



Rande Robinson
International President

Vern Danforth
International Vice President

BOD MEETING MINUTES

February 4, 2019

Meeting Started at 11:30pm EST
Conf. Call

Attendees:

✓	Rande Robinson, NC DOT	President	rjrobinson@ncdot.gov
✓	Vern Danforth, FL DOT	Vice President	vern.danforth@dot.state.fl.us
✓	Elaine Richard, CT DOT	Secretary	elaine.richard@ct.gov
✓	Jon Starr, NE DOT	2018 Past President	jon.starr@nebraska.gov
✓	Kevin Martin, KY DOT	2017 Past President	kevin.martin@ky.gov
✓	William Harrison	Area I Director	wiharrison@pa.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 Jewett, MT DOT	Area IV Director	JJewett@mt.gov
X	Andrzej Maciejewski,	Area V Director	amaciejewski@gddkia.gov.pl
✓	Ernie Treadway	Webmaster	treadwayj@dot.state.al.us

Old Business

- a) The Minutes of the November 14th BOD Meeting were accepted.
- b) William Harrison from PennDOT was voted in as the Area 1 Director.

Ongoing Business

1. Vanguard Account

- a) Rande sent out the Vanguard Account Statement to the BOD for review.
- b) Rande and Dan will get in touch with Diane to discuss changing the Account Contact.
- c) Dan will call Vanguard to see what they require to change the person in charge of the account.
- d) The idea was thrown out that the new HEEP Admin could be in charge of the account and it could be put in his or her name.

2. HEEP Admin. Part-time position

Rande and Vern will work on the position description of duties. They will also reach out to Mike Dyrdaahl for additional info.

3. Website

- a) Ernie Treadway demonstrated the SIG site and is currently working on the forum pages. He needs the SIG managers to send him a description of their group.
- b) Ernie will post SIG Dates on the forum using a Google calendar.



4. ESP Manual and Coordination

- a) The Manual revisions are complete and the new manual is posted on the web.
- b) Jon Star will be taking over as the ESP coordinator and during the transition this year Elaine Richard will assist.

5. Seed Money Amounts

Tabled for next meeting.

6. FHWA Memorandum of Understanding

The board decided there is no reason to have a formalized Memorandum of Understanding if HEEP and FHWA verbally agree to have a partnership. Rande suggested to keep FHWA informed of HEEP initiatives and continue to find out what they are interested in from us.

New Business

1. 2019 Conference update

- a) Cvent registration is close to being finished and will go live by the end of the week or the beginning of next week.
- b) The Guest Program is being finalized.
- c) So far Bentley and Plan Grid have signed up as sponsors.
- d) Houseman and Associates sent out a mass email advertising the conference.
- e) The call for presentations will go out by the end of February. A half dozen people have inquired already.
- f) The Hotel Reservation block is opened.
- g) Rande will look into possibly offering an Every Day Counts session and SIG group sessions at the conference.

2. 2020 Conference Update

- a) Vern is taking advantage of the budget sheet and Microsoft Project Schedule handed down from previous conferences.
- b) Ellen worked with the hotel to update the number of rooms in the block.

3. 2021 Conference Update

The conference will be held in Hartford, CT September 12 - September 16

4. Special Interest Groups

- a) Document Management – has grown to a large attendance with continued interest. They will meet Quarterly, 3 webinars and 1 session at IHEEP. Dan will look to offer the IHEEP session on the web as well.
- b) Data Governance – had about a dozen people on the last call and will be held quarterly.
- c) CAD Group – Kevin Stated 40 People are signed up already in March for the Survey session. They will meet two more times and again at the conference. Only a handful of states are not participating.



- d) UAS - Jon looked into forming a focus group, but found there are other groups available and feels another one may just saturate the market. He is still evaluating for relevancy.
- e) BIM Panel – Rande stated this group may become an official SIG group in the future.

Additional Items

- a) Ernie should send website billing directly to Rande.
- b) The Area 5 meeting will most likely be in Poland, the dates will be available in mid to late February.
- c) Rande is continuing to get Computer specs for CAD and will share the info with the group.
- d) Jon Star is waiting to hear back from George Lukes for Utah hosting in 2022. Iowa is also interested. He is looking to having it in Area 4 to keep it rotating through all the areas.
- e) Rande contacted the Marriott and hotel points need a permanent name associated to them so we may be able to use the Admin for this purpose.

Tabled Items

- 1. Creating a HEEP part-time position

Action Items

Action	Assignee	Assigned Date	Status
SIG Web forum on HEEP website	Ernie	12/2018	In development
HEEP part-time position description	Rande and Vern	04/2019	
Vanguard change over	Rande and Dan	04/2019	

Meeting Adjourned at 1:00pm EST

Respectfully submitted by Elaine Richard, 2019 IHEEP Secretary, February 20th, 2019