lewis Cooksey, PE, Gwinnett DOT
 - h. November 16th – Transportation Summit (Athens)
 - i. December 2nd Holiday Party – Azalea Drive
 - j. January Luncheon Event – bumped to February 18th due to Omicron Spike
 - i. Buckhead Maggiano's
 - ii. Chris Tomlinson Executive Director, SRTA/GRTA/The ATL
 - iii. 53 Registered Participants – Kinda low, Location, Omicron....

- iv. Seemed to go well?
 - v. Any Items to add?
 - k. March 6 & 7 Winter Workshop 2022:
 - i. Columbus Convention & Trade Center in Columbus, Georgia
 - ii. Thank you, Steve: for stepping into the roll and doing a fantastic job.
 - 1. Need to figure out a Co-Chair to be in a better position next year. Discuss more below.
 - iii. Seemed really to go well?
 - 1. Steve to send sign-in sheets to Jennifer
 - iv. Did we get paid?
 - 1. Steve will follow up for repayment
 - v. Any Report Update?
 - l. March Poker Tournament, Date pushed to April 14th due to getting things up and running
 - i. At United Consulting
 - ii. 63 Registered Participants – A little low on attendance
 - iii. Thank you Cindi – Great job pulling it off after a 3 year hiatus. Well Done!!
 - iv. Any Report Update? Sponsors and participants paid?
 - 1. Ran well without Pit Boss but would be good to have for next year.
 - v. Made me think of an idea – Maybe set a calendar of our events and activities to layout ideal dates
 - 1. At the June board Meeting
 - 2. Lock in dates at least 2 months out
 - 3. Then lay in typical triggers such as Open registration for sponsors, then Participants
 - 4. We need to designate someone who is responsible for making final decisions and putting things in motion, rather than back and forth over email that makes things drag out. Cindi has a good handle on poker after doing it this year, so it should be smooth next year whether she handles or passes off the responsibility.
 - 5. Whose responsibility is it to package the program details and create a handout? Communications? Social Chair?
 - m. April 22, 2022 - ASHE Lunch Meeting
 - i. 85 Registered Participants – ended up with ~97. Close registration earlier next time so we have up to date registration info when printing nametags, etc. Mindy to show Jennifer how to do this on the website.
 - ii. Anything to add?
 - iii. Make sure Maggiano's knows what time event starts – there was confusion today because they didn't think people would start arriving until noon. Also make sure we have reserved space for the board meeting afterwards.
4. Future Events
- a. ASHE Golf on May 5th at Canongate 1 Golf Club
 - i. 124 Registered, Sold out
 - ii. 12 on the wait list
 - iii. Additional Sponsors Welcome
 - iv. Any that need to be added?
 - v. Any other updates or need to know?
 - b. 2022 ASHE Columbus National Conference May 11 to May 15
 - i. Google Page: Phone numbers, Flights, Ground transportation sharing
 - 1. Any updates
 - 2. Let me know if you cannot get in
 - ii. Shirts – passed out today at ASHE luncheon
 - iii. Anything else?
 - 1. Ordering handout with QR codes that will direct people to the 2023 website
 - iv. 2023 discuss below
 - 1. Sponsorship

- a. Jennifer/Brian to finalize sponsorship level recommendations and send out to Karyn, Scott, Nikki, and Richard by 4/29
 - b. Jennifer and Mindy meeting to discuss website week of 4/25
 - c. Hotel keys: Jennifer got a quote from preferred vendor for \$2.50/card. Looking at ~\$1,650 for 600 keys, sponsorship is typically \$2,000-\$3,000
 2. Received a loan from national board to get us started on conference planning but have used most on video, etc.
 - a. Chris Rideout made a motion to get a loan from Georgia Chapter to keep us going until sponsorship money comes in
 - b. Everyone in favor
 - c. June 17th Meeting – Don't do this week since it's the ACEC Summer Conference.
 - i. Need Speaker
 - ii. Need Location
 - iii. Typically done at GDOT with GDOT presenters
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Committee Reports (As-Needed)

1. Nominating Committee (Richard/Shawn)
 - a. Discussion of new board for 2022/2023 and filling vacancies.
 - i. 2nd VP: Open
 - ii. Director Year 1: Open
 - iii. Co-Treasurer: Open
 - iv. Co-Secretary: Open
 - v. Student Chapter Chair: Open
 - vi. Website Chair: Open
 - vii. Communications Chair: Open
 - viii. Co- Program Chair: Maybe Open
 - ix. Membership Chair
 - x. Membership Chair: Add Back???
 - xi. Nominations needed by May 15th for induction at the June meeting.
 - xii. Board positions most critical; we can work on filling chair positions once board is set
 - b. Regional Nominations – Holly sent for Nominations- Due May 13th
 - [President](#) - Two Year Term (Max. Two Consecutive Terms)
 - [Vice President](#) - Two Year Term (Max. Two Consecutive Terms)
 - [Secretary](#) – One to Three Year Term (No term limits)
 - [Region Director](#) – One to Three Year Term (Max. Two Consecutive Terms)
 - i. Holly is moving up from Secretary to VP (?)
 - ii. May hold off on nominations for this year since we are busy planning the conference
 - c. Survey Monkey for Nominations
 - i. Discussion about format – Survey Monkey vs. email? Richard will work on this with other past presidents while putting together a slate for board positions.
2. ASHE Membership
 - a. Renewals Discussion:
 - i. New Members to Nation were sent in February? 112 New members.
 - ii. Discussion of moving up renewals. Never pulled the trigger. Could begin in May.
 - iii. Discussed holding off on changes until 2023. Will have to make changes to website.
 - b. Collect Dues – Do we need to discuss?
 - c. New Members:
 - a. Mail pins and other new member materials:
 - b. Lindsey has the pins and will get them to Jennifer at the next event. Was there anything on this? Jennifer confirmed that she received the pins from Lindsey.
3. National Conference 2023
 - a. Section to National Loan/Funds Shift (Richard)

- a. Vote Needed
 - b. ASHE 2023 conference group meeting Next Meeting???
4. Social Committee Report (Cindi)
 - a. July Social Event??
 - b. Anything additional??
5. Golf Committee Report (Nikki/Ashley)
 - a. Discussed above
 - b. Anything additional??
6. Program Committee (Tori/Jared)
 - a. Discussed above
 - b. Anything additional??
7. Budget (Brad): Get email update from Brad
 - a. 2021-2022 Budget was approval at August Meeting
 - b. Poker?
 - c. 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.
 - d. Any other lingering items?
 - e. Any New items to Discuss?
8. Winter Workshop Committee Report
 - a. Discussed above
 - b. Anything additional??
9. ASHE Website (Eric/Mindy)
 - a. Post minutes
 - b. Anything additional??
 - c. Look for someone who can take over for Eric – possibly a newer member who Mindy could mentor.
 - d. 2023 Conference Website
 - a. Mindy copied the proposal website so there is currently a lot of placeholder information
10. Scholarship Committee Report (Steve)
 - a. 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.
 - b. Updates on the review the scholarship language form Steve?
 - c. McGee scholarship is next given in August. Is there an update?
 - d. Anything to note moving forward.
 - e. Applications have been sent out to the schools. Steve is working with Stephanie King at CHA on a lot of this and she has expressed interest in becoming more involved.
11. Communications (Sasha)
 - a. Next E-Blast Announcements:
 - a. Anything for Golf? Additional Sponsor???
 - b. Anything for the 2022 Conference
 - c. June Meeting
 - d. 2023 ASHE National Conference May 11 to May 15
 - e. National Conference?
 - b. Lucy from Croy may be able to take over Communications position but she is not currently an ASHE member
12. Student Chapter (James)
 - a. Anything to discuss??
 - b. Need a new chair for this position so that James can roll off
13. Georgia Engineers Alliance (Mindy/Richard)
14. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
15. 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.

16. Additional Items:

- a. Open Road Training Planning Ongoing though ACEC.
- b. Brad ordered "past president" pins through the ASHE National store so that we have a stockpile.
 - a. Shawn has the "past president" pins. Distribute today and will bring some to the conference.
- c. Quarterly Report due on 4/29. Jennifer to start and send to Shawn/Brad by Monday to finalize and add budget numbers.
- d. Happy Hour planning – what about somewhere on Canton Street? Sweetwater?

2021-2022 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	egrados@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@atkinglobal.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	Karyn Matthews	Karyn.Matthews@arcadis.com
Conference Co-Chair	Scott Jordan	sjordan@seengineering.com
Vice-Chair - Finance	Richard Meehan	Richard.meehan@loweengineers.com
Vice-Chair - Technology	Mindy Sanders	mhsanders@pontengineering.com