

Board Meeting Minutes

June 24, 2022

Old Business/Action Items:

1. Banking Changes – Ongoing: This issue is pretty much resolved so no more action needed. **Remove from agenda.**
 - 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. **TBD.**
 - 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.
3. ASHE National Conference - **Discussed in detail below, remove from this section**
 - 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 Mt Region
4. **Purchase ASHE computer/projector – Need to determine better approx. cost in order to vote. Tori is looking into this. In the meantime, Shawn will continue to bring his.**

New Business

- a. Approved Meeting Minutes.
 - a. **Approve April Meeting Minutes (Shawn emailed on 6/20).**
 - i. **Chris moves to approve, Jared second. Motion passes.**
 - b. All Minutes need to be posted to the website from Jan 2020 to now.
 - i. **Shawn will provide for 2021/2022.**
- b. Approve 2022/2023 Budget
 - a. **Brad emailed 6/22**
 - i. **KP Run - \$100**
 - ii. **Happy Hours - This is a new event placeholder. since we have one coming up. Budget for 2 per year and increase the cost from \$200 to \$300.**
 1. **Need feedback on who would be the lead on organizing these events. Cindi has a lot on her plate and doesn't have a co-chair. TBD.**
 - iii. **Currently showing Maggiano's only for lunch meetings, but let me know if we should switch back to GDOT boxed lunch for a couple of them. Tentatively show meetings in June, September, October, January, February, and April. For budget purposes, show Maggiano's for all lunch meetings.**
 1. **We discussed keeping the lunches at Maggiano's to increase attendance. However, we do lose money if there's not a strong turnout.**
 2. **GDOT is opening back up again for meetings, however we are not sure if there is a size limitation.**
 - iv. **Assuming 540 regular renewing members and 60 new members. No adjustment.**
 - v. **Currently showing \$5,000 in scholarships for the National Conference. Volunteers get their registration covered under the conference budget. Keep in budget for potential hotel costs.**
 - vi. **The bowling event has significantly increased in cost, but we haven't increased registration dues. In order to cover our expenses, we should consider raising the event registration fees. In the past it was \$30/\$50 but this only covers about \$4000 in income**

which would require \$7,500 in sponsorships to cover the expenses and scholarship goal of \$2000.

1. Keep the government rate the same, increase others by \$10.
 2. Some concern that sponsorships will drop since we are also asking for sponsorships for the national conference
- vii. FYI, we are currently showing a positive net profit but that is mainly due to the \$5,000 loan repayment we will receive back from the 2023 National Conference
- b. **Need board vote to approve**
 - c. Brad to revise budget and send out for approval.
 - d. Ideas for excess budget: giveaways/door prizes at luncheons, speaker gifts, public section/student outreach, increase scholarships, sponsor students for lunches, extra drinks at socials, etc.
- c. Membership Renewals
- a. **Need to start Renewal Push, emails, and set firm deadlines**
 - b. Need to work out verbiage but website is ready, so this is good to be sent out and need to do ASAP. Send out another reminder 2 weeks after.
 - c. Need to keep sending reminder emails. Pervez and Sasha to put in constant contact.
 - d. To encourage renewal/payment, we should enforce needing to be paid to be considered a member for bowling
- d. National Conference 2023
- a. Section to National Loan/Funds Shift (Richard)
 - i. Voted on in favor at April board meeting
 - ii. No update.
 - b. **ASHE 2023 conference group meeting Next Meeting???**
 - i. Karyn, Scott, and Holly meeting at the hotel to view the presidential suite on July 6, 2022. Anyone that wants to come can, reach out to Karyn for more information. Current plan is to meet at noon. Jason is planning to attend to verify exhibitor layout.
 - c. **Sponsorship Opportunities**
 - i. The conference website is up to date with all of the opportunities that are available. people can submit questions/interest via the website form or send an email to sponsorship@2023conference.ashe.pro. Mindy is going to work on setting up the sponsorship registration on the website in the next few weeks as well which will allow people to go ahead and pay through PayPal.
- e. PDH Tracking on Website:
- a. **Website is set up to display PDH certificates on Membership Dashboards. It's currently set up so that it only shows links to certificates if we've verified that they've attended. This means that someone will need to mark attendees as present after each meeting for this to work as intended. It's fairly easy to do though. There is a "Log PDH" link within the admin registration page for the event. The default is set to Y so someone just needs to hit the update button to give credit to everyone. Of course, there is the option to mark individuals as No's if we know they didn't show up.**
- f. Recent Past Events
- a. April 22, 2022 - ASHE Lunch Meeting:
 - i. Speaker: Dress Raessler
 - ii. Topic: Update on Cobb County Department of Transportation
 - iii. Location: Maggiano's – Cumberland
 - iv. Attendance: 99 signed-up
 - v. 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.**
 - vi. 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.
 - b. ASHE Golf on May 5th at Canongate 1 Golf Club
 - i. Attendance: Sold out. Waitlist
 - ii. **Sponsors: \$6775 - \$750 still owed (VHB) - Golf sponsor team to reach back out**

- iii. Canongate isn't available for Nationals anymore since they booked another event while we were working out the details.
 - 1. Let Scott/Karyn know if you know of another location. We need one that allows tournaments on Thursday mornings, preferably with 27 holes available. If we can't find one with 27 holes available, we may need to limit to just conference attendees and still hold a Georgia section tournament earlier that year.
- c. 2022 ASHE Columbus National Conference
 - i. Great GA attendance!
- g. **Future Events:**
 - a. June 24th Meeting -
 - i. Speaker: Kevin Abel
 - ii. Topic: Vice Chairman Sate Transportation Board
 - iii. Location: Maggiano's – Buckhead
 - iv. Attendance: 82 people registered
 - v. Kevin had a family emergency and was not able to attend.
 - vi. PDHs were not given since there was no speaker
 - vii. Lower attendance. For future meetings in Buckhead, remind people that parking is free.
 - viii. Food was behind, which has been an issue a lot lately. Next time, emphasize that they don't need to wait for the speakers to be finished before bringing out the next course.
 - b. **July Social**
 - i. Location: Slow Pour Brewery in Lawrenceville
 - ii. Date: Thursday, July 21st
 - iii. Quick Speaker: Chuck Warbington (City Manager)
 - iv. Looking to reserve a few tables and cover first beer
 - v. Send out save the date & put on website
 - vi. Will have registration to have an idea of who will be attending but it won't cost anything.
 - vii. Jared to coordinate with Jibon and Eric to get on website
 - c. **August Bowling**
 - i. Location: Bowlero Roswell
 - ii. Date: Thursday. August 25th
 - iii. Send out save the date
 - iv. Cindi to send information for website/e-blast
 - d. **August/September Meeting**
 - i. McGee Scholarship Presentation
 - ii. Aim for September 16.
 - iii. Jared to coordinate with Tim to see if Kevin can speak.
 - iv. Cumberland Maggiano's
 - e. **Kaiser Permanente 5K Run, Walk & Roll at Piedmont Park**
 - i. Thursday, Sept 1st
 - ii. ASHE support. Don't need to add registration to our website, just a link to KP's website.
 - iii. Shawn to send information to Jibon and Eric for website
 - f. **Braves Game with TN Valley Section**
 - i. Wednesday September 21st
 - ii. Sarah to coordinate with Brian for information to put on website
 - g. **October Speaker - TBD**
 - h. **November - Transportation Summit**
 - i. Athens
 - ii. In past years, the band has been very loud. Suggest starting event an hour before band starts to provide an opportunity for networking/socializing.

Committee Reports (as needed):

- 1. Nominating Committee (Richard/Shawn)
 - a. Welcome new board for 2022/2023.

- b. Regional Nominations – Holly Painter moved to Regional Vice President. Ron Osterloh rolled to Past President**
- 2. ASHE Membership
 - a. Renewals Discussion:
 - A. Discussed above
 - b. Collect Dues
 - c. New Members:
 - A. When do we want to send New Members to National? Last sent in February. Send in September after renewals are sent.**
 - B. Mail pins and other new member materials:
 - 1. Lindsey has the pins and will get them to Jennifer at the next event. **Jennifer has the pins. Put pins out at registration desk for the next event for people to take.**
- 3. National Conference 2023 (Karyn/Scott)
 - A. Discussed above
- 4. Social Committee Report (Cindi)
 - a. Following on-radar items in addition to what is discussed above:
 - A. Summit – See above.**
 - B. Holiday Party – No update.**
- 5. Golf Committee Report (Nikki/Ashley)
 - a. Discussed above
- 6. Program Committee (Jared/Jean)
 - a. Discussed above
- 7. Budget (James/Brad):
 - a. 2022-2023 Budget Discussed above
- 8. Winter Workshop Committee Report (Kyle/Zak)
 - a. ITE will appoint new chairs at Summer Seminar. Target August to start planning**
- 9. ASHE Website (Jibon/Mindy)
 - a. Post minutes. Shawn to coordinate with Jibon.**
 - b. Update with new board officers and committee chairs**
 - c. Upload presentations to website as well**
 - A. Nationals has been contacted by lawyers because speakers used copyrighted material. Guidance from Nationals is coming regarding what to post to website. May need to have speakers sign off that they are not using copyrighted material.**
- 10. Scholarship Committee Report (Steve)
 - a. Updates on the review the scholarship language from Steve. No update.**
 - b. McGee scholarship is next given in August. 12-16 applicants**
- 11. Communications (Pervez)
 - a. Next E-Blast Announcements:
 - A. Membership Renewals**
 - B. Save the Date: July Social, Bowling, KP Run, Braves game with the TN Valley section**
- 12. Student Chapter (Michael)
- 13. Georgia Engineers Alliance (Mindy/Richard)
- 14. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
 - a. Braves game with the TN Valley section, Wednesday September 21st**
- 15. Regional Representative Reports (Scott/Richard/Holly)
- 16. Additional Items:**
 - a. Open Road Training Planning Ongoing though ACEC. **Ravi to confirm ACEC is good with us promoting. If so, add to next email blast and add link on website to videos.**
 - b. Brad ordered “past president” pins through the ASHE National store so that we have a stockpile.
 - A. Shawn has the “past president” pins. In the future, we should plan on doing a formal presentation at officer induction or holiday party.**

2022-2023 ASHE Georgia Section Officers

President	Sarah Blackburn	Sarah.Blackburn@greshamsmith.com
1st Vice President	Lindsey Dunnahoo	lindsey.dunnahoo@aecom.com

2nd Vice President	Bradley Cox	BradCox.ashega@gmail.com
Treasurer	James Nguyen	jnguyen@peachtreecornersga.gov
Secretary	Jennifer Lott	jlott@aulickengineering.com
Co-Secretary	Tori Brinkley	Victoria.Brinkley@wsp.com
Immediate Past President	Shawn Fleet	sfleet@heath-lineback.com
Director Year 1	Karyn Matthews	Karyn.Matthews@arcadis.com
Director Year 2	Chris Rideout	crideout@croyengineering.com
Director Year 3	Ravi Vachhani	rvachhani@moffattnichol.com

2022-2023 ASHE Georgia Section Committee Chairs

Social Chair	Cindi McAdams	mccindi2016@gmail.com
Social Co-Chair	OPEN	
Program Chair	Jared Estes	jared.estes@colliersengineering.com
Program Co-Chair	Jean Yu	Jean.Yu@atkinsglobal.com
Scholarship Chair	Steve Mosher	Steve.Mosher@bargedesign.com
Scholarship Co-Chair	Stephanie King	SKing@chacompanies.com
Student Chapter Chair	Michael Sheng	msheng@chacompanies.com
Winter Workshop Chair	Kyle Wilcox	kwilcox@heath-lineback.com
Winter Workshop Co-Chair	Zachary Vermillion	zvermillion@lja.com
Golf Tournament Chair	Ashley Chan	ashley.chan@jacobs.com
Website Chair	Jibon Deb	jdeb@heath-lineback.com
Communication Chair	Pervez Iqbal	piqbal@chacompanies.com
Nominating Committee	Shawn Fleet	sfleet@heath-lineback.com

2022-2023 ASHE National/Regional Representatives

Past National President	Tim Matthews	tmatthews@dot.ga.gov
National Director 2 Year SE	Scott Jordan	sjordan@seengineering.com
National Director 1 Year SE	Jason Hewatt	jasonrhewatt@gmail.com
National Conference Chair	Nikki Parris	nicole.parris@atkinsglobal.com
National Technology Committee Chair/ Website Subcommittee Chair	Mindy Sanders	mhsanders@pontengineering.com
New Sections Committee Co-Chair	Brian O'Connor	brian.oconnor@jacobs.com
Regional Past President	Ron Osterloh	rosterloh@moffattnichol.com
Regional Vice President	Holly Painter	holly.painter@kci.com
Region Representative	Richard Meehan	richard.meehan@loweengineers.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
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