



**Rande Robinson**  
International President

**Vern Danforth**  
International Vice President

**BOD MEETING MINUTES**

July 8, 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 April 6<sup>th</sup> BOD Meeting Minutes were approved with comments/fixes from Jon Starr.

**Ongoing Business**

**1. Vanguard Account**

- Diane Gunsch will bring the needed paperwork to the IHEEP conference for the account change over. Dan Belcher and Rande Robinson will be taking over the account.

**2. HEEP Admin. Part-time position**

- Tabled until the November BOD Meeting

**3. ESP – Jon Starr**

- Jon is working out travel arrangements with the selected student from Krakow (Area 5).
- Vern (Florida) has made their selection – Jon is working with the student on travel arrangements.
- Rande will be selecting 2 students from North Carolina by the end of the week.
- Jon still has money in his account from Nebraska’s conference and will continue to use it to pay for student travel and other expenses associated with the ESP program.
- The ESP Sponsorship money should go directly in the PNC account managed by Jon for ESP purposes.



#### 4. SIG Website - Ernie Treadway

- Ernie is busy approving and rejecting people as they register on the SIG website.
- Postings are lacking at this time, Rande asked Ernie to send out an email reminding everyone to use the forums.

### New Business

#### 1. HEEP Merchandise - Ernie Treadway

- Ernie will move forward with making HEEP logo clothing and items available for purchase using [www.printful.com](http://www.printful.com).

### Updates

#### 1. Area 5 Meeting

- Kevin Martin, Jon Starr, Elaine Richard, Rande Robinson and Vern Danforth all attended the meeting in Poland.
- The meeting focused on CIM/BIM, all states and countries reported on their processes/status.

#### 2. 2021 Conference – Elaine Richard

- The LOGO is almost complete.
- We are sending 4 to the IHEEP Conference this year and 8 next year and the core planning team has been established.

#### 3. 2020 Conference – Vern Danforth

- Plans are moving forward.

#### 4. 2019 Conference – Rande Robinson

- The agenda is being finalized and speaker/presentation notices will be going out soon.
- North Carolina has filled their quota for hotel rooms and Rande is looking at options for adding more rooms to the block.
- Rande will look to hold rooms for students and European travelers who might be booking late. Students and European travelers will book their own rooms and then will be added to North Carolina's master account with the hotel.
- The Board discussed how to get the delegates to stay and watch the ESP Presentations.
- The BOD Meeting will be at 4:00 on Saturday.
- The Special Interest Groups will meet Sunday from 1 to 5, two at a time, Rande would like to have refresh meetings Thursday morning or maybe Wednesday during the tech tours. Rande asked if all SIGs required two meetings. The consensus was to have 2 because it would be nice to have a wrap up at the end of the week.
- Rande ran through the Tech Tour logistics.
- The transition meeting will be Wednesday afternoon.
- The Autodesk Advisory Board meeting logistics are still being worked out. Only Florida and Nebraska will be attending IHEEP from the Autodesk Advisory Board.



- Rande is trying to get at least one presentation per sponsor.
- Rande mentioned that high-level sponsors are falling short; in the future, we will need to discuss how to secure more of these.
- The State Reports at the conference will last an hour. This ran long last year. Options for the reports were discussed, Rande will decide how he would like to proceed this year and let Elaine know.

### Action Items

| Action                              | Assignee       | Assigned Date | Status          |
|-------------------------------------|----------------|---------------|-----------------|
| SIG Web forum on HEEP website       | Ernie          | 12/2018       | Complete        |
| Advertise SIG Website               | Ernie          | 07/2019       |                 |
| HEEP Merchandise                    | Ernie          | 07/2019       |                 |
| 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, Aug 30, 2019*