



Rande Robinson
International President

Vern Danforth
International Vice President

BOD MEETING MINUTES

April 6, 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
X	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 Jewitt, 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

The February 4th BOD Meeting Minutes were approved, as noted with one edit, AUS should be UAS.

Ongoing Business

1. Vanguard Account

- Dan Belcher called Vanguard; they are sending paperwork to Diane to begin the account change over. Dan will be taking over the account and he will add a couple more Board Members after the changeover.
- Jon Starr asked if it would be possible to link or somehow combine the Vanguard and PNC account. Rande did not think this would be possible.
- Dan reported that the Vanguard account balance is \$67,000.
- Nebraska (Jon) and Kentucky (Kevin) reported that they did not use any of the Vanguard account money; all funds came from the general conference funds. Rande stated that originally the Vanguard account was set up as a backup, to be used only if other funds were not available.

2. HEEP Admin. Part-time position

- Vern worked on the position description of duties and emailed them to the board for comments.
- Vern also stated we would need to make changes to the Constitution and By-laws.



3. Website

- Ernie Treadway demonstrated the SIG site and needs people to test the security. Kevin and Elaine will add some people from the CAD group.
- Rande would like a link put on the HEEP Board Page for now. Ernie is reorganizing the website and will find a new spot for it when we go live.
- Ernie brought up the suggestion of using Discord to collaborate with everyone involved with HEEP as the SIG site is locked down to only agencies.

4. Seed Money Amounts

The seed money amounts will be reviewed after the 2019 IHEEP Conference.

Updates

1. 2021 Conference - Elaine

Nothing to report

2. 2020 Conference - Vern

- They are getting approval to send 8 people from the planning team to attend the 2019 conference.
- Ellen and Vern will be visiting the 2020 conference site to start planning logistics and outings.

3. 2019 Conference - Rande

- Bentley switched from a Premium sponsorship down to Diamond but added the Welcome Reception.
- Autodesk maybe having a conference at the end of ours and will be a sponsor.
- Judy Skeen may have an AASHTO development meeting before the conference.
- Registration Info - Early bird \$550 ends June 8, reg \$600 ends Aug 16th, late \$25 extra
- Currently advertising on Facebook, LinkedIn, and Twitter. Will also email using CVent
- Rande will put general agenda together to post on the web.
- All 4 SIGs will meet on Sunday afternoon (2 at a time). Rande will plan to have them again on Thursday morning.
- Will have a session on handling disasters on Wednesday (Sept 11th)
- The Board Meeting will be at 4 on Saturday.

4. ESP - Jon

- Emails have been sent to the colleges. Area 5 has been contacted to start their process. Abstracts are due in May. Nothing has come in yet.
- Rande put ESP info and links on the 2019 IHEEP Webpage.

5. Special Interest Groups

Rande mentioned that we need to work on getting the word out on the SIG meetings schedules.



- a) Document Management (Dan) – Next meeting in May or June
- b) Data Governance (Dan) – People had trouble connecting, next one in 3 months.
- c) CAD (Kevin & Elaine) – Approx. 40 on last call; sessions scheduled for May 6th and July 1st.
- d) BIM Panel (Vern & Rande) – Have been in contact with FHWA to discuss topics for the IHEEP conference. Will forward a list to BOD from David Unkefer of topics they could present and get feedback from BOD.

6. Taxes- Dan

Due May 15, Dan will start working on them soon.

7. Area Reports

Area 4 - Jen

- Jen stated she has been asked to be on several peer to peer exchanges
 - FHWA in New York, scheduled for June.
 - UDOT (UAV and BIM)
 - AASHTO, Info Tech & Esri (data sharing)
- Has been trying to expand the Area 4 contact list, CAD managers at other DOT's have been difficult to find. Has had success finding interested Consultants.

Additional Items

Area 5 – Rande will send an update as soon as possible on the Area 5 Conference.

Action Items

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

Meeting Adjourned at 1:00pm EST

Respectfully submitted by Elaine Richard, 2019 IHEEP Secretary, July 8th, 2019