

HEEP 2015 Board of Directors Meeting  
Westin Convention Center, Cambria Room  
[Pittsburgh, PA](#)

Attendees:

Michael Dyrdaahl, Vice President, Montana DOT  
Brandon Anderson, Delegate, Montana DOT  
Dan Buhler, Past-President, Manitoba  
Judy Skeen, Past-President, AASHTO  
Ron Winterrowd, Area 4 Director, Oregon DOT  
Diane Gunsch, ESP, North Dakota DOT  
Rande Robinson, Area 2 Director, NCDOT  
Bill Harrison, Delegate, PennDOT  
Rachelle VanDeventer, Area 3 Director, Michigan DOT  
Kevin Martin, Secretary, KYTC  
Jon Starr, Delegate, NDOR  
Jim Fisher, Delegate, KYTC  
Marcie Fisher, Guest, ACEC-KY  
Joette Fields, Delegate, KYTC  
Shyhhann Ji, Delegate, PennDOT  
J. D. D'Arville, Past-President, Alabama DOT  
Ernie Treadway, Delegate, Alabama DOT  
Denise Reis, President, PennDOT

Denise called the meeting to order.

1. First business, approve minutes from the 2014 BOD Meeting.
  - Kevin Martin suggests changing his employer organization to KY Transportation Cabinet.
  - Reni Lovisa needs the last name corrected on page 2.
  - Denise motions to accept the amended minutes. Motion carried.

Old Business:

2. Online banking solution
  - Presented PNC option.
  - Board asked that Kevin continue setting up PNC banking solution for 2017 IHEEP Conference.
  - Michael Dyrdaahl will be second signature authority on Kevin's account.
  - Michael Dyrdaahl may or may not switch his banking account to PNC in the future.
  - Follow up with PNC on tax preparation service. Can it be done with banking service? If PNC cannot prepare our taxes, we will discuss at a later BOD meeting.
3. Technology Manager
  - Need to amend by-laws to add the Tech Manager at next year's Annual Meeting. Dan Buhler was nominated to craft duties for the position, for inclusion into the by-laws.

- Dan accepts. Denise Reis will verify that the October 2013 revision to the by-laws is the latest. Members will vote on the revised by-laws at next year's meeting.
4. Content Manager
    - Discussion resulted in an identified need to align Content Manager position with Technology Manager as opposed to with Librarian (marketing) manager. At this time there is no Librarian position and only a draft position description. Moving this action item forward will fall on the incoming 2016 board.
  5. Denise Reis will set up an online meeting to discuss by-law changes that need to be made at next year's IHEEP meeting. Judy Skeen will set up a Doodle Poll to see when potential attendees will be available, shooting for early November 2015.
  6. Conference Planning Subcommittee
    - Michael Dyr Dahl agreed to set up a planning subcommittee as a pilot for the 2016 conference. Subcommittee should include a past conference planner, a past conference host (Past President) and someone new that will be on a future conference planning committee.
  7. ESP Program
    - Denise Reis proposes to establish a 2 person coordinator system, staggered for knowledge transfer.
    - Need to redefine the duties of the program coordinator. There is a guidance document, but it is old and needs to be updated.
    - Michael Dyr Dahl would like to better define the focus of the ESP Program going forward.
    - Rande Robinson suggests establishing an ESP budget, dedicated to the program.
    - Denise Reis suggests establishing a sponsorship exclusively for ESP.
    - Diane Gunsch volunteered to take the lead on future discussions for evaluating, redefining and revamping the ESP program. Dan Belcher will serve as the other coordinator.
  8. IHEEP 2014 Taxes: Dan filed the taxes for 2014. The following are excerpts of the F990 Form:
    - Total Revenue = \$158,677.47
    - Total Expenses = \$219,598.85
    - Net Assets Beginning of Year = \$217,153.27
    - Net Assets End of Year = \$159,844.26
  9. IHEEP 2015 Financials: Denise Reis presented her anticipated financials for the 2015 conference.
  10. Denise Reis presented reasons to move the conference to the Spring of the year, beginning with the 2018 Conference. Tabled for a later discussion.

11. Michael Dyrdaahl nominated Jon Star (Nebraska DOR) as the 2016 HEEP Secretary. Jon accepted the nomination. The nomination was seconded and the motion was carried by the Board.
12. Michael Dyrdaahl nominated Brandon Anderson (Montana DOT) to the position of Area 4 Director. The motion was seconded and carried.
13. Denise Reis nominated Bill Harrison (PennDOT) to the position of Area 1 Director. The motion was seconded and carried.
14. Denise Reis would like to establish a Presidential Partnering Reward to vendors that are critical to the planning, delivery and financing of the conference. Denise would like to give 2 awards this year and motions to perpetuate the award each year. Board decided it should be at the discretion of the President instead of being tied to the organization. No motion therefore no vote taken
15. Dan Buhler recommended accepting the Planning Guide as a living document within the organization. The guide has been updated and should be disseminated to the organization members. The annual conference Planning Team (see item 6) needs to keep it up to date year to year. Planning team will pass the document to Montana and add information from the 2015 IHEEP Conference. Members present concurred no vote was required.

Motion to adjourn. Seconded.