

2016-09-12_Board of Directors meeting in Helena

Monday, September 12, 2016

5:01 PM

Attendees:

Mike Dyrdaahl- Montana DOT- HEEP President
Kevin Martin- Kentucky DOT- HEEP Vice-President
Jon Starr- Nebraska DOR- HEEP Secretary
Mark Suarez- Louisiana DOT- Past Past President
Rande Robinson- North Carolina DOT- Area 2 Director
Dan Belcher- Michigan DOT- Area 3 Director
Brandon Anderson- Montana DOT- Area 4 Director
Diane Gunsch- North Dakota DOT- ESP Coordinator
Ernie Treadway- Alabama DOT
Elaine Richard- Connecticut DOT
Karen Weiss- AutoDesk
Marci Fisher- ACEC Kentucky
Judy Skeen Tarwater- AASHTO

Meeting called to order at 4:01 with Kevin Martin leading the meeting.

Minutes from last year's meeting were previously approved.

2017 Secretary position:

- Dan Belcher nominated Rande Robinson. Diane Gunsch seconded. Diane nominates the slate of current officers. Mark Suarez Seconded this motion. Recommendation from the board is as follows:
 - Kevin Martin President
 - Jon Starr Vice-President
 - Rande Robinson- Secretary
- *Proposed slate of officers was announced at the final business meeting on 9/14/2016 in front of the general members, asked for any other nominations and voted on. Motion passed.

Area 1 Director:

- Elaine Richard Connecticut DOT nominated. Diane Gunsch seconded. Board of Directors voted to accept the nomination.

Area V participation:

- Is it worth to HEEP and Area V attendees to continue Area V relationship? Current attendees felt last conference was worth it. Board of directors unanimously feel the relationship should continue.
- Discussed opportunities to enhance communication. Social media is an avenue that will be pursued.

Vanguard Fund:

- Market hasn't performed as well the past year. Last year's money market fund was closed due to change in federal regulations. Currently have 2 funds. Would require research to determine if strategy is sound. Group decided no changes were necessary.

ESP and participation from areas:

- Initial responses were sent in February. One option would be to engage each HEEP officers local universities. Dan felt area directors should send candidates. Mark reported LSU wanted to send someone, but need to know in early spring semester. Suggestion to have Area Directors engage their area contacts. Dan feels area directors could use some items to be assigned to do. Dan mentioned at one time area directors host a quarterly webinar. Mike motions that incoming officers address issue of ESP participation and Area Directors roles.

HEEP Sponsorship and number of presentations allocated per vendor:

- AutoDesk requested same number of presentations as other premium sponsor. Mike made it work this year. How will we handle these situations in the future. Discussion over content of vendor presentations. Outings in the past provided by vendors have been suggested to be off site. No action taken.

HEEP Purchases and approvals:

- Ernie Treadway forms software, domain registrations and hosting costs come up yearly or every few years. JD currently has money in an account to pay for incidental IT costs since Ernie handling the websites. Recommendation made that Ernie had authority to spend less than \$250 without prior approval, once purchased an email notification goes to board. Dan makes motion to for Ernie to have a \$250 spending limit with reports due at annual meeting. Mark seconded, group approved.

IHEEP conference- time of year.

- Motion made by Dyrdaahl to drop item. Seconded by Martin. Group voted to drop the item.

Librarian/Historian position:

- Mark proposed a data administrator position for HEEP. Someone who could manage content. Discussion on historical photos and documents and where they are. Motion made to create librarian/historian position by Mark. Seconded by Rande. Mark then withdrew recommendation. Mark made a motion that the area directors get together and look at duties, including financial and librarian duties and come back to board of directors with recommendation. Rande seconded. Group passed motion.

Area Reports:

- Historically called for area reports. Data was gathered from each agency and distributed via email. Judy mentioned area reports were done to report back on what was accomplished at area meetings. By-laws currently contain information about yearly agency reports. Discussion on if this is still feasible. Dan suggests one HEEP representative who would receive the request, possibly through an online survey tool. Motion to table the area report discussion for the moment.

New business:

- Dan wants permission to start document management quarterly phone call. Michigan is willing to chair, wants to use HEEP organization as catalyst. Dan recommends this be open to agency

personnel. Diane motioned that Dan be allowed to do so and report back on success of this at next year's conference, Rande seconded. Group approved.

- AASHTOWare and data standards:
 - Meeting in December with AASHTOWare leadership and move towards data definition. Group briefly discussed, but no action was taken.