

Board Meeting Minutes

September 16, 2022

Attendees: Sarah Blackburn, James Nguyen, Shawn Fleet, Brian O'Connor, Chris Rideout, Richard Meehan, Ravi Vachhani, Pervez Iqbal, Jared Estes, Tim Matthews, Karyn Matthews, Tori Brinkley, Jennifer Lott

Old Business/Action Items:

1. 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. Richard and Mindy are responsible for this. Regional/National has been asking sections to provide updates and put in the new format.
 - ii. Need to confirm whether co-treasurer / co-secretary have voting rights per bylaws.
 1. Sarah will check bylaws to see if this is covered, and if not then we can revise bylaws to add voting rights.
 - 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.
2. Purchase ASHE computer/projector – Need to determine better approx. cost in order to vote.
 - a. Likely will only need projector and not a computer. Computer had previously been discussed but there were issues with compatibility (HDMI, etc.).
 - b. This would stay with program chair or secretary.
 - c. James to research cost.
3. Approve 2022/2023 Budget which Brad emailed on 6/24/22.
 - a. Motion approved.

New Business

1. Approved Meeting Minutes.
 - a. Approve June Meeting Minutes (Lindsey emailed on 6/27).
 - i. Approved
 - b. All Minutes need to be posted to the website from Jan 2020 to now.
 - i. Shawn will provide for 2021/2022.
 - ii. Jennifer to do this, coordinate with Jibon if there are website issues.
2. Membership Renewals
 - c. In renewal season. List coming soon with current drops. Will need board's help to reach out to anyone you know and/or someone else at their company to prevent as many unnecessary drops as possible.
 - d. We have ~115 members who have not yet renewed.
 - e. Sarah has reached out to everyone who has not renewed via email.
 - f. Jennifer created Google Sheet with members who have not renewed so that we can reach out one last time. We are dividing up the list and reaching out. Sarah will send email out with the spreadsheet.
 - g. Deadline for renewals will be 12:00PM on Friday, September 23rd.
3. National Conference 2023 (<https://2023conference.ashe.pro/>)
 - h. ASHE 2023 conference group meeting September 23
 - i. Committee chairs and members are invited to join.
 - ii. Main focus will be finalizing budgets.
 - i. Encourage your company to sponsor if not already signed up. We are hoping for another sponsorship push in October when companies are finalizing on 2023 budgets.
 - j. Golf tournament is not going to be at the course in Newnan, so we are looking at another option (Brookstone).
4. PDH Tracking on Website:

- k. 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. 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.
 - l. We are supposed to be reporting PDHs to the regional section monthly.
 - i. Jennifer will follow up with Holly and/or Danielle about the report format.
5. Recent Past Events
- m. April 22, 2022 - ASHE Lunch Meeting:
 - i. Speaker: Drew 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.
 - 1. 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.
 - n. ASHE Golf on May 5th at Canongate 1 Golf Club
 - i. Attendance: Sold out. Waitlist
 - o. 2022 ASHE Columbus National Conference
 - i. Great GA attendance!
 - p. June 24th Meeting -
 - i. Speaker: ~~Kevin Abel~~ - No speaker due to emergency. No PDHs given.
 - ii. Topic: ~~Vice Chairman State Transportation Board~~ - Officer initiation and ASHE Nat'l Conference and ASHE overview
 - iii. Location: Maggiano's – Buckhead
 - iv. Attendance: 82 people registered
 - v. Lower attendance. For future meetings in Buckhead, remind people that parking is free.
 - vi. 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.
 - q. July 21st Social
 - i. Location: Slow Pour Brewery in Lawrenceville
 - ii. Reserved a few tables and covered first beer
 - 1. One table is plenty, especially if outdoor space is available
 - iii. Well attended. Interest in doing another.
 - iv. Registration was free, and ASHE covered the first drink.
 - v. ~18 attendees out of 33 registered
 - r. August Bowling
 - i. Location: Bowlero Roswell
 - ii. Date: Thursday, August 25th
 - iii. Attendance: Sold Out/Great Turnout. Hit Sponsor Goal. Great job!
 - iv. Feedback:
 - 1. They ran out of pitchers and the pizza was slow to come out.
 - 2. Consider pricing out a few other options before next year to see if there are better options.
 - 3. Consider pulling some of the door prizes earlier in the night. The crowd had thinned out by the time many of the prizes were given out. One option is pre-choosing the winners so people know they won when they check in.
 - s. Kaiser Permanente 5K Run, Walk & Roll at Piedmont Park
 - i. Thursday, Sept 1st
 - ii. ASHE support
 - iii. Gresham, VHB, HNTB, CHA, H&L participated.

6. Future Events:
 - t. September 16th Meeting
 - i. Location: Cumberland Maggiano's
 - ii. Speaker: Kevin Abel
 - iii. Topic: Chairman Sate Transportation Board
 - iv. Other: McGee Scholarship Presentation
 - v. Recap:
 1. Make sure they know we need screen, etc.
 2. Dessert was slow to come out, but the timing of the other courses was good.
 3. There is a 20% service fee that is included, but it all goes to the restaurant so we tipped on top of that. Make sure we're clear on which restaurants includes gratuity and which don't.
 - u. Braves Game with TN Valley Section
 - i. Wednesday September 21st
 - ii. Limited to first 25
 - v. October 21st Meeting
 - i. Location: Cumberland Maggiano's
 - ii. Speaker: Anna Roach
 - iii. Topic:
 - iv. Aim to open registration one month in advance.
 - w. November - Transportation Summit
 - i. Where: 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.
 - iii. Cindi reached out to Sammy to see if he wanted to get this started or if he wanted us to. Sammy and his group do most of the heavy lifting. We need to contact 40 Watt, make flyer, get sponsors and show up the day of to cover tab and watch guest participation
 1. The band is not available this year.
 - iv. With the day moving from Monday to Wednesday, it may be harder to find a bar that wants to rent out their entire venue to us.
 - v. Cindi to reach out to previous sponsors to see if they are interested in sponsoring again.
 - x. Holiday Party
 - i. Include presentation of past president pins in addition to typical awards
 - ii. Reserved for Thursday, December 1st.
 - iii. If giving out awards this year, Sarah will need to order early to ensure they are done in time. Aim to order by the beginning of November.
 - iv. Make sure there is a plan for the toys. Who is collecting them and where are they going?
 - y. January Luncheon
 - i. Let Jared know if you have speaker suggestions.
 - z. Winter Workshop
 - i. Location is not yet known, but there are two potential dates: 3/5-3/6 and 2/26-2/27.
 - aa. Poker Tournament
 - bb. April Luncheon or Technical Tour
 - cc. ~~Golf Tournament~~
 - i. Combined with National Conference Tournament this year

Committee Reports (As-Needed)

1. Nominating Committee (Richard/Shawn) – No Updates
2. ASHE Membership
 - a. Renewals Discussion – Discussed Above
 - b. Collect Dues

- i. Need help getting people to pay...is it possible to make it impossible for future events to not let you sign up at member rate without paying?
 - 1. We did this for bowling this year and people were unable to register unless they had paid their membership dues.
 - c. New Members:
 - i. Send another New Member batch in September after renewals are sent.
 - 1. Do this in September after the National Assessment, then again in Feb/Mar 2023.
 - ii. New member pins
 - 1. Put pins out at registration desk for the next few events for people to take
 - 2. A few people took pins today
- 3. National Conference 2023 (Karyn/Scott)
 - i. Discussed above
- 4. Social Committee Report (Cindi)
 - a. Following on-radar items in addition to what is discussed above:
 - i. No Update
- 5. Golf Committee Report (Nikki/Ashley) – Discussed Above
- 6. Program Committee (Jared/Jean) – Discussed Above
- 7. Budget (James) – Discussed Above
- 8. Winter Workshop Committee Report (Kyle/Zak) – Discussed Above
- 9. ASHE Website (Jibon/Mindy)
 - a. Post minutes – Discussed Above
 - b. Upload presentations to website?
 - i. 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.
 - ii. Before posting, ask speaker if it is OK to post and verify that nothing in their presentation is copyrighted.
- 10. Scholarship Committee Report (Steve/Stephanie)
 - a. McGee scholarship just given
 - b. Babs posted in October(?) for January presentation(?)
 - i. Sarah to check with Steve and Stephanie to ensure they are on track for this
- 11. Communications (Pervez)
 - a. Next E-Blast Announcements:
 - i. Braves game with the TN Valley section and October Luncheon
 - 1. There are ~15 extra tickets available
 - ii. Call for volunteers
- 12. Student Chapter (Michael) – No Update
 - a. Sarah to check in with Michael
- 13. Georgia Engineers Alliance (Mindy/Richard) – No Update
- 14. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
 - a. Renewals Due Oct 1st
 - b. Indianapolis chapter is re-chartering in October
 - c. Kansas City and Denver are working on increasing their membership.
 - d. Tampa chapter is trying to get more members and has asked for help advertising. Consider adding Tampa to the emails about AL/SC chapters.
- 15. Regional Representative Reports (Scott/Richard/Holly) – No Update
- 16. Additional Items:
 - a. Open Road Training Planning Ongoing though ACEC.
 - i. 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.
 - i. Shawn has the “past president” pins.
 - ii. 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
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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
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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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