

# Board Meeting Minutes

January 20, 2023

Attendees: Tori Pustotnik, Ravi Vachhani, James Nguyen, Pervez Iqbal, Jean Yu, Shawn Fleet, Jared Estes, Sarah Blackburn, Brian O'Connor, Jennifer Lott, Lindsey Dunnahoo, Joe Chevriier, Mindy Sanders, Ashley Chan, Cindi McAdams, Stephanie King, Scott Jordan

## 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. UPDATE? Goal is to wrap this up by the end of the year.
        - a. Mindy to provide update by next Friday, January 27<sup>th</sup>.
    - 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. This would stay with the program chair.
  - b. James to research cost
    - i. No activity since the last meeting. Brian recommended looking at options on Monoprice.

## New Business

1. Approved Meeting Minutes.
  - a. Approve Meeting Minutes (Lindsey emailed on 10/24/22).
    - i. Ravi made motion to approve. All in favor, none opposed.
  - b. Ensure uploading to website. Last minutes on site were from June 2022.
    - i. Jennifer will post the approved minutes from September and October to the website.
2. National Conference 2023 (<https://2023conference.ashe.pro/>)
  - c. Encourage your company to sponsor if not already signed up.
  - d. Award updates
    - i. Awards will be the next big push for the conference now that the January 15<sup>th</sup> deadline has passed.
    - ii. We need to start thinking about who should receive the Pearson Award (lifetime achievement award).
      1. The lifetime achievement award will be renamed the 'Shirley Stuttler Award'.
  - e. Project nominations?
    - i. Deadline for Project of the Year has been moved to March 10<sup>th</sup> – this is the deadline to send to National so it will need to go to the Region before this.
  - f. Local Scholarship Conversation
    - i. Consider applying discounts for volunteers.
    - ii. Also consider providing full scholarship to some public sector employees.
    - iii. We provided \$5k in scholarships for the 2022 conference, and a similar budget would stretch farther for 2023 since there will not be as many travel-related costs.
3. PDH Tracking on Website:

- g. We are supposed to be reporting PDHs to the regional section monthly.
    - i. UPDATE? Jennifer will follow up with Holly and/or Danielle about the report format.
      - 1. Jennifer confirmed with Danielle that the PDH reporting is required to be done on an annual basis. Danielle provided Jennifer with an example that can be used as a template. The 2022 PDH report is in progress and will be submitted by next Friday, January 27<sup>th</sup>.
  - h. PDH Issues?
    - i. Possible rejection of our April meeting PDH?
      - 1. We are not positive that the ASHE PDH was rejected, as they may have had a partial rejection on another PDH.
      - 2. We made a request to let the board know if anyone hears of future issues regarding ASHE PDHs during audits.
4. 2023-2024 Officer and Committee Chair Open Positions
- a. Start thinking about next year. Look for an email in February asking if you plan to stay on or roll off and or need a co-chair, etc.
  - b. Call for Open Positions will be in April
5. Recent Past Events to Discuss Feedback
- i. November 9<sup>th</sup> Transportation Summit Happy Hour
    - i. Location: 40 Watt Club in Athens, GA
    - ii. Networking from 7-8:30pm. Band from 8:30pm to 11pm.
      - 1. After the event, discuss if this new format works. If not, we may hold a separate event going forward.
    - iii. Feedback on event
      - 1. We discussed the new band and agreed that we liked them. The volume was a little bit lower and the music was good. Our contact at 40 Watt offered to recommend other cover bands that are local to Athens and will cost a fraction of what we paid.
      - 2. The sponsor added an additional \$2,500 to the tab when it ran out. It sounds like there was a miscommunication with the staff at 40 Watt and individuals were continuing to pay their own tabs.
      - 3. Consider an alternative that has an outdoor space available for those who would like a lower volume. 40 Watt is a great, affordable option but if there is another space that checks those boxes, let's look into it.
  - j. December 1<sup>st</sup> Holiday Party
    - i. Location: Roswell River Landing
    - ii. Charity: Collected toys for Toys for Tots
    - iii. 115 signed up for event
    - iv. Awards Presented:
      - Volunteer of the Year: Cindi McAdams
      - President's Award: Jennifer Lott
      - Member of the Year Award: Jared Estes
      - Sponsor of the Year: Heath and Lineback, LLC
    - ii. Feedback on event
      - Great event, as always!
      - The contact we were working with resigned shortly before the event and had not put our reservation into the system. There was a scramble the day before the event to secure a police officer, etc. but it all worked out.
      - Alcohol notes: Bartender was great. Less White Claw and tequila next time, more gin and tonic.
      - Linens need to be washed. These are Cindi's personal linens and the cost to wash and press everything last time was ~\$400.
6. Future Events:
- k. January Luncheon
    - i. Location: Cumberland Maggiano's
    - ii. Speaker: Allen Johnson

- iii. Topic: City of Sandy Springs TSPLOST Program
- iv. 122 people registered and we had a couple of walk-ups. There were ~20 no-shows.
- v. Feedback on event:
  - 1. Allen was a great speaker and attendance was very good.
- l. Winter Workshop
  - i. Registration is open now!
  - ii. March 5-6, 2023: Marriott at the Convention Center in Augusta, Georgia
  - iii. Sponsorship opportunities available
- m. Poker Tournament
  - i. Date Confirmed: Thursday, March 16<sup>th</sup>
  - ii. Location: United Consulting
- n. April Luncheon or Technical Tour - Update?
  - i. Decided to hold, since otherwise January would be the last luncheon.
  - ii. Possible topic: Contractors (i.e., CW Matthews) - Common issues with plans
  - iii. Location scouting help?
    - 1. We have been looking into alternative venue options but have had trouble finding something at a similar price point with good food. It would be nice to vary the location to get some more central / northeast venues.
- o. Golf Tournament
  - i. Cannot combine with National. Will we hold in fall or have to skip this year?
    - 1. Reevaluate after the national conference
    - 2. National conference budget can cover scholarship if necessary
- p. Bowling Tournament: Discussed Below under "Social Committee Report"

### **Committee Reports (As-Needed)**

- 1. Nominating Committee (Richard/Shawn) –
  - a. Review and selection of open chairs anticipated in May
- 2. ASHE Membership
  - 587 Members in our database
  - a. Collect Dues
    - i. James to send out email reminders, for membership, sponsorship, and event fees.
  - b. New Members:
    - i. Last batch was submitted on 10/28/22
      - 1. 103 new members added
    - ii. Send remaining new members by March 1<sup>st</sup>
      - 1. Jennifer will make sure these are submitted by then so that the numbers count for the conference awards.
    - iii. 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
  - ii. Discuss Scholarship above - Would need to roll out applications in February
- 4. Social Committee Report (Cindi)
  - a. Poker: Discussed above
  - b. Bowling
    - i. Cindi started looking into alternative venues
      - 1. It may be hard to find somewhere with enough lanes at a reasonable price.
      - 2. Contacted: Main Event is not an option as they only have 27 lanes, Bowlero Chamblee, and Bowlero Norcross. Looking into options in Cobb too.
    - ii. Try to book before National Conference
  - c. July Happy Hour:
    - i. Following the National Conference, start planning July Happy Hour. Slow Pour may be good just to repeat since we haven't offered many options on the east side of town.
    - ii. Brian volunteered to help plan an earlier happy hour if we want to have an event in May.

5. Golf Committee Report (Nikki/Ashley)
  - a. Golf at National Conference
    - i. Ashley will provide golf sponsorship numbers next week.
    - ii. Boxed lunches will be provided by the golf course. At past conferences, oftentimes the golfers eat lunch after the tournament at past conferences.
  - b. Annual golf tournament
    - i. Since we are unable to combine our annual Section tournament with the conference tournament, we may have to skip our Section tournament this year.
    - ii. We may consider another golf tournament later in the year, but it will be more lowkey since so much planning effort is going into the tournament at the conference.
      1. ITE's golf tournament is October 9<sup>th</sup>.
      2. The Tennessee Valley chapter is also hosting a golf tournament in October so we could see if they're interested in joining forces.
6. Program Committee (Jared/Jean) – Discussed Above
7. Budget (James) – Discussed Above
  - a. Send reminders for unpaid events and memberships
8. Winter Workshop Committee Report (Kyle/Zak) – Discussed Above
  - a. ~50 people have registered so far
9. ASHE Website (Jibon/Mindy) - Updates?
  - a. Let Jibon know if you have Latest News to add.
  - b. Mindy has done a lot of work on the membership page to reconcile differences with National. These new features have been very helpful.
10. Scholarship Committee Report (Steve/Stephanie)
  - a. McGee scholarship
    - i. Let student chapters know that they can advertise in March/April. The scholarship will not be awarded until September.
  - b. Babs scholarship
    - i. This scholarship was awarded today.
    - ii. Upload pictures and announcements to the website—Stephanie to send to Jibon and Pervez. Add as 'Latest News'.
11. Communications (Pervez)
  - a. Next E-Blast Announcements:
    - i. Winter Workshop
    - ii. Poker Tournament
  - b. Social Media
  - c. Email frequency
    - i. We are in agreement that the reminders are helpful and should continue. We are not yet in "too many email" territory.
    - ii. Google Drive / cloud options for uploading photos. We had an ASHE cloud account that has been used in the past but it is not very convenient. Pervez will look into additional options for photo sharing.
12. Student Chapter (Michael) – No Update
  - a. Things slowed down during Covid and haven't picked back up. We technically have ASHE student chapter members but they are not actively meeting.
  - b. Send Michael ideas we have about rejuvenating the chapter. The student chapter should be self-sustaining but we would like the chapter to succeed.
    - i. We could host a joint meeting at Georgia Tech similar to what we've done in years past.
13. Georgia Engineers Alliance (Sarah)
14. National Representative Reports (Nikki/Tim/Scott/Jason/Brian/Mindy)
15. Regional Representative Reports (Scott/Richard/Holly)
  - a. Scanner Technical Project Article (GA Section Due in July—start figuring out in May)
16. Additional Items:
  - a. Open Road Training Planning Ongoing though ACEC.
    - i. Included in the last e-blast. Ravi to keep updating Pervez/Sarah on latest so we can include.

## 2022-2023 ASHE Georgia Section Officers

President	Sarah Blackburn	<a href="mailto:Sarah.Blackburn@greshamsmith.com">Sarah.Blackburn@greshamsmith.com</a>
1st Vice President	Lindsey Dunnahoo	<a href="mailto:lindsey.dunnahoo@aecom.com">lindsey.dunnahoo@aecom.com</a>
2nd Vice President	Bradley Cox	<a href="mailto:BradCox.ashega@gmail.com">BradCox.ashega@gmail.com</a>
Treasurer	James Nguyen	<a href="mailto:jnguyen@peachtreecornersga.gov">jnguyen@peachtreecornersga.gov</a>
Secretary	Jennifer Lott	<a href="mailto:jlott@aulickengineering.com">jlott@aulickengineering.com</a>
Co-Secretary	Tori Brinkley	<a href="mailto:Victoria.Brinkley@wsp.com">Victoria.Brinkley@wsp.com</a>
Immediate Past President	Shawn Fleet	<a href="mailto:sfleet@heath-lineback.com">sfleet@heath-lineback.com</a>
Director Year 1	Karyn Matthews	<a href="mailto:Karyn.Matthews@arcadis.com">Karyn.Matthews@arcadis.com</a>
Director Year 2	Chris Rideout	<a href="mailto:crideout@croengineering.com">crideout@croengineering.com</a>
Director Year 3	Ravi Vachhani	<a href="mailto:rvachhani@moffattnichol.com">rvachhani@moffattnichol.com</a>

## 2022-2023 ASHE Georgia Section Committee Chairs

Social Chair	Cindi McAdams	<a href="mailto:mccindi2016@gmail.com">mccindi2016@gmail.com</a>
Social Co-Chair	Joe Chevrier	<a href="mailto:jchevrier@concretepipe.org">jchevrier@concretepipe.org</a>
Program Chair	Jared Estes	<a href="mailto:jared.estes@colliersengineering.com">jared.estes@colliersengineering.com</a>
Program Co-Chair	Jean Yu	<a href="mailto:jkyu@HNTB.com">jkyu@HNTB.com</a>
Scholarship Chair	Steve Mosher	<a href="mailto:Steve.Mosher@bargedesign.com">Steve.Mosher@bargedesign.com</a>
Scholarship Co-Chair	Stephanie King	<a href="mailto:SKing@chacompanies.com">SKing@chacompanies.com</a>
Student Chapter Chair	Michael Sheng	<a href="mailto:Michael.Sheng@wsp.com">Michael.Sheng@wsp.com</a>
Winter Workshop Chair	Kyle Wilcox	<a href="mailto:kwilcox@heath-lineback.com">kwilcox@heath-lineback.com</a>
Winter Workshop Co-Chair	Zachary Vermillion	<a href="mailto:zvermillion@lja.com">zvermillion@lja.com</a>
Golf Tournament Chair	Ashley Chan	<a href="mailto:ashley.chan@jacobs.com">ashley.chan@jacobs.com</a>
Website Chair	Jibon Deb	<a href="mailto:jdeb@heath-lineback.com">jdeb@heath-lineback.com</a>
Communication Chair	Pervez Iqbal	<a href="mailto:piqbal@chacompanies.com">piqbal@chacompanies.com</a>
Nominating Committee	Shawn Fleet	<a href="mailto:sfleet@heath-lineback.com">sfleet@heath-lineback.com</a>

## 2022-2023 ASHE National/Regional Representatives

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

## 2023 National Conference Committee

Conference Co-Chair	Karyn Matthews	<a href="mailto:Karyn.Matthews@arcadis.com">Karyn.Matthews@arcadis.com</a>
Conference Co-Chair	Scott Jordan	<a href="mailto:sjordan@seengineering.com">sjordan@seengineering.com</a>
Vice-Chair - Finance	Richard Meehan	<a href="mailto:richard.meehan@loweengineers.com">richard.meehan@loweengineers.com</a>
Vice-Chair - Technology	Mindy Sanders	<a href="mailto:Mindy.sanders@jacobs.com">Mindy.sanders@jacobs.com</a>