



**Jon Starr**  
International President

**Rande Robinson**  
International Vice President

**BOD MEETING MINUTES**  
November 14, 2018  
Meeting Started at 11:30pm EST  
Conf. Call

**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
x	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
✓	Jen Jewitt, MT DOT	Area IV Director	JJewett@mt.gov
x	Andrzej Maciejewski,	Area V Director	amaciejewski@gddkia.gov.pl

**Old Business**

Minutes of the September 25<sup>th</sup> BOD Meeting were accepted. No changes.

**Ongoing Business**

**1. 2018 Conference Wrap up – Jon Starr**

- a. Discussion
  - Conference profit should be between \$33,000 to \$35,000
  - Seed money will be transferred to future conferences.
  - Jon’s staff is working to release an IHEEP promo video and BIM Panel video, which will be posted on the HEEP YouTube page as well as links on the HEEP website.
  - Jon will share his budget worksheet. There are several accounts to manage PNC, Merchant, Authorize.net, and Cvent.
  - The bill for Cvent is due by the end of the year.
- b. Table for next board meeting - Discuss seed money amounts. Should we continue as suggested in the IHEEP Planning Guide?

**2. ESP Manual and Coordination**

- a. Discussion
  - Rande would like to keep Universities involved that have participated in past conferences. Questions surfaced on how this would work if only each upcoming conference selects from their own pool of Universities.



- Jon is interested in taking on the ESP Coordinator role long term. Jon and Elaine can handle coordination this year.
- b. Action Item(s): Elaine will rewrite the manual to make the university involvement more open-ended and will send out to BOD for review.
- c. Table for the next board meeting - Discuss the coordinator role and who would be eligible to take on the position.

### 3. Meeting Minutes

- a. Action Item(s):  
Rande and Vern will get 2017 and 2018 meeting minutes to Ernie to post on the web.

### 4. Approved changes to Constitution and Bylaws

- a. Action Item(s):
  - Rande will ask Ernie to post the updated Constitution and Bylaws
  - Area 1 and 2 maps both need to be updated with Puerto Rico moving to Area 2
  - Area Bylaws can be removed

### 5. FHWA Memorandum of Understanding- do we want to pursue?

- a. Discussion  
Lance Parve WSDOT was not able to join the call.
- b. Table for next board meeting - Lance will deliver a proposal for the content data storage.  
New Business

### 1. 2019 Conference update

- a. Discussion
  - Rande is working on details
    - Welcome reception
    - Hotel reservations are up on the website
    - May need to get a block of rooms at another hotel for overflow
    - Reaching out to Transportation companies
    - Technical Tours may need to have two options as a Brewery can only accommodate 150 people.
    - Housman & Associates will be handling the sponsors. There is room for 30 tables. (Nebraska had 26 with 2 or 3 double booths)
  - Rande has marketing info he can provide to anyone going to other conferences. TRB – Vern and Bentley Conference – Jen
- b. Action Item(s):
  - Rande will look into HEEP Marriot Points
  - Elaine will set up BOD Meetings, Mondays, 11:30 EST, 2/4, 4/8, 7/8 and 11/7

### 2. Nominations for 2019 Area 1 Director

- a. Discussion  
Bill Harrison PennDOT is interested in the position; he is still waiting for his supervisor's approval.



- b. Table for the next board meeting - The BOD will vote by email or during the next BOD meeting.

### 3. 2018 Taxes

- c. Discussion

Dan Belcher needs a report of money in and out and the final bank account amount for 1/1/2018 thru 12/12/31 sometime in January.

### 4. Special Interest Groups

- a. Discussion

- Document Management - will meet quarterly or every two months
- Data Governance – next meeting Jan 24, will meet quarterly
- CAD Group - will meet every two months
- AUS - Jon will look into starting this focus group
- BIM Panel - Vern will take the lead

- b. Action Item(s):

- Develop a SIG Web forum on HEEP website
- Marketing SIG groups on HEEP website
- HEEP account for Web Conferencing

## Area Reports

### Area I

None

### Area II

None

### Area III

None

### Area IV

None

### Area V

None

## Miscellaneous Items and Issues

### 1. Vanguard

- a. Discussion

- The Vanguard account needs to be updated with the current BOD. At this point, Diane is the only one that can access it.
- Currently, there are \$12,000 for ESP and \$57,000 for Conference needs in the account. Should we take the money out and put in an account through PNC?



- b. Table for next board meeting – Discuss who will contact Diane to get the account updated. Discuss moving the money out into a new account, one that will be easy to transfer oversite from year to year.

**2. Dedicated HEEP Part-time Position**

- a. Discussion  
Should we hire someone (a company or retired board member) to manage HEEP, (Bylaws, meeting minutes, financials, vendors, and ESP)?
- b. Table for next board meeting – Need further research and discussion

**Tabled Items**

1. Review seed money amounts
2. HEEP hosted web conferencing software
3. FHWA Memorandum of Understanding- do we want to pursue
4. Vanguard account
5. Creating a HEEP part-time position
6. Vote in Area 1 Director

**Action Items**

Action	Assignee	Assigned Date	Status
Update ESP Guidelines	Elaine	11/14/18	
Meeting minutes posted on Web	Rande, Vern and Ernie		
Update Area 1 and 2 maps with Puerto Rico moving to Area 2			
Remove Area Bylaws from web			
Post updated Constitution and Bylaws on Web	Rande and Ernie	1/14/18	Complete
Look into HEEP Marriot Points	Rande		
Set up BOD Meetings	Elaine	1/14/18	Complete
Develop a SIG Web forum on HEEP website			
Marketing SIG groups on HEEP website			
Research HEEP account for Web Conferencing			

Meeting Adjourned at 1:30pm EST

*Respectfully submitted by Elaine Richard, 2018 IHEEP Secretary, November 27th, 2018*