



**Jon Starr**  
International President

**Rande Robinson**  
International Vice President

**MEETING MINUTES**

Wednesday, February 7, 2018  
Meeting Started at 10:30am CST  
**Conf. Call 919-250-7881**

**Attendees:**

✓	Jon Starr, NE DOT	President	
✓	Rande Robinson, NC DOT	Vice President	
✓	Vern Danforth, FL DOT	Secretary	
✓	Mike Dyr Dahl, MT DOT	2016 Past President	
✓	Kevin Martin, KY DOT	2017 Past President	
✓	Diane Gunsch	ESP Coordinator	
✓	Elaine Richard, CT DOT	Area I Director	
✓	Dan Belcher, MI DOT	Area III Director	
✓	Brandon Anderson, MT DOT	Area IV Director	

**Old Business**

Minutes of the 11.15.17 BOD Meeting approved with 2 edits to the attendee names; Ellen Sliger, Elaine Richard

**Ongoing Business**

[ESP Update](#)

- Diane- Elaine is in the process updating the Educator Contacts List, program manual procedures and awards for 2018.
- Jon Starr will budget for the award amounts as published in the program manual.
- ESP Sponsorship currently set at \$5000 does not cover all the costs for the ESP Presenters, registration, room and conference meals; additional costs fall on general conference budget.
- Program will include 4 presenters, one from each Officer State and the AREA IV winner.
- Awards were discussed and finalized and will be revised in the updated program guidelines  
**Action Item:** Elaine will send Vern the updated program guidelines for the Feb. Meeting Minutes

[BIM Panel Discussion and Proposal](#)

- Jon presented his idea for the 2018 conference to the group as follow:
  - BIM for Infrastructure Panel
  - Panel Discussion/Presentations 4-6 invited member; 2 UK, 2DOTs, 1 Agency, 1 Contractor
  - Proposal is for two webinars; open to anyone interested leading up to the conference. Intent to share knowledge and build momentum for HEEP, hopefully pulling more people in. Not planning onsite webinar or recording of panel discussion.
  - Impartial Facilitator, Sasha Reed for consideration
- In general, agree that this should move forward for 2018 with a few cautions:
  - Keep the presentations transparent



- Focus on a knowledge sharing experience
- Take care that no one presenter is over zealous
- Caution presenters, if vendors to not use this as a sales pitch
- Key Soft has agreed to sponsor and support the webinar.  
**Action Item:** The 3 current upcoming conference organizers (Jon, Rande, and Vern) will make up a sub-committee to develop this idea before March 2018 program deadline.

## 2017 Conference Report

- **Action Item:** Kevin considers the 2017 Conference Report finalized and will send it to the BOD.

## 2017 Budget Update

- Kevin has transferred 2017 balance left over to PNC accounts for 2018 Jon Starr (100,000) and for the new 2020 Vern Danforth account (7740.02). When the PNC 2019 Rande Robinson account is established he will transfer the remaining (10,000?)
- **Action Item:** Vern will send the information to Rande for the procedures for getting 2019 Account setup
- Dan asked if we should invest some of the extra fund into the Vanguard Account? No decision made at this time
- Dan will be getting the Tax information together to submit for May, needs everything in April to begin the Tax preparation work.

## New Business

### 2018 Conference Event Status

- CVENT Registration software
  - (Purchased package vs. jot forms)
  - 3-year contract, included one account, purchased 2 extra for \$250 each (3 accounts total)
  - Did not opt for \$2800 professional services, instead getting coaching from CVENT
  - Currently in process of building event for: **Sponsorship registration and payment**
  - Will build the **Attendee registration and payment** module next
  - Cannot go live with any module until all is completed
  - Jon has multiple lists for potential email invites, looking to see if CVENT has filtering capabilities for the past participation
  - Likely will just create email lists manually
- Web Site - Phase 1 is now up, more will be added in the next few weeks
- Looking at offering 30 and 60-minute sessions, once the topics are received we may need to adjust for the schedule.
- Outings: Jon has several outings in the plans in and around Lincoln, NE.
  - Jon contacted TSA/Advet and they will not be sponsoring a golf event this year. Golf will not be an event at the 2018 conference. It will be at the discretion of the event coordinators in the future.
- Jon has requested Nebraska DOT support the event with about 65 attendees including both workers and those just attending.
- Kevin mentioned the KY had about 20 workers on a staggered schedule and could have used more during the initial registration.
- Social Media:
  - IHEEP has 2 LinkedIn accounts and Jon will work to get one closed and take over the HEPP business account created automatically by LinkedIn.
- IHEEP has 2 Twitter accounts, one under control of Rande. Nebraska has the username/password and will use that account for 2018 marketing.



## AREA Reports

### Area I

- Elaine is in the process of updating a list of Area Contacts from each state.
- Suggested that the Contacts be posted on the Website along with a way to keep it updated from a single source.
- \*Jon has the spreadsheet in their 2018 Sharepoint site passed on from Kevin with current contacts. He has been updating the contacts, so this should be considered the master copy and will be passed on after the 2018 event.

### Area II

- **Action Item:** Vern and Rande will recruit a new director
- SCDOT contact Iris Neal has declined

### Area III

- A new contact for North Dakota has been added

### Area IV

- Busy scanning historical documents

### Area V

- May 27-30 in Prague, Czech Republic
- No information on hotel/facility or focus of meeting yet, Jon is corresponding with Aleksandra for more info as available.
- Based on budget and projected costs, IHEEP plans to send 5. Mike, Kevin, Rande, Vern and Jon.
- ESP- coordination on site at Area V will be handled by Kevin.
- Elaine/Diane will carry out the tasks leading up to the meeting. **Action Item:** Please work with Kevin to ensure the information is transferred.
- Dan wanted a cost estimate to attend, he may try to go along on his own. **Action Item:** Jon will send out the cost information once we have more details

## Miscellaneous Items & Issues

- IHEEP Constitution and Bylaw changes – Rande Robinson said that as far as he could determine the last actual revised version of the HEEP constitution was in 2008.  
**Action Item:** Rande will send out copy of the 2008 and 2013 HEEP Constitutions to BOD members for review.
- Discussion about what to do when an Officer or BOD member retires.  
**Action Item:** Decision made to write up some options and table the discussion until next meeting

Meeting Adjourned at 12:05pm CST

*Respectfully submitted by: Vern Danforth, 2018 IHEEP Secretary, February 12, 2018*