



**Jon Starr**  
International President

**Rande Robinson**  
International Vice President

**BOD MEETING MINUTES**  
September 25<sup>th</sup> 2018  
Meeting Started at 2:30pm CST  
**2018 IHEEP Conference**

**Attendees:**

|   |                          |                     |                               |
|---|--------------------------|---------------------|-------------------------------|
| ✓ | Jon Starr, NE DOT        | President           | jon.starr@nebraska.gov        |
| ✓ | Rande Robinson, NC DOT   | Vice President      | rjrobinson@ncdot.gov          |
| ✓ | Vern Danforth, FL DOT    | Secretary           | vern.danforth@dot.state.fl.us |
| ✓ | Mike Dyrdaahl, MT DOT    | 2016 Past President | mdyrdaahl@mt.gov              |
| ✓ | Kevin Martin, KY DOT     | 2017 Past President | kevin.martin@ky.gov           |
| x | Diane Gunsch             | ESP Coordinator     | dgflow@hotmail.com            |
| ✓ | Elaine Richard, CT DOT   | Area I Director     | elaine.richard@ct.gov         |
| ✓ | Ellen Sliger, FL DOT     | Area II Director    | ellen.sliger@dot.state.fl.us  |
| ✓ | Dan Belcher, MI DOT      | Area III Director   | belcherd@michigan.gov         |
| x | Brandon Anderson, MT DOT | Area IV Director    | branderson@mt.gov             |
| ✓ | Andrzej Maciejewski,     | Area V Director     | amaciejewski@gddkia.gov.pl    |

**Old Business**

Minutes of the August 8 BOD Meeting were accepted. No changes.

**Ongoing Business**

1. Review and approve new HEEP ESP Manual – table until after conference
2. Review changes to current bylaws

Proposed changes to the Constitution\ByLaws

- *Remove* “International” references to organization
- *Remove* Area Secretary references
- *Create* Appendix B, Officer Position Description
- *Move* Puerto Rico to Area 2
- *Add* Board Member eligibility clause
  - must be **employed** by Fed, State or Local Transportation or related Agency

Presented for approval to Members at the Conference Banquet – **Approved by majority vote.**



3. FHWA Memorandum of Understanding- do we want to pursue?
  - a. Vern and Rande met with David Unkefor to discuss. It was decided to not pursue a formal MOU but rather to continue coordinating with FHWA for future conference participation via panels, workshops, sessions, etc.
4. Nominations Area IV director
  - a. Mike Dyr Dahl sent emails and called for volunteers to be the Area IV director prior to the conference. Jen Jewitt, Montana DOT volunteered.
  - b. Jen Jewitt Montana DOT was nominated and approved as the new Area IV director

## New Business

1. Special Interest Group for Data Governance to meet quarterly via teleconference
  - a. Board approved this organization with Dan Belcher as the facilitator.
2. Lance Parve WSDOT
  - b. Proposes including AASHTO/TRB participation on HEEP BOD for knowledge sharing co-ordination
  - c. Proposed Shared Cloud Storage with AASHTO/TRB
  - d. Rande Robinson prefers to keep the storage on the HEEP web server
  - e. Lance will deliver a proposal for the content data storage at next meeting in November
3. Nominate Elaine Richard, Connecticut DOT, to host the 2021 conference and 2019 Secretary
  - f. Presented for approval to Members at the Conference Banquet – **Approved by majority vote.**
4. New Officers for the 2019 were presented
  - g. President Rande Robinson, North Carolina DOT
  - h. Vice President Vern Danforth, Florida DOT
  - i. Secretary Elaine Richard, Connecticut DOT
  - j. Presented for approval to Members at the Conference Banquet – **Approved by majority vote.**
5. BOD will take nomination at the November meeting for the Area 1 director.
6. Nov. Meeting Agenda Items
  - k. EESP Guideline updates
  - l. Area Charter updates
  - m. Web Site discussion domain or sub-domains
  - n. Web Site funds - currently being paid by 2012 Area 2 funds. \$158 current Annual cost is approx. less than \$500 /year



## AREA Reports

### Area I

- Conference Surveys Submitted with Updated DOT Contacts

### Area II

- Conference Surveys Submitted with Updated DOT Contacts

### Area III

- Conference Surveys Submitted with Updated DOT Contacts

### Area IV

- Conference Surveys Submitted with Updated DOT Contacts

### Area V

- Location Next A5 meeting will be proposed in October. Topics around Asset Information and BIM, Schedule End of May beginning of June. Likely Warsaw

## Miscellaneous Items & Issues

Conference Host Beyond 2021, Utah? Ohio? Colorado contact? New Mexico? Washington? Hawaii?  
FHWA Federal Lands, DC Maryland, Virginia, Oregon?

Meeting Adjourned at 3:30pm CST

*Respectfully submitted by: Vern Danforth, 2018 IHEEP Secretary, October 16th, 2018*