

Board Meeting Minutes

October 21, 2022

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.
 2. Revising the minutes to the new format wouldn't require a chapter vote.
 3. Goal is to wrap this up by the end of the year.
 - 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.). Also, should get converters to ensure the projector can hook up with whatever computer is available.
 - b. This would stay with program chair or secretary.
 - c. James to research cost. Currently planning to wait for Black Friday to take advantage of the deals.

New Business

1. Approved Meeting Minutes.
 - a. Approve June Meeting Minutes (Jennifer emailed on 9/23). Approved. Jennifer has already added them to the website.
2. Membership Renewals
 - b. Dropped 79 members. Total renewing members 462
 - c. Total around 530 w/new members to be added?? There is some confusion about how members are calculated on the website. Mindy will look into it.
3. National Conference 2023 (<https://2023conference.ashe.pro/>)
 - d. 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.
 - e. Call for papers has been extended to 11/18. Currently we have only received about 3. The call for papers hasn't been sent to the national membership list, Sasha is working on it.
 - f. We need to start thinking about who should receive the Pearson Award (lifetime achievement award). Last time we hosted the conference it was given to Tom Moreland.
4. PDH Tracking on Website:
 - g. We are now providing PDFs for past events to be downloaded online. Sign-in table should be checking off who actually attends the events as well.
 - h. 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
 - i. 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.
- j. ASHE Golf on May 5th at Canongate 1 Golf Club
 - i. Attendance: Sold out. Waitlist
- k. 2022 ASHE Columbus National Conference
 - i. Great GA attendance!
- l. June 24th Meeting -
 - i. Speaker: ~~Kevin Abel~~ No speaker due to emergency. No PDHs given.
 - ii. Topic: ~~Vice Chairman Sate 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.
- m. 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
- n. 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.
- o. Kaiser Permanente 5K Run, Walk & Roll at Piedmont Park
 - i. Thursday, Sept 1st
 - ii. ASHE support
 - iii. Gresham, VHB, HNTB, CHA, H&L participated.
- p. 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.
- q. Braves Game with TN Valley Section
 - i. Wednesday September 21st
 - ii. 25 people signed up (sold out GA Section tickets)
 - iii. There were some issues using paper tickets for people that showed up late. If we do the event in the future, we should send out electronic tickets ahead of time.

6. Future Events:

- r. October 21st Meeting
 - i. Location: Cumberland Maggiano's

- ii. Speaker: Anna Roach, Executive Director, ARC
 - iii. Topic: ARC's Plans and Efforts Around the Passing of IJJA Funds
 - iv. 94 attendees
 - v. James adjusted the gratuity to \$300 instead of \$450 that was in the system.
- s. November 9th Transportation Summit Happy Hour
- i. Location: 40 Watt Club in Athens, GA
 - ii. Networking from 7-8:30pm. Band from 8:30pm to 11pm. After the event, discuss if this new format works. If not, we may hold a separate event going forward.
 - iii. Sammy is "running" event with some support of ASHE
 - iv. Cindy won't be able to attend so Shawn to help set up – arrive by 5 to greet the band and put flyers on the table.
 - v. Business cards will be collected at the door.
- t. December 1st Holiday Party
- i. Location: Roswell River Landing
 - ii. Claudine (caterer) and bartender booked (need to confirm about the bartender).
 - iii. Awards:
Need to order early to ensure they are done in time. Aim to order by the beginning of November. Sarah is working on it.
 - Volunteer of the Year:
 - President's Award:
 - Member of the Year Award:
 - Sponsor of the Year: Get from Brad/James Based on total amount of sponsorship
 - Attendance Award: What is this? 100% participation certificates? "Perfect attendance award" for who went to every event. We might not give these out...
 - Give out President Pin to Shawn
 - Anything for Leigh?? Scott to coordinate with Leigh for her schedule to see if breakfast the next morning would be an option. Sarah will coordinate a potential gift.
 - iv. Make sure there is a plan for the toys. Who is collecting them and where are they going?
 - v. Speaker system/plan
 1. Scott has ASHE's karaoke system.
 2. Recommend keeping speaker downstairs instead of making people go up and down the stairs for awards
 - vi. Other
 1. Reach out to list of conference volunteers for help with holiday party set up/clean up
- u. January Luncheon
- i. Let Jared know if you have speaker suggestions.
 - ii. Consider non-Maggianos options.
 - iii. Potentially hold in Gwinnett
 1. Peachtree Corners – 60 seated
 2. Curiosity Lab – 70 seated
 3. Pinckneyville Park Community Center – Make sure to book as Gwinnett resident for cost savings
- v. Winter Workshop
- i. Location is not yet known, but there are two potential dates: 3/5-3/6 and 2/26-2/27.
 - ii. We have had an uphill battle with price increases for all six venues we have looked at compared to last years conference. At this moment we have not selected a venue but each venue, besides one, has told us that March 5-6 is open for them. The one that isn't available those days is the most expensive one so we will most likely not go with that one.
 - iii. Kyle received word Thursday from ITE that they are in the process of raising sponsorship costs for the workshop and possibly registration costs to offset the price increases. The

goal is to have that information in hand early next week and to make a venue decision shortly after.

- w. Poker Tournament
 - i. Reserve/block date by end of year
 - x. April Luncheon or Technical Tour??
 - i. Can we fit this in before conference? Yes.
 - ii. Contractors (i.e., CW Matthews) - Common issues with plans
 - y. Golf Tournament
 - i. Cannot combine with National. Will be hold in fall or have to skip this year?
 - 1. Reevaluate after the national conference
 - 2. National conference budget can cover scholarship if necessary
 - ii. Line budget to contribute to scholarship
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Committee Reports (As-Needed)

1. Nominating Committee (Richard/Shawn) – No Updates
2. ASHE Membership
 - a. Collect Dues
 - i. 95% have paid their dues. Need help getting people to pay...make future events not let you sign up at member rate without paying Sarah to work with Jibon.
 - ii. James to send out email reminders.
 - b. New Members:
 - i. Send another New Member batch in September after renewals are sent.
 1. Do this is October after the National Assessment, then again in Feb/Mar 2023.
 2. Around 70 new members
 - ii. New member pins
 1. Put pins out at registration desk for the next few events for people to take
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. Start thinking about poker
5. Golf Committee Report (Nikki/Ashley) – Discussed Above
6. Program Committee (Jared/Jean) – Discussed Above
7. Budget (James) – Updates?
 - a. Unpaid this year:
 - i. Braves Game - \$10
 - ii. September - \$190
 - iii. Bowling - \$220 – Edwards-Pitman
 - iv. February - \$35
8. Winter Workshop Committee Report (Kyle/Zak) – Discussed Above
9. ASHE Website (Jibon/Mindy)
 - a. 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.
 - b. Best way to update or sync the “Latest News” Mindy to work with Jibon about how to post.
10. Scholarship Committee Report (Steve/Stephanie)
 - a. McGee scholarship – Post picture to website?
 - b. Babs posted in October(?) for January presentation(?)
 - i. Pushed out first week of October to the ASHE-GA website, GT student chapter, and GT engineering dept.

- ii. [Applications due 11/21.](#)
- 11. Communications (Pervez)
 - a. Next E-Blast Announcements:
 - i. [Summit](#)
 - ii. [Holiday Party](#)
 - iii. [National Conference including a Call for Papers \(11/18 deadline\)](#)
- 12. Student Chapter (Michael)
- 13. Georgia Engineers Alliance (Mindy/Richard)
- 14. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
- 15. Regional Representative Reports (Scott/Richard/Holly)
- 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. [Ravi to let Sarah know when the next training is.](#)
 - b. Brad ordered “past president” pins through the ASHE National store so that we have a stockpile.
 - i. Most past pins have been given out.
 - 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
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2022-2023 ASHE Georgia Section Committee Chairs

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2022-2023 ASHE National/Regional Representatives

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2023 National Conference Committee

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