

2016-01-14_BOD Meeting Minutes

Thursday, January 14, 2016

7:56 AM

HEEP Board of Directors
Board Conference Call
Thursday, January 14, 2016
8:00 – 9:00 AM Mountain Time

Minutes

1. Call to Order & Roll Call*

Role	Name	1st Qtr BOD Conf. Call Jan 14, 2015
President	Mike Dyrdaahl	present
Vice President	Kevin Martin	Present
Secretary	Jon Starr	Present
ESP Director	Diane Gunsch	Present
a. Area 1 Director	Mike Perry	Present
Area 2 Director	Rande Robinson	present
Area 3 Director	Dan Belcher	present
Area 4 Director	Brandon Anderson	Absent
Immediate Past President	Denise Reis	present
2nd Immediate Past President	Mark Suarez	Absent

b. Completed at 8:05 am MTN time. Meeting called to order by Mike Dyrdaahl.

2. Approval of 12-4-15 Conference call minutes**

- a. Request to approve minutes by Mike. Minutes were attached to the agenda for this meeting.
- b. Motion to approve by Rande, seconded by Dan. Minutes approved as written with one change (see action item).

a. Action Items:

- i. Jon Starr- update the minutes and re-distribute: Denise sent Dan Buehler the action item on the Constitution and By-Laws; not Dan Belcher.

3. Action Items from December 4, 2015 BOD Conference call**

a. Status of IHEEP 2015 closeout

- a. Denise- all expenses paid, waiting on 3 reimburse checks. \$56,387.95; total expenses vs. deposit brought in are not reconciled (missing \$8).
- b. Expecting about ~\$8,000 to come in yet. Will leave about \$64,000 in profit. Seed money given to Denise was not readily available at the time of the meeting.
- c. Denise will keep bank account open for a while yet. Mike proposed to leave account open, and transfer the remaining funds to Mike D. once all 3 outstanding payments are received, then close the account and send the remaining money to Mike D. Mike requests certified checks be sent.
- d. Action Items:
 - i. Mike Dyrdaahl- send the mail address to Denise for the checks to be sent to.
 - ii. Denise Reis- send funds available now minus amount to keep account open to Mike Dyrdaahl.
 - iii. Denise Reis- send a final expense report as of 1/14/2016 to Mike Dyrdaahl. All transactions and summaries included.

b. Status of Constitution and By-Laws Update

- a. Denise sent everything to Dan Buehler.
- b. Action Items:

- i. Denise Reis- reach out to Dan Buehler and Judy Skeen to get an update on where they are on this task. Report back at next scheduled BOD meeting.
 - c. Status of Chinese Delegation
 - a. Kevin has an email from the director of the program, received in mid-December 2015. Has not made contact again.
 - b. Do we want to reach out? Rande suggested to reach out if they are interested. No objection.
 - c. Action Items:
 - i. Kevin Martin- contact the Chinese delegate and copy Mike Dyrdaahl on the communication. Report back at next schedule BOD meeting.
- 4. Action Items from September 15, 2015 BOD Meeting in Pittsburgh***
 - a. Discussion on whether minutes were accepted. Denise indicated they were at the last meeting.
 - a. Action Items:
 - i. Kevin Martin resend minutes to BOD on 1/14/2016.
 - ii. BOD- approve or recommend changes to Kevin by 1/15/2016.
 - b. Status of HEEP Bank
 - a. Kevin- Needs money to set the PNC bank account set up. If others are coming on board he will help get those accounts set up. Jon Starr will need to provide his license and signature. Account will be set up under the same umbrella.
 - b. Mike will send Kevin and Jon's seed money in one check. Jon is in no rush at this time to get the money. Once ready, Kevin and Jon will get the account set up.
 - c. Action Items:
 - i. Mike Dyrdaahl- send seed money to Kevin for 2017 and 2018 conferences (total of \$35,000) once received from Denise Reis.
 - c. Status Technology Manager
 - a. Assigned to Dan Buehler and Judy Skeen. Denise will check status.
 - b. Action Items:
 - i. Denise Reis- Contact Dan and Judy, obtain status and report back at next BOD meeting in April.
 - d. Status of ESP update
 - a. Diane was charged with updating the program. Diane has a draft for review that she will send out for review.
 - b. Sponsorship question- how to attract sponsorship without affecting all of HEEP? How to do this as a DOT staff member.
 - i. Discussion- can universities be a primary contact? Diane noted that money comes from vendors typically.
 - ii. Mike D.- could add separate line item in sponsorship packet. Could be part of sponsorship package. Possibly following years they could be the sponsor. Diane liked this idea. Rande agreed. No objection.
 - iii. Dan Belcher and Diane G. are both equally involved in the coordination of the ESP program. Having two people assigned for redundancy is beneficial.
 - iv. Diane- budget for ESP; biggest thing is to get the sponsorship taken care of.
 - v. Diane- Vanguard fund; stock market has caused money to lose ground this year. We should consider whether we want to change this investment.
 - vi. Action Items:
 - 1. Mike Dyrdaahl- set sponsorship level at \$6000 in the 2016 packet for ESP as a standalone item.
 - 2. Diane Gunsch- send out the draft program the first week of February 2016.
 - 3. Diane Gunsch- mail draft of letter to universities by February 12, 2016.
 - 4. Diane Gunsch- set up conference call with Kevin, Mike, Jon, and Dan Belcher to review/discuss the letter that goes to the universities.
 - 5. Mike Dyrdaahl- Add Vanguard fund discussion to determine if we need to change strategy with this fund to the BOD meeting in Helena at the BOD meeting.

5. Conference in Spring?
 - a. Denise proposed in Pittsburgh due to vendors, budget timeframes, end of year, etc. Conflicts with other conferences was discussed. Should we consider this? Rande- if we change to Spring there would be a short turn around between the two meetings. Might need to consider not holding a fall meeting to avoid short turn around.
 - b. Jon- questioned whether there was a known issue for vendors. Denise- Large vendors are repeat and they can reserve the moneys. Diane thinks the smaller folks locally where this was an issue. Should we possibly move up the solicitation process?
 - c. Diane- Fall conference works good for North Dakota since they function on bi-ennium budget cycle(July/June). Possibly less state DOT attendees due to freezing of travel.
 - d. Motion to move item to Helena BOD meeting by Mike D. Rande seconded this. Motion passed.
 - e. Jon is proceeding with a Fall 2018 conference.
 - f. **Action Items:**
 - a. Mike Dyrdahl- Add agenda item to determine if IHEEP should move to a spring rotation to BOD meeting in Helena.
 - b. Mike Dyrdahl- add question to sponsorship packet to gauge interest on time of year vendors feel is the best. Report back at BOD meeting in Helena.
6. Planning document update:
 - a. Mike D.- proposed adding in a section to have an ethics review by the local DOT, including the out of conference events. No objection.
 - b. Action Items:
 - a. Denise Reis- forward information from hotel numbers in Pittsburgh to Mike Dyrdahl to include in current packet.
 - b. Mike Dyrdahl- contact Dan Buehler to verify if host DOT or Dan Buehler is updating the document. Report back at next scheduled BOD meeting.
7. HEEP.ORG updates
 - a. Website is current aside from 2018 event. ESP program links are expected to be completed by 1/22/2016 by Ernie.
 - b. Denise- changes in production to website took the system down during registration for Pittsburgh event. Can we do updates during off hours? Keep this in mind.
 - c. **Action Items:**
 - a. BOD- review website and notify Ernie Treadway directly if there are errors or omissions that need changed.
8. 2016 participation with Area 5
 - a. Mike D.- appears Turkey will be hosting the 2016 HEEP conference. Is there a concern with the US folks attending the Area 5 if hosted in Turkey. Mike Perry- concern would be westerners shouldn't congregate somewhere to be a target.
 - b. Is there a recommendation that we do not participate? Denise- feels she would not attend with current state. Rande feels he would travel. Mike feels Turkey government would have oversight; Rande feels if US government doesn't have travel restrictions we should attend.
 - c. Mike cannot afford a huge contingency. Budget at \$10,000-\$12,000. Will send 4 to 5 at most. Mike created an order of precedence based on roles of HEEP organization. Regional directors are currently ranked in order of time served.
 - a. Approval from group on this ranking order.
 - b. Mike P. been director 6-7 years.
 - c. Rande 5 years.
 - d. Dan B. wasn't an area director, went straight to annual.
 - e. Order of precedence was ranked according to seniority as area director. If Diane is unable to attend, Dan would be offered due to role with ESP.
 - d. **Action Items:**
 - a. Mike Dyrdahl- contact director from Turkey for meeting logistics (when, where and agenda) and email to BOD.
 - b. Mike Dyrdahl- verify what travel requirements need to be in place (visa?) to travel to Turkey and email to BOD.
 - c. Mike Dyrdahl- schedule special BOD meeting on Area 5 before April if necessary.

9. 2016 Nomination Committee
 - a. Nomination committee; year is 1/2 over. Looking for volunteers to do this. Rande thought rules were covered in the by-laws. Diane found the information in the planning document, Past President and Past-past president have it mentioned in their duties.
 - b. Action Items:
 - a. Rande Robinson- determine if by-laws have rules for nominating committee.
 - b. Mike Dyrdahl- Appoint final nominating committee and report back at next scheduled BOD meeting.
10. Area 1, 2, 3 & 4 Updates
 - a. Area 1
 - a. Mike Perry stated NYDOT has shut down travel; no option to attend conferences.
 - b. Area 2
 - c. Rande Robinson- Most states have budget concerns in his area.
 - d. Area 3
 - a. Dan Belcher- trying to permission to become director; if administration says no he will send out to area 3 to request candidates.
 - e. Area 4
 - a. Mike Dyrdahl (for Brandon)- stated Brandon is reaching out to all states in area 4. Getting interest in HEEP attendance and updating contact information.
11. Area 1, 2, 3 & 4 Expectations for 2016
 - a. Mike suggested area directors review by-laws for each of the areas and ensure they are accurate. One item is the annual area meetings.
 - b. Mike- will be sending solicitation of topics; wants to send them to the area contacts as the conduit to the areas.
 - c. Action Items:
 - a. All Area Directors- update current area contact lists with appropriate state contacts.
12. 2016 IHEEP Conference Update
 - a. Mike- engaged contract with Ernie Cochrane for sponsorship. Package going out early next week. Set sponsorship goal at \$150,000 (minus the 15% for Ernie). Wants to cover his conference and build up seed money. There is no expectation that we'd use his services in Kevin or Jon's conferences.
 - b. 2016 website- Committee getting website and registration created with E. Treadway; due end of Feb. Registration fees will be \$475 for early bird; late registration intended to be \$550.
 - c. Budget- keep conference under \$120,000. Venues are low cost, transportation will be the biggest issue. Food will be the highest cost item.
 - d. Conference Flow- Registration open on Saturday; outings on Sunday am, typical Monday and Tuesday agenda (with 5k run per request), Technical tour in the afternoon of Wednesday, regrouping round tables scheduled for Thursday am.
 - e. Still working on keynote speakers and breakout sessions. Will be sending through area directors for assistance.
 - f. No action items from this topic defined.
13. Social Media
 - a. Mike inquired about who Denise uses. Barbara ? Has her own business now, has solicited input from Mike D. to continue this service. Is this something we want to engage in?
 - a. Denise- can we bring this in-house to accommodate? Suggests finding out what the cost of the service is.
 - b. Action Items:
 - a. Mike Dyrdahl- define scope of services and cost, send in email to BOD and report back at next BOD meeting.
14. 2016 Taxes:
 - a. Mike Dyrdahl will not move bank account due to timing from current location to PNC. Dan Belcher agreed to handle the 2015 and 2016 taxes. PNC potentially offers a service moving forward.
15. Schedule of future BOD meetings

- a. Meeting every quarter per planning guide. Next meeting will be scheduled in April. If we need decisions, Mike will send as an email with an option to vote. If necessary, we will have a conference call based on Area 5 findings, TBD after Mike Dyrdaahl gets the detail.
- b. April, July, November will be the defined meeting times; to be scheduled later.
- c. **Action Items:**
 - a. Mike Dyrdaahl schedule future BOD meetings.

16. Adjourn

- a. Meeting adjourned at 9:14 am. MTN time.