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|----------|--------------------|--------------------------------------|-------------|------------------|
| FORM F-2 | OFFICER REPORT | | | |
| | Agenda Item Number | 5.1 | Item Title | President |
| | Date | 9/20/19 | Reported by | Susan K. Roth PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

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| GOALS FOR 2019-2020 |
| <ul style="list-style-type: none"> • Provide a summary of 2020 Presidential Goals and briefly discuss their relation to the Strategic Plan. • Please include any additional information you'd like the Board of Direction to be aware of. <p>2020 Presidential Goals: Having fun while also focusing on the following:</p> <p>1. Member Benefits</p> <ul style="list-style-type: none"> • Outreach to companies and governmental entities who are no longer members for feedback (Roth) • Expand webinar program • Focus on technical program needs of membership • Identify what's working/not working for Branches (need to provide value) <p>2. Membership Growth</p> <ul style="list-style-type: none"> • Develop target list of engineering firms to contact • Identify 'Company Champions' to increase membership and sponsorship • Continue to strengthen relationship between Institutes and Section (i.e. monthly conference calls) • Continue to enhance CECON (adjust dates for 2021, identify new location for 2022, etc.) <p>3. Mentoring</p> <ul style="list-style-type: none"> • Identify Student Chapters needing Practitioner Advisors • Possibly start additional CE Club(s); use Dallas Branch as model • Identify mentoring needs of YMs • Coordinate K-12 outreach opportunities |

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| QUESTIONS FOR COMMITTEE REPORTS |
| <ol style="list-style-type: none"> 1. Status of ongoing programs and projects. (Do they align with the Strategic Plan? Should they be sunset?) – all ongoing programs/projects and 2020 Presidential Goals align with Strategic Plan 2. Are any new programs/projects desired? (They should align with the Strategic Plan) – will be focusing on identifying opportunities to increase membership and revenue for the Section 3. Status update on committee members and/or recruitment plan. (Who's on your team?) – excited about the wonderful committee chairs, co-chairs and subcommittee chairs who have committed to serve this next ASCE year!! |

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|---|-------------------------------------|-------|------------------|
| COMMITTEE | Branch/Section Relations (Standing) | CHAIR | Bobby Lys Jr. PE |
| Bobby has been working with both the West Texas and Corpus Christi Branches to discuss what the Section can do to help; Lindsay O'Leary is scheduled to meet with Corpus Christi on 10/8/19. Mike Sosa is also compiling a list of Branch meeting dates/times for the upcoming ASCE year. | | | |
| COMMITTEE | Office and Personnel (Standing) | CHAIR | Susan Roth PE |
| I will be attending the officer installation in College Station for the Brazos Branch on 9/26/19, and I'm scheduled to install the San Antonio Branch Officers on 10/14/19. | | | |
| Lindsay and I had a working lunch on August 29 th ; we plan to schedule bi-weekly calls and meet for lunch in person every 6 weeks to 2 months during this new ASCE year. I'm also in the process of determining effective communications (monthly conference calls, email updates, etc.) to the Branches and Directors. | | | |

Planning efforts for the 2020 Student Symposium (hosted by UT Arlington) are coming along nicely; committee has been holding monthly conference calls.

Kick-off planning efforts for CECON 2020 will be scheduled immediately following CECON 2019. The CECON Site Selection Committee has already developed an online survey for the Board members.

COMMITTEE

Past Presidents Council (Standing)

CHAIR


Craig Thompson PE

Plans for Craig to reach out to the Past Presidents Council to keep them involved with our budget discussions and to include their feedback in the Strategic Planning process.

ITEMS FOR AGENDA

(for office use)

Enter information by overwriting this text. List items requiring action or discussion here.

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|---|--------------------|--------------------------------------|-------------|------------------------|
| FORM F-2 | OFFICER REPORT | | | |
|  | Agenda Item Number | 5.2 | Item Title | Past President |
| | Date | 9/20/19 | Reported by | Arthur M. Clendenin PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |


GOALS FOR 2019-2020

- Outline plan for identifying grant opportunities and encouraging committees to apply for funding.
- I would like to devise a plan to get some more interaction from past presidents at various events, essentially making them more visible. This has nothing to do with the fact that I am now one of them, but would like to keep those from the past who are not as active anymore, reactivated. I would like a contact list of all "living" past presidents for starters.
- I would like to continue the quest to visit every branch. I am half way there! (8 of 15)

QUESTIONS FOR COMMITTEE REPORTS

1. Status of ongoing programs and projects. (Do they align with the [Strategic Plan](#)? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the [Strategic Plan](#))
3. Status update on committee members and/or recruitment plan. (Who's on your team?)

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|---|------------------------------------|-------|------------------|
| COMMITTEE | History & Heritage (Standing) | CHAIR | Melinda Luna PE |
| <p>I have not received a report from Melinda at this time, but will be interacting with her shortly to understand her goals for the upcoming year.</p> <p>A back burner idea for a couple years now, Melinda and I would like to possibly develop a calendar featuring civil engineering projects and events- as a perpetual memorial to Vernon Weunsche.</p> | | | |
| COMMITTEE | Honors (Standing) | CHAIR | Chad Ballard PE |
| <p>Chad has agreed to serve a second term as the Honors Committee Chair, now that he has the first year under his belt! I will work with him to assemble a new committee and get the nomination process rolling.</p> | | | |
| COMMITTEE | Nominating (Standing) | | Curtis Beitel PE |
| <p>I would like us to supply Curtis with the slate of folks discussed from the previous year(s) and also cultivate new prospects to fill the various posts for the coming year.</p> | | | |
| COMMITTEE | Intra-Society Relations (Standing) | CHAIR | Fadi Faraj PE |
| <ol style="list-style-type: none"> 1. Develop role of the committee 2. Gain further knowledge of the ASCE Texas Section Map 3. Continued knowledge of the ASCE Texas Section Org Chart 4. On-going communications with the ASCE Director for Region 6 | | | |
| ITEMS FOR AGENDA | NONE | | |
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|---|--------------------|--------------------------------------|-------------|-----------------|
| FORM F-2 | OFFICER REPORT | | | |
|  | Agenda Item Number | 5.3 | Item Title | President Elect |
| | Date | 9/20/19 | Reported by | Sean Merrell PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

GOALS FOR 2019-2020


- Review ways to increase revenue for the Texas Section (i.e. CECON, membership, advertising, etc.)
- Provide for a fun, exciting, useful and informative Leadership Development Weekend 2020. Consider the possibility of having LDW while on a “working vacation” on a cruise ship
- Have FUN!!!

QUESTIONS FOR COMMITTEE REPORTS

1. Status of ongoing programs and projects. (Do they align with the [Strategic Plan](#)? Should they be sunset?)
 - **All planned projects and programs align with the strategic plan and should not be sunset.**
2. Are any new programs/projects desired? (They should align with the [Strategic Plan](#)) – **Any new program or project should focus on 1 of 3 things...increase revenue, increase membership or increase fun**
3. Status update on committee members and/or recruitment plan. (Who’s on your team?) – **Susan Roth has worked hard to find fun, energetic committee chairs, co-chairs and subcommittee chairs and I look forward to working with and assisting all of them.**

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| COMMITTEE | Conference Planning (Standing) | CHAIR | Matt Singel PE, TBD |
| | <ul style="list-style-type: none"> • Consider appointing Nancy Cline PE & Martha Juch PE to lead the program subcommittee for CECON, in addition to VP Technical (Andres Salazar PhD, PE). • Analyze the CECON model and potential changes to it in order to increase attendance and revenue from the conference • Analyze ways to improve communication between the CECON Conference Planning Leaders, Texas Section Staff and other Texas Section Leaders • Work with the CECON site selection committee to ensure an adequately sized, affordable venue is selected for the coming years • Research what other Texas engineering conferences do that is successful (i.e. TexITE, APWA, TWCA) | | |
| COMMITTEE | Editorial (Standing) | CHAIR | Jonathan Brower PE & Sergio Mendez PE |
| | <ul style="list-style-type: none"> • Continue to work with and support this committee during the transition to the digital TCE • Analyze ways to generate revenue from this new format (advertising) | | |
| COMMITTEE | Membership (Standing) | CHAIR | Marco Furlan PE & Patrick Beecher PE |
| | <ul style="list-style-type: none"> • Work with the membership committee and Texas Section leadership to research and generate fun ideas/things/initiatives to attract new members • Research what other engineering societies in Texas do that is successful to increase membership (i.e. TSPE, TexITE, APWA) • Develop a membership campaign and collateral such as presentations and flyers that can be used by Branches and Student Chapters to support their recruiting and retention efforts | | |
| COMMITTEE | Strategic Planning (Standing) | CHAIR | Kacey Paul PE & Dan Hartman, PE |
| | <ul style="list-style-type: none"> • Identify subcommittee chair(s) to assist our chairs and begin the strategic planning process • Revisit previous Texas Section strategic plan and visit with previous strategic planning chairs for input | | |
| ITEMS FOR AGENDA | (for office use) | | |

Officially appoint Conference Planning Chair(s) and CECON site selection committee chair

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|---|---------------------------|--------------------------------------|--------------------|----------------------------|
|  | Agenda Item Number | 5.5 | Item Title | VP-Professional |
| | Date | 9/20/19 | Reported by | Tiffany Reed-Villarreal PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

GOALS FOR 2019-2020

My goal as VP Professional for 2019-2020 will be to connect with each of the branches in Texas and see to it that they are equipped for advocacy at the local branch level. I plan to have at least one legislative committee member at each branch that the Texas Section can communicate with. I would also like to facilitate a branch level GAC member visit with local legislators in those areas to further cement the relationship between Texas state legislators and ASCE branch members.


I have also brought on a new PR&PI committee member, pending President approval, and I will be working with her on getting engaged with the committee. Having an active PR&PI committee will help to take some of the pressure off the award winning and highly active Government Affairs Committee.

QUESTIONS FOR COMMITTEE REPORTS

1. Status of ongoing programs and projects. (Do they align with the [Strategic Plan](#)? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the [Strategic Plan](#))
3. Status update on committee members and/or recruitment plan (Who's on your team?)

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| COMMITTEE | Governmental Affairs (Standing) | CHAIR | Augustine Verrengia PE |
| <p>The GAC is currently working on the upcoming Legislative Panel at Texas CECON 2019. The GA committee has worked very hard to identify and invite legislators and speakers to this years discussion. GAC next objectives will be identifying delegates to represent Texas Section at 2020 ASCE Legislative Fly-In. Following the Fly-In, we will begin planning CECON 2020 Legislative Panel. The GAC will also be helping with the upcoming 2021 Texas IRC. The committee will be helping to coordinate, review and generally be of assistance in keeping the release on time.</p> | | | |
| COMMITTEE | Public Relations and Prof. Image (Standing) | CHAIR | OPEN |
| <p>Claudia Corsetti has offered to assist with the PR&PI committee, pending President approval.</p> <p>I would like to get Texas GA/PA Committee set up with LinkedIn, Facebook, IG and Twitter to discuss important events and legislative topics. Having an active PR&PI committee will also help to take some of the pressure off the award winning and highly active Government Affairs Committee and will also highlight our professional activities to attract new members.</p> | | | |
| COMMITTEE | Texas Infrastructure Report Cards (Standing) | CHAIR | Mark Boyd PhD, PE |
| <p>The Texas Infrastructure Report Card Committee plans to hold a preliminary planning meeting with committee leaders and interested members during CECON to being assigning tasks and developing a schedule for the 2021 Texas IRC release. The committee leaders held a planning call with ASCE Global staff on 21 August 2019. The next step following the CECON preliminary meeting will be to hold an official kick-off meeting with ASCE Global staff with a goal to complete the IRC within approximately one year from the kick-off meeting. Therefore, the kick-off meeting should be late 2019 or early 2020 timeframe.</p> | | | |

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| COMMITTEE | Residential Foundations Oversight (Task) Subcomms: Evaluation and Repair of Residential Foundations Foundation Investigation & Design - Manual of Practice | CHAIRS | Mr. Ken Struzyk, PE Phillip King PE |
| <p>Mr. Ken Struzyk, PE, with AccuTech Consultants was nominated as Chair and voted by the subcommittee membership as the chair position for the subcommittee.</p> <p>Mr. Stuzyk and Mr. King submitted a formal letter presenting the suggested changes to the Guidelines for the Evaluation and Repair of Residential Foundations on 21 August 2019. The subcommittee will be meeting in Austin on 5 October 2019 to discuss the changes.</p> | | | |
| ITEMS FOR AGENDA | None | | |
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| FORM F-2 | OFFICER REPORT | | | |
|  | Agenda Item Number | 5.7 | Item Title | Treasurer |
| | Date | 9/20/2019 | Reported by | Reem Zoun PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

FINANCIAL REPORTS

Monthly Financials for July 31, 2019 attached (includes CECON reports from Section's accounts):

- 4.7a Financial Summary
- 4.7b Budget v Actual
- 4.7c Statement of Financial Position
- 4.7d Dues and Voluntary Contributions
- 4.7e Investments as of July 31, 2019

Accounts Update

- a. Edward Jones Investment Account (long-term savings)
 - i. 2019 beginning balance = \$438,868.04
 - ii. Current balance (07/31/2019) = \$479,658.47
- b. Wells Fargo Savings Accounts (07/31/2019)
 - i. Checking – operating = \$15k
 - ii. General Branch Fund = \$26k
 - iii. Institute Chapter Savings = \$15.5k
 - iv. Student Symposium Savings = \$12.9k
- c. Total Checking/ Savings = **\$532,364.19** (07/31/2019)
- d. CECON Checking Account balance = \$136.7k (07/31/2019)

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|-----------|----------------------------|-------|--------------|
| COMMITTEE | Budget & Finance Committee | CHAIR | Reem Zoun PE |
|-----------|----------------------------|-------|--------------|

Texas Section Executive Director presented the 2019-2020 Preliminary Operating Budget to the incoming and outgoing board members on a 09/10/2019 webinar. 2018-2019 Board members will be asked to endorse the Preliminary Operating Budget on September 18, 2019. 2019-2020 Board members will be asked to adopt the Final Operating Budget on September 20, 2019.

Discussion at the webinar and other occasions in recent past included the following:

- Ways Section could improve revenue & decrease the amount taken from the Section's investment account
- Suggestions include increasing membership via membership committee activities and grassroots campaigns, applying for additional grant funding, increasing conference revenue goals and advertisement sales, and, in general, incorporating more strategic discussion into future Board meetings. Board members should consider evaluating the Section's programs, products, and services.
- Proposed 2019-2020 Operating Budget
 - Revenues: \$548,800 (includes investment draw of \$35k and general branch fund draw of \$5k)
 - Expenses: \$548,534
- Revenues and expenses as of 07/31/2019
 - Revenue: Actual \$492k; annual budgeted \$476k
 - Expenses: Actual \$435k; annual budgeted \$478k

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| ITEMS FOR AGENDA | Item 3.5 – Adopt Final 2019-2020 Operating Budget |
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**ASCE TEXAS SECTION
2019 - 2020 OPERATING BUDGET
APPROVED _____**

| REVENUES & EXPENSES | | PROPOSED BUDGET 2019-2020 | % CHANGE from 2018-2019 BUDGET | ADOPTED BUDGET 2018-2019 | ACTUAL as of 7/31/2019 | % of BUDGET REALIZED as of 7/31/2019 | 2017-2018 AMENDED 1/19/2018 | ACTUAL as of 9/30/2018 | 2016-2017 AMENDED 1/13/2017 | ACTUAL as of 9/30/2017 |
|--|--|---------------------------|--------------------------------|--------------------------|------------------------|--------------------------------------|-----------------------------|------------------------|-----------------------------|------------------------|
| ***REVENUES*** | | | | | | | | | | |
| ALLOTMENT DUES VOL REBATE | | | | | | | | | | |
| 4110 | NATIONAL ALLOTMENT | 44,000 | 0% | 44,000 | 43,969 | 100% | 44,000 | 43,839 | 44,000 | 43,880 |
| 4120 | BRANCH DUES | 45,000 | 0% | 45,000 | 39,638 | 88% | 45,000 | 42,044 | 45,000 | 42,452 |
| 4130 | SECTION DUES | 270,000 | 0% | 270,000 | 251,831 | 93% | 309,720 | 271,203 | 329,940 | 273,380 |
| 4140 | SECTION VOLUNTARY CONT | 5,500 | 0% | 5,500 | 4,928 | 90% | 5,500 | 5,390 | 5,500 | 5,372 |
| TOTAL DUES & ALLOTMENT | | 364,500 | 0% | 364,500 | 340,366 | 93% | 404,220 | 362,476 | 424,440 | 365,084 |
| SX MTS/CONFS/SPEC EVENTS | | | | | | | | | | |
| 4210 | TX CECON (SUPPORT & PROFIT SHARING) & SEED | 32,750 | 49% | 22,000 | 20,000 | 91% | 38,000 | 36,025 | 25,000 | 25,000 |
| 4211 | STUDENT SYMPOSIUMS (GENERAL) | 0 | | 0 | 2 | | 0 | 3 | 4,000 | 2 |
| 4211-17 | STUDENT SYMPOSIUM 2017 (UTEP) | | | 0 | 0 | | | 274 | 4,000 | (260) |
| 4211-18 | STUDENT SYMPOSIUM 2018 (TAMU) | 0 | | 0 | 0 | | 4,000 | 8,625 | | |
| 4211-19 | STUDENT SYMPOSIUM 2019 (UTRGV) | 0 | | 0 | 73,796 | 73796% | | | | |
| 4211-20 | STUDENT SYMPOSIUM 2020 (UTA) | 75,000 | 75000% | 0 | 0 | | | | | |
| 4211-21 | STUDENT SYMPOSIUM 2021 (TBD) | 0 | | | | | | | | |
| 4215 | LEGISLATIVE DRIVE-IN | 0 | -100% | 1,000 | 1,180 | 118% | | | | |
| 4221 | OTHER CONFERENCES | 500 | 0% | 500 | 90 | 18% | | 15,621 | | |
| 4410 | CPDS-TX SX WEBINARS SPONSORED | 10,000 | -5% | 10,500 | 4,780 | 46% | 10,000 | 8,369 | 10,000 | 6,966 |
| TOTAL SX MTGS/CONFERENCES | | 118,250 | 248% | 34,000 | 99,848 | 294% | 52,000 | 68,917 | 43,000 | 31,708 |
| PUBLICATIONS/COMMUNICATIONS REVENUE | | | | | | | | | | |
| 4313 | TCE-DISPLAY ADS | 0 | -100% | 5,000 | 0 | 0% | 30,000 | 21,775 | 30,000 | 25,500 |
| 4314 | TCE-PROFESSIONAL CARDS | 0 | -100% | 5,000 | 0 | 0% | 10,000 | 7,280 | 10,000 | 8,410 |
| 4331 | CLASSIFIED ADS TCE/WEB | 15,000 | 50% | 10,000 | 9,106 | 91% | 5,000 | 8,543 | 10,000 | 5,064 |
| 4332 | DIGITAL ADVERTISING | 5,000 | -50% | 10,000 | 94 | 1% | 1,500 | 1,740 | 0 | 1,411 |
| 4341 | PROCEEDINGS - PREVIOUS MTGS | | | 0 | 0 | | | 0 | | 150 |
| 4342 | PROCEEDINGS - CURRENT YEAR MTGS | | | 0 | 0 | | | 0 | | |
| TOTAL PUB REVENUE | | 20,000 | -33% | 30,000 | 9,200 | 31% | 46,500 | 39,338 | 50,000 | 40,535 |
| SEMINAR/WEBINAR REVENUE | | | | | | | | | | |
| 4440 | eLIBRARY - ETHICS PASS | | | 0 | 0 | | 150 | 30 | 150 | |
| TOTAL SEMINAR REVENUE | | 0 | | 0 | 0 | | 150 | 30 | 150 | 0 |
| OTHER REVENUE | | | | | | | | | | |
| 4510 | INVESTMENT DRAW | 35,000 | -4% | 36,500 | 30,000 | 82% | 15,000 | 10,250 | 0 | 20,000 |
| 4530 | INTEREST | | | 0 | 0 | | 0 | 0 | 0 | |
| 4540 | GENERAL BRANCH FUND DRAW | 5,000 | -32% | 7,350 | 6,750 | 92% | 8,100 | 7,500 | | |
| 45XX | STUDENT SYMPOSIUM SAVINGS DRAW | 2,500 | | | | | | | | |
| 4550 | MISCELLANEOUS | 150 | 150% | 0 | 830 | 830% | 0 | 0 | 0 | 94 |
| 4231 | MERCHANDISE SALES | 0 | -100% | 100 | 0 | 0% | 575 | 91 | 100 | 1,043 |
| TOTAL OTHER REVENUE | | 42,650 | -3% | 43,950 | 37,580 | 86% | 23,675 | 17,841 | 100 | 21,137 |
| DESIGNATED REVENUE | | | | | | | | | | |
| 4610 | TCEF SUPPORT | | | 0 | 0 | | | 0 | | |
| 4620 | TCEL/SAC | 1,000 | 0% | 1,000 | 1,000 | 100% | 700 | 0 | 700 | 700 |
| 4630 | ASCE GRANTS SPAG | 0 | 0% | 0 | 1,875 | 1875% | 3,750 | 1,875 | 1,750 | 1,750 |
| 4635 | GRANTS (OTHER ASCE) | 0 | -100% | 1,500 | 800 | 53% | 500 | 0 | 1,500 | 431 |
| 4640 | REGION 6 FUNDING | 2,400 | 100% | 1,200 | 1,500 | 125% | | 800 | | |
| 4650 | GRANTS (NON-ASCE) | | 0% | 0 | 0 | | 0 | 0 | 17,816 | 0 |
| TOTAL DESIGNATED REVENUE | | 3,400 | -8% | 3,700 | 5,175 | 140% | 4,950 | 2,675 | 21,766 | 2,881 |
| TOTAL REVENUES | | 548,800 | 15% | 476,150 | 492,170 | 103% | 531,495 | 491,277 | 539,456 | 461,345 |

LEGEND:
Red = Line Item Change, either addition or deletion

NOTES

(received in December 2017)
pass-through
FY17-18 # of Subscribing Members as of 4/30/17 (5,162) x \$60 Sec Dues; FY18-19 consider \$ received in prior years

FY17-18 membership drives needed, including email/letter to new PE (get TBPE List)

4-year seed repay complete 2017; \$16k profit from CECON 2017; \$20k annual commitment; \$2,750/yr for Staff Travel; \$10k 2020 profit
FY15-16 \$12k TTU Platinum Sponsorship (multi-year, \$4k/yr - Symp16, 17, 18)
sponsorships & pre-orders for Job Fair or other
sponsorships & pre-orders for Job Fair or other
FY18-19 assume \$0 profit based on possible changes due to ASCE/AISC split; Revenue covers expenses at 5211.
Revenue covers expenses at 5211 less support; FY19-20 assume \$0 profit

FY18-19 assume 50 attendees @ \$20/ea; FY19-20 no event planned
FY17-18 I Week Event - Harvey Panel and Harvey Report Release; FY18-19 & FY19-20 Possible I Week Event
Reminder: Increase Webinar Marketing, Leverage Institute Chapter Webinar MOU

FY18-19 Numbers will likely change when TCE moves to 100% digital/online
FY18-19 Numbers will likely change when TCE moves to 100% digital/online
Include JobTarget Career Center sales
FY18-19 Numbers will likely change when TCE moves to 100% digital/online and new website is up

(Note FY18-19 revenue drops as well as expenses for TCE print production)

Remove subsection, add webinar revenue to subsection 4200 (Section Meetings, Conference, Events)

Previously recorded ethics webinars - FY18-19: Eliminate this offering - recorded ethics webinars are dated-

FY17-18 Website (\$10k) IRC Support (\$5k); FY18-19 TCE Digital (\$5k) Balance Budget (\$31.5k); FY19-20 (\$35K) Balance Budget

FY17-18 1/2 LDW (\$7,500) & 2 MRLC reg (\$300/ea); FY18-19 1/2 LDW (\$6,750) & 2 MRLC reg (\$300/ea)
LDW Savings Account (9064) = \$26k as of 8/23/18 - post LDW draw!
FY19-20 Funds for atypical expenses such as lake venue rental, that may not be covered by event sponsorships
FY15-16 coding to 4331 & 4435; FY18-19 & FY19-20 includes credit card "cash back" rewards
net sales (less tax); FY17-18 est 15 books + other merch; FY18-19 est 3 books; FY19-20 merch sales not anticipated

Student Tech Paper Prize Funds; FY18-19 TCEL will increase their support from \$700 to \$1K
FY16-17 request for IRC; FY17-18 2 Grants for GAC Activities; FY18-19 N/A; FY19-20 TBD
FY16-17 STAY Grants rec'd 10/31/16 but returned June 2017; FY17-18 No STAY Grant; FY18-19 STAY Grant; FY19-20 TBD
FY17-18 STEM Cmte; FY18-19 for Drive-In; FY19-20 Grants for Planning 2021 Drive-In, STEM/Symposium, Membership
FY16-17 UEF grant for STEM denied

**ASCE TEXAS SECTION
2019 - 2020 OPERATING BUDGET
APPROVED _____**

| **EXPENSES** | | PROPOSED BUDGET 2019-2020 | % CHANGE from 2018-2019 BUDGET | ADOPTED BUDGET 2018-2019 | ACTUAL as of 7/31/2019 | % of BUDGET REALIZED as of 7/31/2019 | 2017-2018 AMENDED 1/19/2018 | ACTUAL as of 9/30/2018 | 2016-2017 AMENDED 1/13/2017 | ACTUAL as of 9/30/2017 |
|--|--|---------------------------|--------------------------------|--------------------------|------------------------|--------------------------------------|-----------------------------|------------------------|-----------------------------|------------------------|
| SALARIES & SUPPORT | | | | | | | | | | |
| 5111 | SALARIES-GROSS | 194,000 | 1% | 192,500 | 154,288 | 80% | 206,000 | 179,953 | 214,000 | 192,571 |
| 5112 | SALARIES-SOC SEC | 23,280 | 3% | 22,538 | 11,681 | 52% | | 13,730 | 18,000 | 14,545 |
| 5113 | SALARIES-INSURANCE | 53,350 | 1% | 52,588 | 56,068 | 107% | 74,500 | 49,999 | 45,700 | 50,298 |
| 5121 | SERVICES-CONSULTING/TEMPS | 19,100 | 3% | 18,600 | 15,011 | 81% | 21,600 | 18,433 | 20,000 | 25,959 |
| 5122 | SERVICES-ARCHIVING | 0 | 0% | 0 | 0 | | 0 | 0 | 0 | 0 |
| 5131 | SERVICES-PYR ADM | 1,200 | 0% | 1,200 | 1,000 | 83% | 1,200 | 1,200 | 1,200 | 1,200 |
| TOTAL SALARIES & SUPPORT | | 290,930 | 1% | 287,425 | 238,048 | 83% | 303,300 | 263,315 | 298,900 | 284,573 |
| SX MTGS/CONFS/SPEC EVENTS | | | | | | | | | | |
| 5200 | SX OFFICE EXPENSES | | | 500 | 0 | 0% | 500 | 0 | 100 | 110 |
| 5210 | TX CECON | 2,750 | 2750% | 0 | 0 | | | 0 | | |
| 5211-17 | SUPPORT-STUDENT SYMPOSIUM 2017 (UTEP) | | | | 0 | | | 996 | 19,000 | 3,490 |
| 5211-18 | SUPPORT-STUDENT SYMPOSIUM 2018 (TAMU) | 0 | | 0 | 0 | | 14,000 | 19,816 | | 514 |
| 5211-19 | SUPPORT-STUDENT SYMPOSIUM 2019 (UTRGV) | 0 | | 10,000 | 66,998 | 670% | 5,000 | 9,828 | | |
| 5211-20 | SUPPORT-STUDENT SYMPOSIUM 2020 (UTA) | 80,000 | | 5,000 | 0 | 0% | | | | |
| 5211-21 | STUDENT SYMPOSIUM 2021 (HOST TBD) | 5,000 | | | | | | | | |
| 5215 | LEGISLATIVE DRIVE-IN | 0 | -100% | 5,000 | 3,385 | 68% | | | | |
| 5220 | LEADERSHIP DEVELOPMENT WEEKEND (LDW) | 15,000 | 11% | 13,500 | 11,435 | 85% | | 9,763 | (see 5221) | (see 5221) |
| 5221 | OTHER CONFERENCES | 300 | 300% | 0 | 0 | | 15,000 | 11,291 | 5,000 | 14,511 |
| 5222 | EXCOMM MEETING (INCLUDES AV) | 1,000 | -33% | 1,500 | 42 | 3% | 1,500 | 1,149 | 1,000 | 547 |
| 5223 | BOARD MEETING (INCLUDES AV) | 2,500 | 0% | 2,500 | 413 | 17% | 1,500 | 4,003 | 1,000 | 1,583 |
| 5224 | PRESIDENTS RECEPTION (@ MTGS) | 1,800 | 20% | 1,500 | 1,159 | 77% | 3,750 | 2,364 | 1,500 | 3,070 |
| 5240 | ASCE CONFERENCE CONTRIBUTION | 0 | -100% | 2,000 | 1,637 | 82% | 2,000 | 1,388 | 2,000 | 29 |
| TOTAL SX MTGS/CONFERENCES | | 108,350 | 161% | 41,500 | 85,069 | 205% | 43,250 | 60,597 | 29,600 | 23,853 |
| PUBLICATIONS/COMMUNICATIONS EXPENSE | | | | | | | | | | |
| 5311 | TCE-POSTAGE | 0 | -100% | 600 | 0 | 0% | 1,200 | 1,686 | 1,200 | 1,635 |
| 5312 | TCE-OUTSOURCING | 5,000 | 0% | 5,000 | 1,882 | 38% | 15,000 | 14,144 | 15,000 | 13,875 |
| 5313 | TCE-PRINTING/PRODUCTION | 0 | -100% | 4,000 | 111 | 3% | 8,000 | 6,186 | 8,000 | 7,064 |
| 5318 | WEB SITE-MAINTENANCE | 950 | -62% | 2,500 | 636 | 25% | 7,000 | 7,161 | 6,820 | 6,820 |
| 5319 | WEB SITE-UPGRADES | 0 | 0% | 0 | 5,672 | 5672% | 10,000 | 5,125 | 0 | 0 |
| 5230-05 | HISTORY BOOK | 264 | 0% | 264 | 248 | 94% | 300 | 264 | 300 | 333 |
| 5321 | COMM SUPPORT | 3,400 | -8% | 3,700 | 2,113 | 57% | 3,000 | 3,192 | 1,800 | 3,099 |
| TOTAL PUB/COM EXPENSE | | 9,614 | -40% | 16,064 | 10,662 | 66% | 44,500 | 37,758 | 33,120 | 32,826 |
| SEMINAR/WEBINAR EXPENSE | | | | | | | | | | |
| 5410 | CPDS-TX-SX SPONSORED | 0 | | 0 | 0 | | | 0 | | |
| TOTAL SEMINAR-EXPENSE | | 0 | | 0 | 0 | | 0 | 0 | 0 | 0 |
| SECTION SERVICES | | | | | | | | | | |
| 5511 | BR DUES-PASS THRU | 45,000 | 0% | 45,000 | 39,638 | 88% | 45,000 | 42,044 | 45,000 | 42,452 |
| 5513 | OFFICERS-TRAVEL/EXPENSES | 8,000 | 220% | 2,500 | 1,548 | 62% | 2,500 | 2,149 | 5,000 | 79 |
| 5514 | MULTI REGION LEADERSHIP CONFERENCE | 900 | -63% | 2,400 | 1,870 | 78% | 1,200 | 220 | 600 | 718 |
| 5521 | HISTORY COMMITTEE | 800 | -60% | 2,000 | 500 | 25% | 2,000 | 1,500 | 1,000 | |
| 5522 | HONORS COMMITTEE | 1,200 | 20% | 1,000 | 0 | 0% | 1,000 | 2,698 | 1,200 | 1,598 |
| 5522-10 | JOURNALISM AWARD (EIJ) | 250 | 0% | 250 | 0 | 0% | 500 | 50 | 1,000 | 149 |
| 5523 | MEMBERSHIP COMMITTEE | 500 | -67% | 1,500 | 0 | 0% | 1,500 | 0 | 3,000 | 353 |
| 5524 | PAST PRES. COUNCIL/OCEA | 1,400 | 0% | 1,400 | 667 | 48% | 1,000 | 936 | 2,000 | |
| 5525 | GOVERNMENT AFFAIRS | 500 | -50% | 1,000 | 466 | 47% | 500 | 342 | | 487 |
| 5526 | STUDENT ACTIVITIES CMTE | 500 | 0% | 500 | 0 | 0% | 500 | 1,794 | 200 | 272 |
| 5527-10 | STEM CMTE | 2,500 | -4% | 2,600 | 2,391 | 92% | 2,600 | 2,875 | 17,816 | 973 |
| 5528 | YOUNGER MEMBERS CMTE | 600 | 20% | 500 | 344 | 69% | 500 | 566 | 250 | 152 |
| 5529 | OTHER COMMITTEES | 200 | -90% | 2,000 | 223 | 11% | 2,000 | 454 | 3,500 | 5,018 |
| 5532 | INFRASTRUCTURE REPORT CARD CMTE | 12,500 | 1150% | 1,000 | 0 | 0% | 5,000 | 6,967 | 16,000 | 14,787 |
| 5560 | ASCE-TXSX-OFFS-GIFTS/AWARDS | | | 500 | 0 | 0% | 250 | 625 | 1,000 | |
| TOTAL SECTION SERVICES | | 74,850 | 17% | 64,150 | 47,647 | 74% | 66,050 | 63,220 | 97,566 | 67,037 |

LEGEND:
Red = Line Item Change, either addition or deletion

NOTES

3 FTEs (ED, Communications Specialist, Data Coordinator)
 Note: Overhead increased in 2017 with full-time ED; FY19-20 avg. 12% of Gross Salary
 FY19-20 avg. 27.5% of Gross Salary
 FY17-18 CPA (\$1,300/mo.), IT (\$500/mo.); FY18-19 CPA (\$1,100/mo.), IT (\$450/mo.); FY19-20 - (\$1,100/mo.), IT (\$450/mo.), Graphic Design (\$500/yr)

\$100/mo for TSPE payroll processing

Misc. Expenses
 CECON Account (7248) = \$98,840 as of 6/22/18. \$87,889.90 as of 04/30/2019; FY19-20 \$2750 for Staff Travel & Registration
 FY15-16 deposit for lake; FY16-17 TTU CoE support \$4k & TS \$15k; actual spons brochure + conv cntr deposit
 FY17-18 TTU CoE pass thru of \$4k & TS support \$10K
 FY17-18 Deposit for SPI Convention Centre; FY18-19 TS support \$10K
 FY18-19 Deposit for venue(s); FY19-20 \$5k TS financial support, \$75k covered by revenue (4211).
 FY19-20 Assume deposit will be required for venue(s)
 FY16-17 expenses = ~\$4k, FY18-19 estimate expenses due to attendance; FY19-20 no event planned
 TS Annual Leadership Development Weekend (\$7,500 provided by General Branch Fund) (lined added 9/3/18)
 Use this GL code for misc., unplanned meetings; FY17-18 I Week & Harvey Report Release Events; FY19-20 I Week
 January and Summer - \$750/ea; Includes: room rental, food, AV
 Symposium and CECON - \$1,250/ea; Includes: room rental, food, & limited AV
 Symposium, Leadership Dev. Wknd, & CECON - \$1,250/ea; includes: room rental & food; FY18-19 reduced
 FY17-18 \$1k for Chi Epsilon National Conclave, \$1k for CI Summit & Structures Congress; FY18-19 \$1K for MRLC Dallas, \$1k for National Student Steel Bridge Comp (UTEP); FY19-20 In-kind marketing with ASCE Pipelines 2020

\$300/qly issue for print opt-ins; FY18-19 Assume only two printed issues (89.1 & 89.2)
 Lori Brix (Silent Partners) Advertising sales; FY18-19 assume sales will be down; FY19-20 Include digital website design support
 FY18-19 est 2 issues @ \$2k ea
 FY16-17 \$6,500; FY17-18 \$7,120; FY18-19 Support \$1,500, Annual Hosting \$1,000; FY19-20 WP Engine hosting \$350/yr, AWD Maint & Support \$50/mo
 FY17-18 website redesign; FY18-19 Actual = 2nd Half of Website Redesign; FY19-20 no additional costs anticipated
 inventory storage (\$22/mo)
 iStock (\$60/mo), HootSuite (\$5/mo), Adobe Creative Cloud (\$50/mo), SurveyGizmo (\$280/yr), Constant Contact (\$100/mo), Zoom meeting (~\$500/year),
 Dropbox (\$11/mo), Canva (\$15/mo), Texas Media Directory (\$500); FY17-18 year 5 of 5 for CANTO Archive services;
 FY18-19 Constant Contact = \$136/mo and ASCE covers \$36/mo while TxSx pays balance

ASCE Pres & Gov Forum, Fly-In, etc.; FY19-20 Increased to ~50% of anticipated Pres & Pres Elect travel costs
 \$300/person reg fee. Send 3 annually (ED, Pres Elect, Pres); FY18-19 Event held in Dallas (send 5 volunteers, 3 staff)
 FY15-16 \$300 EP bound. marker; FY17-18 Dallas Old Red Courthouse Centennial Plaque \$1.5k; FY18-19 \$500 TSHA Annual Mtg Sponsor
 Increase budget by \$1,600 when Lifetime Service Awards will be presented (every 5 years, next = 2023)
 FY16-17 for 2 yrs; Cost for award, CECON Banquet registration, & Travel Stipend
 FY16-17 STAY Grant; FY18-19 Social Media Mktg, CECON Registration giveaways, etc.; FY19-20 CECON Raffle Prizes & Printed Materials
 FY17-18 Cast Bronze Plaque ~\$1,250 + \$150 for wood plaque
 FY17-18 \$500 for Government Affairs Business Cards; FY18-19 \$500 biz cards & \$500 Travel/Training/Recruiting
 FY17-18 Student Comp. Coordinator needs a few new buoys for Concrete Canoe Races; FY19-20 Equipment, shirts or other needs for the student activity chair or head judge (typically for use year after year in the competition so it is not burdened to one school)
 FY16-17 UEF grant denied; FY17-18, FY18-19 & FY19-20 \$1K for TAME STEM Comp Support & \$1.6K for State STEM Conference
 For MRLC registration (\$300) & Camping Trip; FY17-18 YM 2017 Camp Trip Overages due to venue change (\$200)
 FY18-19 \$2,000 for Institute Chapter Mtgs & Travel; FY19-20 \$200 for Misc Travel or Recruitment Activities

FY16-17 2017 Production & Consultant; FY17-18 & FY18-19 Materials; FY19-20 Materials & 2021 IRC Prep (Consultant ~\$10k for 2020 services; mailing survey to local government ~\$1,500)
 Bound TCEs (1 for Past President, 1 for TxSx Archive); FY19-20 evaluate if TCE Digital is implemented

**ASCE TEXAS SECTION
2019 - 2020 OPERATING BUDGET
APPROVED _____**


| **EXPENSES** | | PROPOSED BUDGET 2019-2020 | % CHANGE from 2018-2019 BUDGET | ADOPTED BUDGET 2018-2019 | ACTUAL as of 7/31/2019 | % of BUDGET REALIZED as of 7/31/2019 | 2017-2018 AMENDED 1/19/2018 | ACTUAL as of 9/30/2018 | 2016-2017 AMENDED 1/13/2017 | ACTUAL as of 9/30/2017 |
|--|---------------------------------------|---------------------------|--------------------------------|--------------------------|------------------------|--------------------------------------|-----------------------------|------------------------|-----------------------------|------------------------|
| DESIGNATED EXPENSE | | | | | | | | | | |
| 5620 | TCEL/STUDENT ACTIVITIES COMMITTEE | 1,000 | 0% | 1,000 | 1,000 | 100% | 700 | 1,300 | 700 | 700 |
| 5622 | KEITH McBRIDE SPIRIT of COMP. AWARD | 425 | -50% | 850 | 900 | 106% | 1,200 | 221 | 1,800 | 2,400 |
| 5625 | SAC CHR TRAVEL ALLOT | 2,000 | 0% | 2,000 | 861 | 43% | 2,000 | 3 | 2,000 | 1,711 |
| 5630-15 | ASCE GRANTS SPAG 2016 | 0 | 0% | 0 | 0 | | | 0 | | |
| 5635 | GRANTS (OTHER ASCE) | 0 | 0% | 0 | 0 | | 0 | 0 | 0 | 136 |
| 5650 | GRANTS (NON-ASCE) | 0 | 0% | 0 | 0 | | 0 | 0 | 0 | |
| 5660 | GIFTS - MEMORIAL/OFFICER APPREC/OTHER | 500 | -33% | 750 | 0 | 0% | 500 | 756 | 1,500 | 100 |
| 5230-10 | RESEARCH/ARCHIVING | 0 | 0% | 0 | 0 | | 250 | 0 | 2,000 | 118 |
| TOTAL DESIGNATED EXPENSE | | 3,925 | -15% | 4,600 | 2,761 | 60% | 4,650 | 2,280 | 8,000 | 5,165 |
| SECTION ADMIN | | | | | | | | | | |
| 5710 | STAFF TRAINING, DUES, SUBSCRIPTIONS | 3,300 | -14% | 3,850 | 1,475 | 38% | 3,850 | 2,697 | 2,080 | 2,413 |
| 5711 | RENT | 26,000 | 0% | 26,000 | 20,298 | 78% | 25,000 | 24,967 | 25,000 | 25,137 |
| 5720 | SECTION OFFICE RELOCATION | 2,000 | 2000% | 0 | 0 | | 0 | 0 | | 278 |
| 5721 | PROPERTY TAX | 475 | -7% | 510 | 420 | 82% | 500 | 419 | 500 | 480 |
| 5722 | EQUIPMENT FUND & EQUIP/FURN R & M | 7,800 | 4% | 7,500 | 7,793 | 104% | 2,000 | 5,859 | 4,000 | 6,302 |
| 5729 | BANK FEES | 345 | 0% | 345 | 269 | 78% | 300 | 368 | 120 | 371 |
| 5731 | CREDIT CARD TRANS FEES | 3,250 | -7% | 3,500 | 2,711 | 77% | 3,500 | 3,768 | 3,000 | 3,526 |
| 5732 | AUDIT | 0 | 0% | 0 | 0 | | 0 | 0 | 7,000 | 7,500 |
| 5733 | INSURANCE (B & L) | 1,435 | 3% | 1,400 | 1,435 | 103% | 1,300 | 1,356 | 1,300 | 1,262 |
| 5734 | OFFSITE STORAGE/ARCHIVES | 1,260 | 5% | 1,200 | 1,105 | 92% | 1,200 | 1,228 | 1,140 | 1,160 |
| 5735 | STAFF-TRAVEL/EXPENSES | 8,700 | -13% | 10,000 | 10,061 | 101% | 13,500 | 10,974 | 8,000 | 15,485 |
| 5736 | MISCELLANEOUS | 600 | 20% | 500 | 524 | 105% | 500 | 293 | 500 | 1,078 |
| 5737 | DUES & SUBSCRIPTIONS | | | 1,450 | 555 | 38% | 1,450 | 970 | 850 | 890 |
| 5741 | OFFICE SUPPLIES, SHIPPING, PRINTING | 1,900 | 153% | 750 | 1,097 | 146% | 750 | 588 | 1,500 | 1,221 |
| 5742 | POSTAGE/SHIPPING | | | 1,500 | 55 | 4% | 1,100 | 1,092 | 1,100 | 1,055 |
| 5743 | PRINTING | | | 500 | 258 | 52% | 300 | 419 | 300 | 366 |
| 5744 | EX DIR CELL PHONE | | | 850 | 477 | 56% | 850 | 800 | 850 | 958 |
| 5745 | EX DIR MARKETING BUDGET | 500 | -33% | 750 | 424 | 57% | 750 | 332 | | |
| 5747 | TELECOMM SVCS (PHN EMAIL INTERNET) | 3,300 | -3% | 3,400 | 2,170 | 64% | 3,400 | 2,947 | 4,000 | 3,783 |
| TOTAL SECTION ADMIN | | 60,865 | -5% | 64,005 | 51,127 | 80% | 60,250 | 59,077 | 61,240 | 73,264 |
| TOTAL EXPENSES | | 548,534 | 15% | 477,744 | 435,313 | 91% | 522,000 | 486,247 | 528,426 | 486,720 |
| OPERATIONAL EXCESS REV (OR EXP) | | 266 | | (1,594) | 56,857 | | 9,495 | 5,029 | 11,030 | (25,375) |

LEGEND:
Red = Line Item Change, either addition or deletion

NOTES

Prize awards equal TCEL donation at 4260: \$600 - 1st, \$300 - 2nd, \$100 - 3rd
 \$125 plaque + \$300 prize money; FY16-17 included previous years; FY18-19 Canoe & TBD; **FY19-20 Canoe Only**
 Stipend for Student Activities Cmte Chair & Head Judge (Comp Coord.) to attend Student Symposium; **\$1k Travel (x2)**
 Record expense at committee level
 Record expense at committee level
 Record expense at committee level
 Gifts/Donations honoring leaders who have passed; **FY19-20 Combine w/ 5560; Gift for Immediate Past Pres. (TCE?)**
 FY18-19 Project not anticipated

FY19-20 Combine w/ 5737; TSAE (\$300 ED & \$255 Data C), ASCE (\$315 ED), AMA for Comm. S. (\$260), PE for ED (\$40)
 \$700/FTE: Cont. Ed. (\$40-\$75 per webinar) & Conference (\$300 + possible travel); FY18-19 4 FTE; FY19-20 3 FTE
 FY19-20 monthly base rent = \$2,050 + op expenses (\$100/mo)
 Lease ends 9/30/20; Budget \$2k in case lease is not renewed & move is required
 FY19-20 est \$325 TCAD + \$150 for copier
 FY17-18: Server Sys; FY19-20 Copy Machine (\$160/mo), Computers (\$355/mo), Office 365, Box.com, etc (\$70/mo), QuickBooks (\$755/yr)
 FY17-18 Electronic Transfer for Branch Dues Pass Through \$3/Transaction; FY18-19 & FY19-20 include \$10/mo fee for EFT
 Credit Card Processing Fees (FY19-20 Braintree)
 Texas Section Office is audited every 5th year by contracted 3rd Party; next audit will be FY 20-21
 Hartford Policy expires 1/22/20, Annual Premium \$1,435, Includes Biz Personal Prop. & Liability, & Personal Injury
 FY19-20 \$105/mo
 ED: 7 Branches & TAME STEM Compet.; ED & Staff: Symposium, Leadership Wknd, Site Visits - Doesn't include CECON (See 5210)
 Food/Coffee for Staff meetings & Holiday Dinner
 TSAE (\$300 for ED & \$255 Data C), ASCE (\$315 for ED), Misc memberships (AMA for Comm. S. \$260), PE for ED (\$40)
 Toner, Paper, bottle water srvc, supplies, etc.; **FY19-20 Combine w/ 5742 & 5743**; Stamps, shipping, copy machine overages, biz cards
 includes 2 permit renewals, stamps, general shipping fees
 includes copy machine overages, and misc printing such as biz cards
 \$40/mo (Grasshopper)
 Cover costs of meeting with potential partners/collaborators, and potential members/volunteers
 Freedom Voice (\$105/mo), Google Fiber (\$130), **FY19-20 Combine w/ 5744; Grasshopper (\$40/mo for ED Cell Phn)**

| | | | |
|---|-------------------------|--------------------------------------|--|
| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.2 | Branch Brazos Branch |
| | Date | 9/20/19 | Reported by Robert (Bobby) Lys, Jr., P.E. |
| | Purpose | 2019-2020 Board of Direction Meeting | |


BRANCH GOALS FOR 2019-2020

Provide informative branch meetings to keep the membership current with industry standards
 Provide ability to meet the minimum requirements for Ethics
 Increase meeting attendance

QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#))
3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year?

| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2019-2021 (Odd Years) | | | | | | | | | | | | | | | | |
|--|--------------------------|-----------------|-----------------------|-----------|--------------------|----------------|-----------------|----------------|--------------------|-----------|------------------|-----------|-----------------|----------------------|---------------------|-----------------|--------------------------|-------------|-------------------|
| <p>On Thursday September 26th we will be installing our new branch officers for the 2019-2020 year. Officers selected to lead our branch are:</p> <table> <tr> <td>President</td> <td>Jose H Carmona, PE</td> </tr> <tr> <td>Past President</td> <td>Greg Lanting PE</td> </tr> <tr> <td>Vice President</td> <td>Raquel Gonzales PE</td> </tr> <tr> <td>Secretary</td> <td>Allison Adams PE</td> </tr> <tr> <td>Treasurer</td> <td>Greg Lanting PE</td> </tr> <tr> <td>Practitioner Advisor</td> <td>Victoria Wittman PE</td> </tr> <tr> <td>Branch Director</td> <td>Robert (Bobby) Lys Jr PE</td> </tr> <tr> <td>Social Char</td> <td>Eleanor Rivera PE</td> </tr> </table> <p>This year we are planning 9 branch meetings. At least one of these meetings will provide our local area with the 1 hour Ethics requirement for license renewal We have a field trip scheduled for the Spring. We will also meet for our annual Engineer's Week banquet during the week of Feb 16, 2019</p> | | | | President | Jose H Carmona, PE | Past President | Greg Lanting PE | Vice President | Raquel Gonzales PE | Secretary | Allison Adams PE | Treasurer | Greg Lanting PE | Practitioner Advisor | Victoria Wittman PE | Branch Director | Robert (Bobby) Lys Jr PE | Social Char | Eleanor Rivera PE |
| President | Jose H Carmona, PE | | | | | | | | | | | | | | | | | | |
| Past President | Greg Lanting PE | | | | | | | | | | | | | | | | | | |
| Vice President | Raquel Gonzales PE | | | | | | | | | | | | | | | | | | |
| Secretary | Allison Adams PE | | | | | | | | | | | | | | | | | | |
| Treasurer | Greg Lanting PE | | | | | | | | | | | | | | | | | | |
| Practitioner Advisor | Victoria Wittman PE | | | | | | | | | | | | | | | | | | |
| Branch Director | Robert (Bobby) Lys Jr PE | | | | | | | | | | | | | | | | | | |
| Social Char | Eleanor Rivera PE | | | | | | | | | | | | | | | | | | |
| ITEMS FOR AGENDA | | | | | | | | | | | | | | | | | | | |
| NONE | | | | | | | | | | | | | | | | | | | |

| | | | | |
|---|-------------------------|---|-------------|-----------------------|
| FORM F-2 | SECTION DIRECTOR REPORT | | | |
|  | Agenda Item Number | 6.5 | Branch | Corpus Christi Branch |
| | Date | 9/20/19 | Reported by | John D. Garcia, P.E. |
| | Purpose | 2019-2020 Board of Direction Meeting (Outgoing/Incoming Report) | | |

BRANCH GOALS FOR 2019-2020

Our main goal for the upcoming 2019-2020 fiscal year is to provide value to our branch members by providing quality technical speakers at our monthly branch meetings. We also would like to start a mentorship program with the student branch of ASCE at Texas A&M University-Kingsville.


QUESTIONS FOR BRANCH REPORT

1. What is the status of ongoing programs and projects within the Branch? Continued success with hosting Canstruction event and providing monthly technical presentations and social meetings to members.
2. Are there any new programs/projects desired for the upcoming fiscal year? More involved mentorship with student branch and university students.
3. Does the Branch anticipate any needed support from the Texas Section during the upcoming fiscal year? Yes, the branch has had conversations with the Bobby Lys and Lindsay O’Leary to discuss more involvement from Texas Section with Corpus Christi Branch.

| BRANCH REPORT | 2019-2020 | DIRECTOR’S TERM | 2018-2020 |
|---------------|---|-----------------|-----------|
| | <ol style="list-style-type: none"> 1. We started off the fiscal year with our Leadership Planning Meeting for Board Members of August 11, 2018 to discuss upcoming events for the year. 2. Our installation of officers was held at our Branch meeting which took place on September 4, 2018. The officers were installed by the President Elect, Art Clendenin, P.E. 3. A Branch Meeting was held on October 2nd at Silverado Smokehouse. Guest speaker was Steve Ramos from the City of Corpus Christi Water Resources Manager. A pumpkin carving social was held on October 24 at the Executive Surf Club, downtown Corpus Christi. This social was aimed to gather together seasoned engineers as well as young professionals in a less formal environment where we can share experiences, career advice, and boost interest in ASCE. 4. A Branch Meeting was held on November 6, 2018 at the Silverado Smokehouse. Guest Speaker was Brent Lindelop from Underground Solutions. His topic was rehabilitation of underground waterlines. 5. A field trip was scheduled for December 5, 2018 (10:30 am to 11:00 am) to see an installation of 24-inch waterline in a 30-inch casing by Horizontal Directional Drilling under SPID at the Laguna Shores Road. Brent Lindelof, from Underground Solutions was onsite to provide construction related information on the bore. 6. A Branch Meeting was held on January 8, 2019 at the Silverado Smokehouse. Guest Speaker was Dr. Jaideep Chatterjee, Principal Geotechnical Engineer with Tolunay-Wong Engineers, Inc. The topic was Geotechnical Considerations of Ground Storage Tanks supported on Texas Gulf Coast soils. 7. A joint meeting was held with the Student Chapter at Texas A&M University-Kingsville on February 19, 2019. The presenter was Ms. Chandra Franklin Womack, PE, president and owner of Aran- Franklin Engineering. She is also on the TWIA board of directors. She gave presentation on windstorm regulations. 8. A joint Professional Society meeting was held on March 5th, 2019 at Cinnamon Shores, Mustang Island. The speakers for the evening were the Mayor of Port Aransas, Mr. Charles Bujan and City of Corpus Christi City Councilman, Mr. Greg Smith. The “State of the Island” discussion centered on items of local history and other relevant topics associated with the Island. 9. A Branch Meeting was held on April 2, 2019 at the Silverado Smokehouse. At this meeting we awarded two life memberships to branch members, Mr. Ted Chang and Mr. Robert Minor. Our guest speaker was Ms. Linda Winne from Standard Cement Materials, Inc. Her presentation was on cementitious products for manholes, wet wells and other rehabilitation applications. | | |

10. A Branch Meeting was held on May 7, 2019 at the Siverado Smokehouse. Our speaker was Mr. Ron Reichert of Ameritex Pipe & Product, Inc.
11. On Thursday, July 11, 2019, members of the Corpus Christi Branch and several guests enjoyed a fantastic evening boat tour, generously hosted by the Port of Corpus Christi. Dinner and drinks were served onboard the party boat Texas Tease as representatives of the Port provided an interesting narration about the infrastructure and associated activities inside the Inner Harbor. Commentary ranged from current projects, including widening and deepening the Corpus Christi Ship Channel and construction of a new cable-stayed bridge to replace the 1959 Harbor Bridge, to future plans for the Port to accommodate increased exports of oil and other products such as LNG. The three-hour cruise went as far as the Tule Lake Turning Basin, then concluded with a leisurely sail around Corpus Christi Bay...a great way to view the sunset and take-in the cool breezes. A great time was had by all!
12. On Saturday, July 29, 2019, the upcoming Board of Directors for the Corpus Chrsiti Branch for fiscal year 2020 met at the Greelight Coffee shop to prepare a roadmap of where they want the Branch to go. In shor, the meeting was a success and goals were set and the future of the Branch looks bright.
13. We plan to kick of the new fiscal year at North Beach where the Branch was born 70 years ago. The meeting will be the installation of our branch officers and will take place on September 12th, 2019 at Fajitaville Restaurant. We plan to reveal our 70th Anniversary Logo contest winner and have a presentation of the History and Heritage of the Corpus Christi Branch.

| | |
|------------------|-------------|
| ITEMS FOR AGENDA | None |
| | |

| | | | |
|---|-------------------------|--------------------------------------|----------------------------------|
| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.6 | Branch Dallas Branch |
| | Date | 9/20/19 | Reported by Phillip Alcorn PE |
| | Purpose | 2019-2020 Board of Direction Meeting | |

BRANCH GOALS FOR 2019-2020

The Dallas Branch intends to continue our student outreach and engagement with the two Dallas high schools we've established healthy relationships. We also plan to continue our Dallas Independent School District (DISD) partnership to support the bridge building competition.

We will continue our monthly luncheons with technical speakers that present a broad range of civil engineering topics to engage our members. We will also be hosting the 2020 annual joint meeting with the Fort Worth Branch.

We are also planning to get more younger members involved in the 2020 Student Symposium which is a joint effort between the Dallas and Fort Worth Branches. This will be a day of technical presentations with the intent to attract attendance from engineering professionals.

On a collegiate level, the Dallas Branch will also host the Induction Ceremony for the University of Texas at Arlington (UTA) chapter of the Chi Epsilon Civil Engineering Honor Society.


QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#))
3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year?

| | | | |
|--|-----------|-----------------|-----------|
| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2019-2021 |
| <p><u>Education Outreach</u> We have Civil Engineering (CE) Clubs with two Dallas high schools. Over the years, we've maintained strong relationships with the faculty and students. We intend to continue these relationships and further our presence in the classrooms by sharing our civil engineering experiences with the students and engaging them in interactive engineering activities. We encourage our high school student to apply for our branch scholarship and all 3 of our scholarship winners were CE Club students.</p> <p>We are also engaged with college level ASCE students in our Southern Methodist University (SMU) and UTA chapters.</p> <p><u>Golf Tournament</u> This year, the Dallas Branch hosted the Dallas / Ft Worth Branch golf tournament. Proceeds benefit the G.B. Mann Scholarship which is awarded to high school seniors who attend school in the Dallas Branch region and who will be attending a higher learning institution with the intent to pursue a degree in civil engineering.</p> <p><u>Younger Member Chapter</u> The Younger Members (YM) of the Dallas Branch is comprised of engineering professionals under the age of 35. The intent of this group is to strengthen awareness within the community. Over the year, they've hosted engaging events consisting of happy hours, an outing to a baseball game, an escape room, and volunteering at a food pantry. Upcoming events include a camping trip.</p> <p><u>Multi-Region Leadership Conference</u></p> | | | |

The Dallas Branch hosted the 2019 Multi-Region Leadership Conference (MRLC). Over 300 ASCE members including 200 student members from universities all over the middle third of the United States attended. We were able to showcase our various professional, technical, and outreach programs, and many of our Branch leaders left inspired by the lessons we learned from other ASCE members. The 3-day MRLC consisted of three separate conference tracks: The Workshop for Student Chapter Leaders (WSCL), the Central Region Younger Member Council (CRYMC), and the Workshop for Section, Branch, and Institute Leaders (WSBIL).

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| ITEMS FOR AGENDA | None |
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| FORM F-2 | SECTION DIRECTOR REPORT | | | |
|  | Agenda Item Number | 6.7 | Branch | El Paso |
| | Date | 9/10/19 | Reported by | Chris J. Nance, P.E. |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

BRANCH GOALS FOR 2019-2020

- *Support Newly Formed Younger Member Group* – In 2019, the El Paso Branch Board voted to accept the bylaws of the Younger Member Group. This next year, we hope to get a board installed and have at least four events for young professionals.
- *Re-establish Undergraduate Scholarship* – With a strong financial outlook built on fundraising and minimal expenses, we are optimistic that we may be able to bring back a scholarship for undergraduates.
- *Increase Support to High Schools* – We’ve had moderate success as part of E-Week and as judges for a STEM high school’s end of year symposium. Would like to expand to mentorships. We also received 3 copies of the *Dream Big* education edition that we’d like to utilize.
- *History Project* – Update *History of the El Paso Branch* (last updated in 2000)
- *Increase Public/Legislative Awareness of Engineering* – Designate attendees to ASCE’s Legislative Fly-ins (Austin and D.C.)
- *Partner with Area Non-Profits* – Partner with an area non-profit for fundraising/volunteer opportunities.

QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?)

Our ongoing programs and projects align with Branch goals and the Strategic Plan. Progress is often slow, but measurable.

2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#))

Our programs/projects are all existing which we want to continue to grow.

3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year?

No.

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| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2019-2021 |
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The following officers were elected or progress for the 2019-2020 term:

Section Director 2019-2021 – Chris J. Nance, P.E.
 Past President – Sergio R. Mendez, P.E.
 President – Jesse Valles, P.E.
 President-elect – Jorge Grajeda, P.E.
 Vice President – Alexandra Riccillo, E.I.T.
 Treasurer – Nicholas N. Ybarra, P.E.
 Secretary – Manuel A. Salas, P.E.
 Branch Director 2018-2020 – Margaret K. Schroeder, P.E.
 Branch Director 2018-2021 – Sergio Delgado, Jr., P.E.
 Branch Director 2019-2022 – Irazema Rojas, P.E.


We typically hold regular general meetings in September, November, January, February, March, May and June. Our October meeting is usually a joint meeting with TSPE and ethics presentation, hosted by TSPE. Our April meeting is usually a joint meeting with TSPE and ethics presentation, hosted by us. In December, we usually plan a community service project. We typically hold board meetings monthly, except July and August.

Our first board is scheduled for September 13, 2019.

Our first meeting of the year is planned for September 25, 2019. Jerry Paz, incoming ASCE Region 6 Director. We are partnering with FEMA to provide LOMC training.

The YMG is planning a Resume/Mock-Interview Event on September 17, 2019.


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| ITEMS FOR AGENDA | (for office use) |
| Enter information by overwriting this text. List items requiring action or discussion here. | |

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| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.8 | Branch Fort Worth Branch |
| | Date | 9/20/19 | Reported by Kimberly Cornett PE,CFM |
| | Purpose | 2019-2020 Board of Direction Meeting | |

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| BRANCH GOALS FOR 2019-2020 |
| <p>Make more of a presence on Social media Get information out to the members more efficiently</p> |

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| QUESTIONS FOR BRANCH REPORT |
| <ol style="list-style-type: none"> 1. Status of ongoing programs and projects. (Do they align with Branch goals and Strategic Plan, if applicable? Should they be sunset?) 2. Are any new programs/projects desired? (They should align with the Branch Goals/Strategic Plan) 3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year? |

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| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2019-2021 |
| <p>The Fort Worth Branch has decided to go with the Reatta as our monthly meeting location with the exception of meetings with UTA Students in November and the ITE meeting we co-host in April. The meeting cost will remain the same .</p> <p>The Fort Worth Branch is going to work on their website and getting informaiton to the members in a more timely manner for the meeting. This has been ongoing and improving each year. This past year we had issues with Constant Contact. We are evaluating other programs of this type to help the issue.</p> <p>The Younger Members group has new leadership and they will host the DFW Golf Tournament next Spring. They are working on a committee now.</p> <p>The Branch is going to work on social media and Allison Stampe is taking on this challenge for the Branch.</p> | | | |
| ITEMS FOR AGENDA | None | | |
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| FORM F-2 | SECTION DIRECTOR REPORT | | | |
|  | Agenda Item Number | 6.9 | Branch | High Plains Branch |
| | Date | 9/20/19 | Reported by | Joseph W. Shehan PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |


BRANCH GOALS FOR 2019-2020

1. Partner with local TSPE branch to host a golf tournament. The funds will be donated to West Texas A&M University to start an endowment fund for future student scholarships.
2. Begin seeking sponsorship for our local branch to help raise funds for future events.
3. Update branch bi-laws to increase dues from \$6 to \$10

QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?) **They align with branch goals.**
2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#)) **No**
3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year? **No**

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| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | Even Years (2018-2020) |
| <p>Maintaining existing involvement. Increased number of meetings by having meeting in the summer, well attended. Finally starting a scholarship golf tournament, discussed for years. Great group of officers. Working on bi-laws</p> | | | |
| ITEMS FOR AGENDA | | | |
| None | | | |

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| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.10 | Branch Houston |
| | Date | 9/20/19 | Reported by Julia P. Clarke PE & Patrick M. Beecher PE |
| | Purpose | 2019-2020 Board of Direction Meeting | |

BRANCH GOALS FOR 2019-2020

- Goal 1:** Increase interaction among members and guests at Branch events.
- Goal 2:** Promote membership engagement and retention of students from the local ASCE student chapters.
- Goal 3:** Improve communication with local elected officials to engage in a meaningful dialogue concerning civil engineering projects.
- Goal 4:** Expand our community service involvement throughout the Greater Houston Area.

QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#))
3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year?

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| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2018-2020 |
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Enhanced Communications:

- Removed all references/links to non-acehouston.org email addresses from the ASCE Houston Branch website and created domain emails for YM chairs.
- Implement Thanking Sponsors on social media
- Created a LinkedIn Page for the ASCE Houston Branch
- Increased social media followers for all platforms. The most engagement (pre- LinkedIn page) came from Instagram and Facebook. Once the LinkedIn page was created, the engagement with our posts has increased significantly on LinkedIn.

Social Media:

- Twitter followers: from 378 followers (August 2018) to 451 followers (August 2019)
- Facebook followers: from 492 followers (August 2018) to 613 followers (August 2019)
- LinkedIn group members: 371 Members (August 2019)
- LinkedIn page followers: 34 followers (August 2019) – in just one month!
- Instagram followers: 175 followers (July 2018) to 360 followers (August 2019)

Student / Educational /Outreach Activities


- ASCE Houston Branch Shadow and Engineer Day (Participating Companies: City of Houston, PGAL, HR Green, HNTB, and Binkley & Barfield)
- K-12 Outreach: Hollibrook Elementary STEM Event
- ASCE Student Member Night (Student Officers from University of Houston, and UH-Downtown)
- UH Resume Fair
- World of Science Event
- GEMS 2019 Events
- Houston Children's Festival
- Student BBQ Event
- Hobby Fest 2019
- Scout Fair
- Awarded 2 \$1,500 scholarships to college students
- Sponsored Engineers Alliance for Arts Program
- Sponsored ECH (Engineering Science and Technology Council of Houston) Banquet

YM Activities (over 250 members participated in these activities)

- Citywide YM Pool Hall Night
- Participated in the YM Annual Camping Trip
- Buffalo Bayou Cistern Tour
- YPT Light Rail Pub Crawl
- BEARing Gifts Volunteer Event
- YMI Buffalo Bayou Cleanup
- YM Happy Hour in December 2018
- Food Bank Volunteer event
- E-Week Run of Pi
- Fundamentals of Wealth Management for ASCE members
- Volleyball Happy Hour in March 2019
- River, Lakes, Bays, 'N Bayous Trash Bash Volunteer Event
- 2nd Annual Trivia Night
- YMI Entrepreneurship in Engineering: Building Your Brand
- Houston Transtar Technical Tour
- Dynamo soccer game

ITEMS FOR AGENDA

None

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| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.11 | Branch Northeast Texas |
| | Date | 9/20/19 | Reported by Russell Gibson, P.E. |
| | Purpose | 2019-2020 Board of Direction Meeting | |


BRANCH GOALS FOR 2019-2020

We are continuing to look for ways to engage members and encourage attendance and participation


QUESTIONS FOR BRANCH REPORT

1. Status of ongoing programs and projects. (Do they align with Branch goals and [Strategic Plan](#), if applicable? Should they be sunset?)
2. Are any new programs/projects desired? (They should align with the Branch Goals/[Strategic Plan](#))
3. Does the Branch anticipate any needed support from the Section during the upcoming fiscal year?

| BRANCH REPORT | 2019-2020 | DIRECTOR'S TERM | 2018-2020 |
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| | <ul style="list-style-type: none"> • We are continuing our scholarship program and continuing fundraising activities to support it. • We are going to implement a new item in our monthly newsletter called "Ask A Professional" where we will have a student chapter member submit a question to be published and have a professional member provide a response to be included in the next newsletter. The topics can be over anything from academic advice to professional/carrer advice. • At the branch board meeting we approved an ammendment to our branch bylaws to increase our branch dues to \$10. This will be submitted to the Section for approval. | | |
| ITEMS FOR AGENDA | (for office use) | | |
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| FORM F-2 | SECTION DIRECTOR REPORT | | |
|  | Agenda Item Number | 6.13 | Branch San Antonio |
| | Date | 9/18/2019 | Reported by Amy Stone |
| | Purpose | 2019-2020 Board of Direction Meeting | |
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| BRANCH ACTIVITIES | 2018-2019 | DIRECTOR'S TERM | 2018- 2020 |
| <p>Activities completed since last Board Meeting:</p> <p>We have not had a summer strategy session. Our last officer rotation set up our September meeting.</p> <p>Activities being planned for the remainder of the year: Remainder of calendar year: Another meeting at UTSA with students, montly meetings, december social.</p> | | | |
| ITEMS FOR AGENDA | NONE | | |
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| FORM F-2 | OFFICER REPORT | | | |
|  | Agenda Item Number | 7.1 | Item Title | Executive Director |
| | Date | 9/20/19 | Reported by | Lindsay A. O' Leary PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

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| REPORT | Staffing and Office Space | | |
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The **Section staff team** includes three full-time team members: *Data Coordinator* and *Secretary to the Board* Mike Sosa, *Communications Specialist* Bailey (Bounds) Pattison, and *Executive Director* (me). Notable staff-related items:

- Staff Anniversaries: We celebrated Bailey's 2-year anniversary in September and Mike's 2-year anniversary in June! November 2019 will mark my 3-year anniversary.
- I had an introductory teleconference with Kay Pulchine (ASCE HR Director) to discuss the possibility of transferring Payroll and Human Resources outsourcing from TSPE to ASCE HQ, as part of their service to geographic units. Benefits under a larger group could be cost effective for the Section. ASCE does not currently provide this service to other subsidiaries and the Texas Section is the only subsidiary with multiple staff members. I plan to follow-up with Kay in FY2019-2020 to further evaluate options.
- The Section staff team received great feedback for hosting the largest Leadership Development Weekend. Thanks to President Elect Susan Roth PE's vision, the 2019 event was a huge success.
- Staff have been busy this fall completing the [Texas Civil Engineer](#) magazine transformation to a digital platform (to be launched at CECON 2019), supporting the Texas Civil Engineering Conference (CECON) Planning Committee, and arranging for 2019-2020 officer transistions.

The **Section's office** lease expires next year, at the end of September 2020. 2019 is the fourth year of the office's 5-year contract although the Section has rented its current office space since 2005. I have meet with a real estate broker to begin discussing options, either to renew our current lease or to relocate. Our current rental rate for 1,025 sq. ft. is approximately \$24 per sq. ft per year. Anticipated gross rental rates are expected to range from \$26 to \$28 per sq. ft. per year at the time of lease renewal or move. Anticipated or confirmed rates will be included within the FY2020-2021 Operating Budget. In other leasing news, and as reported to the Executive Committee in July, the Section office entered into a new 5-year lease agreement for a new multifunction copy machine this summer, selecting a new vendor who manages both the lease and service.

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| REPORT | Communications and Marketing | | |
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From July 2019 Executive Committee Meeting Report:

Bailey Pattison prepared a detailed communications report (attached), including analytics for our new website, email communications to membership and our social media channels, as well as an update on CECON 2019 marketing and media relations. Please review her 2-page report and don't forget to follow the Section's LinkedIn page: www.linkedin.com/company/texasce/

Bailey plans to provide an updated report for the Winter 2019-2020 Executive Committee meeting.

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| REPORT | Budget and Non Dues Revenue Streams | | |
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The Section's Budget & Finance Committee held a meeting on August 30th to review the draft FY2019-2020 Operations Budget, including requests and means to balance the budget. The preliminary budget will be reviewed with both incoming (2019-2020) and outgoing (2018-2019) Board members via webinar on September 10th, prior to meetings in conjunction with CECON 2019. Questions? Please contact me and 2018-2020 Treasurer Reem Zoun PE (reem.zoun@austintexas.gov) prior to Board meetings.

Primary sources of non-dues revenue for the Texas Section include (1) technical webinars, (2) career center postings, (3) advertising sales, and (4) events.

1. The Section has returned to a consistent schedule for technical **webinars** (2nd Tues of every month). VP for Educational Affairs (Kimberly Cornett PE) and VP for Technical Affairs (Rich Patrick PE) have worked together to round out the schedule for the remainder of 2019. Thank you, Rich and Kimberly! As of September 6, 2019, webinar revenue is \$5,940. The budgeted webinar revenue for FY2018-2019 is \$10,500. Although this revenue goal may not be met, plans are in place to reach the FY2019-2020 revenue target for webinars.

2. Non-dues revenue generated through our online [Career Center](#) continues to climb this year, tied to a booming Texas construction and engineering market.
 - The Career Center has generated \$9,700 in revenue as of September 6, 2019 for FY2018-2019.
 - Job postings to the Career Center generated \$5,100 and \$8,450 in revenue for FY2016-2017 and FY2017-2018, respectively.
 - At this rate of posting sales, we will exceed our budgeted revenue projection of \$10,000.
 - To ensure the Career Center remains a popular job advertising platform, Section staff send two Career Center-focused emails per month to all members, highlight an associated RSS feed on our redesigned website homepage, and post new opportunities automatically on our Twitter feed.

3. The Section's **advertising** efforts will pick up once the *Texas Civil Engineer (TCE)* magazine's new online platform is launch at **CECON 2019**. We are working with Lori Brix (Silent Partners) to develop a revised contract for her consulting services related advertising sales. She previously worked under a commission-based agreement, however the price point for digital ads does not align with a commission contract. The Section may hire her at an hourly or lump-sum monthly rate.

4. Both the **Student Symposium** and **CECON** are potential sources of non-dues revenue.
 - The financial report for the 2019 ASCE Texas Student Symposium was presented to the Executive Committee on July 12, 2019. The event resulted in a \$6,415 profit, which was split between the UTRGV ASCE Student Chapter (60%), Texas Section's Symposium Savings Account (30%), and Texas Section's Operating Account (10%).
 - The CECON 2019 preliminary budget does not include a profit but does include the annual \$20,000 Section support fee.

As previously reported, I recommend the Board discuss possible profit margin for CECON 2020 and set of goal of generating non-dues revenue to support the Section's programs that don't have a potential revenue stream (i.e., Leadership Development Weekend and the Legislative Drive-In). The success of this annual event will allow the Section to provided improved programs and services to all members.

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| REPORT | Other activities | | |
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- **Governing Documents.** Section membership was notified of the Board's plan to amend the 2008 *Constitution* during the September 18, 2019 Board meeting. Notification was provided via email blast to all subscribing members on August 16, 2019 and included a summary of proposed changes. It was provided thirty (30) days in advance of the meeting in accordance with the 2008 Constitution.
Bylaws are still undergoing review:
 - November 2018 - Submitted to ASCE for their review and comment.
 - April 2019 - ASCE provided comments. Texas Section responded with request for clarification and answers to questions.
 - June 2019 and August 2019 - ASCE provided responded with additional questions.
 - Once ASCE comments have been addressed, this revised document will be shared with all Board members, along with a summary of changes. Ultimately the Board will need to approve the amended *Bylaws*.

Previously Reported Items, provided for Incoming 2019-2020 Board Members:

- As part of my work to help maintain and establish relationships with other professional societies and agencies, I have secured the following **CECON Collaborators** for 2019: American Public Works Association – Texas (TPWA), Chi Epsilon, Texas Council of Engineering Laboratories (TCEL), Structural Engineers Association of Texas (SEAoT), Infrastructure Advancement Institute (IA), Austin Contractors & Engineers Association, Bureau of Economic Geology (BEG) at UT Austin, Texas Water Development Board (TWDB), and Texas Contractor.
- I represented the Texas Section during the recent **ASCE Education Summit** in Dallas, hosted by Southern Methodist University and aimed at developing a road map for the future of civil engineering education.
- One of my charges as Executive Director is to promote our programs, activities, and image. This year I have provided several **letters of recommendation** acknowledging members for their contributions to ASCE: Andrew Wells EIT (ASCE 2019 Edmund Friedman Award), Alexis Clark EIT (Texas Women’s Foundation Young Leader Award), and Augustine Verrengia PE (Leadership Austin Emerge Program).
- I am pursuing a new credential: **Certified Association Executive (CAE)**. This requires three years of experience as an executive, passing a 4-hour exam, and 100 hours of continuing education in the association management space. My goal is to sit for the exam this December and I appreciate your patience as I balance study time and my workload. To continue earning applicable continuing education hours, I have attended several conferences and workshops this year:
 - Texas Society of Association Executives (TSAE) CAE Spring Study Group – Multiple Sessions
 - digitalNow 2019 (Orlando, FL) – April
 - TSAE Workshop for CEOs & Volunteer Leaders – May
 - TSAE Women’s Leadership Summit – May
 - TSAE Workshop: Board Governance – June
 - Texas Society of Association Executives (TSAE) CAE Fall Study Group – Ongoing
- As I learn more about association management, I’ve developed long-term **goals for my position**. Overall goals include working with Section leaders to update the governing documents, conduct an annual board orientation, refine the nominating process, and develop the next strategic plan while evaluating an organizational restructure.
- Outside of my regular duties, I am currently serving on two advisory boards: UT Austin’s Civil, Architectural, and Environmental Engineering External Advisory Committee and the Texas Contractor’s Advisory Board.

The [IRS](#) encourages regular review of our mission. As fiduciaries, all Board members should be familiar with the nonprofit association’s mission. Please be sure that you know the Section’s mission statement: **ASCE Texas Section advances our communities through the development of civil engineers as leaders who create a legacy of Service through: Technical proficiency, Educational opportunities, and Professional advocacy.** (STEP)

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| ITEMS FOR AGENDA | Item 2.0 - Abbreviated Board Orientation |
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| FORM F-2 | SECTION OFFICE REPORT | | | |
|  | Agenda Item Number | 7.2 | Item Title | Operations |
| | Date | 9/20/19 | Reported by | Mike Sosa |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

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| REPORT | Annual Reports and Tax Returns | | |
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- **Annual Reports:** Reports were collected by ASCE through an online form in 2018 (we assume the same 2019). The deadline for submittal is **November 30, 2019**. The timely submittal of annual reports helps to ensure the Texas Section receives an annual allotment from ASCE.
- **Tax returns:** The Texas Section filed our 2017 Form 990 on August 9, 2019. Ron Meyer drafted the Form 990 and then staff reviewed the draft in detail and subsequently provided it to the Board for review. It was also provided to ASCE's Finance Department for their review and comment prior to submittal to the IRS.
- Austin, Fort Worth, and San Antonio Branches had all previously filed extension requests for their respective 2017 Form 990's. The current status of those Branches' tax returns is listed below:
 - Austin – filed on August 15, 2019
 - Fort Worth – awaiting confirmation from Branch
 - San Antonio – filed on August 8, 2019

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| REPORT | Sales/Franchise Taxes (Texas), Inventory, and COI Forms | | |
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- Orders for the "Engineering a Better Texas" centennial history book continue to be slow. Current inventory of the book is approximately 185. The Section Office is working with STEM Committee Chair Christina Kim to come up with a plan to donate the remaining books to Texas schools, libraries, etc.
 - The cost to store remaining books off-site is \$264/year.
- The Section still has approximately 150 business card holders. It is recommended that these continue to be distributed at our events (including the Symposium and Leadership Development Weekend).
- COI Forms are requested of all Board members in order for the Section to comply with Best Practices when filing the tax return with the IRS. Please return the completed forms to the Secretary.

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| REPORT | Subsidiary Bylaws | | |
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Recommended for approval: NONE

The following bylaws may need to be updated after coordinating with the appropriate leaders:


- Fort Worth Branch (*holdover from previous meeting*)
- Brazos Branch, Caprock Branch, Central Texas Branch, Corpus Christi Branch, El Paso Branch, High Plains Branch, Northeast Texas Branch, Rio Grande Valley Branch, Southeast Texas Branch, West Texas Branch

Note: sample Texas Section subsidiary bylaws are available for both Branches and Institute Chapters upon request.

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| REPORT | Section Meetings Schedule | | |
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- The next Executive Committee Meeting will take place in early 2020 in Austin.
- The next Board of Direction Meeting will take place at the 2020 Student Symposium on March 5, 2020.
- All Upcoming Events: www.texasce.org/events/

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| ITEMS FOR AGENDA | None | | |
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| FORM F-2 | OFFICER REPORT | | | |
|  | Agenda Item Number | 7.3 | Item Title | Trust Funds |
| | Date | 9/20/19 | Reported by | Lindsay A. O'Leary PE |
| | Purpose | 2019-2020 Board of Direction Meeting | | |

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| REPORT | Texas Civil Engineering Foundation (TCEF) | | Allen "Bud" Beene PE |
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- TCFF's *Texas Section Past Presidents Educational Trust Fund* Trustees: Tim Newton PE, Jack Furlong PE, Crespin Guzman PE, and Ricky Bourque PE
- Fund balance as of June 26, 2019 = \$81,003 (September 30, 2018 = \$85,100)
- TCEF is still seeking two officers: Executive VP (2019-2025 term) and VP Administrative (2019-2025 term).
- Fundraising efforts will be continued for the *Trust Fund* to provide support of Texas Section activities.
- Trustees are preparing the FY2018-2019 Report, which will be provided to Board members for review before the next Board meeting.

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| REPORT | John B. Hawley Memorial Trust Fund | | Mark Boyd PhD, PE |
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- Trustees: Dr. Ted Cleveland PE (outgoing), Dr. Mark Boyd PE, and Sean Merrell PE
- Incoming Trustee: Dr. Brandon Klenzendorf PE for Term 2019-2025
- Fund balance as of June 26, 2019 = \$302,371 in Edward Jones account
- Former Trustees David Schnurbusch closed the CD account with J.P. Morgan Chase. The \$15,000 balance has been temporarily transferred to the Texas Section's Wells Fargo operating account. The Section will transfer these funds to the Trust Fund's Edward Jones account after CECON 2019.
- For reference, June 1, 2018 = \$311,800 (combined Edward Jones & funds held temporarily by the Section)
- Fellowship Status: Two (2) \$5,000 fellowships were awarded in 2019: Kushal Adhikari (Texas Tech University) and Ali Ansari (University of Houston). The last fellowship was awarded 2016.
- Tax Status: Trustees will arrange for 2018 Form 1041 to be filed by **Ron Meyer PLLC**
- Trustees are preparing the FY2018-2019 Report, which will be provided to Board members for review before the next Board meeting.

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| REPORT | J. Walter Porter Memorial Trust Fund | | Ron Lemons PE |
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- Trustees: Ron Lemons PE, Brett Pope PE, and Ottis Foster PE.
- Fund balance as of June 28, 2019 = \$69,563 (Rate of Return 5.62% June 2018-June 2019)
- Fellowship Status: One \$5,000 fellowship was awarded in 2019: A. H. M. Golam Hyder (The University of Texas at El Paso). The recipient was not able to attend CECON 2019. Trustees plan to formally recognize the recipient during CECON 2020 and to work with ASCE Texas Section VP Technical to encourage the recipient to participate as a poster or lightning round presenter during the conference.
- Tax Status: Trustees will arrange for 2018 Form 1041 to be filed by **Ron Meyer PLLC**
- The Trust Fund's FY2018-2019 Report was provided to ASCE Texas Section on August 1, 2019 and is attached to this Board report. It noted that Trustees plan to revisit the thought of awarding a fellowship every other year depending upon the growth of the fund. Since the Trustees will not award a fellowship next year, their plans are to prepare a detailed operations process to guide future Trustees.

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| ITEMS FOR AGENDA | Item 3.3.2 – Appoint Dr. Brandon Klenzendorf PE as Hawley Trustee for Term 2019-2025 |
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Trustees

Donald Willhouse, dewconsultingengineer@gmail.com, (Term is set to retire in 2019)

Ron Lemons, rml@freese.com, 817.239.9981, (Term expires in 2020)

Brett Pope, brett.pope@terracon.com, 512.368.0455, (Term expires in 2024)

Background

The J. Walter Porter Fund was established in December, 1978 to fund a fellowship for graduate study in the field of Water Resources Development and Conservation. To qualify for the award, a candidate must be a student in a recognized school of engineering in the State of Texas and a member of ASCE. The recipient is obligated to present a technical paper on his/her graduate work to a regular meeting of the Texas Section ASCE.

Financial Summary

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|------------------------------|---|
| Financial Institution: | Edward Jones |
| Beginning Balance | \$70,780.06 (balance on 6.25.18) |
| Current Balance | \$69,563.24 (balance on 6.28.19) |
| Rate of Return | 5.62% - last 12 months 11.34% - year to date |
| Scholarship Award | \$5,000.00 |
| Name of Fellowship Recipient | A H M Golam Hyder |

Summary of Investments

Investments were moved to 70% stocks and 30% bonds in three five-star funds on April 4, 2018. This is more aggressive than normal but the Trustees felt that we needed to grow the fund.

Trustee Actions during Fiscal Year

The Trustees awarded a \$5,000 fellowship.



Planned Future Actions

The current plan is to be more aggressive with growth of the fund over the next few years and award a fellowship of about \$5,000 every other year. We actually did not have the fund growth needed to award the fellowship in 2019. However, we decided to award a fellowship because it had been a number of years since one had been awarded. We may need to revisit the thought of awarding a fellowship every other year depending upon the growth of the fund. Since the Trustees will not award a fellowship next year our plans are to prepare a detailed operations process to guide future Trustees.

Requests for ASCE Texas Section Board of Direction

Name replacement for Trustee Willhouse. We recommend a special Board commendation for Don Willhouse. He has served much longer than his original term. Trustees Lemons and Pope appreciated his patience and guidance as we learned about the Porter Memorial Trust.

We have gotten off of a normal Trustee rotation and recommend that we get back onto a normal rotation. Therefore, we recommend that a new Trustee be appointed to a 3 year term expiring in 2022. Since this will be a shorter term we further recommend that a former Porter Trustee be asked to serve the shorter term. In that way, we will be get back to a normal 6 year rotation with a new Trustee every 2 years. The Board should prepare to replace Trustee Lemons in 2020.

Supplemental Information

Porter Fund Statement thru June 28, 2019 is attached.

Please contact the ASCE Texas Section Executive Director, Lindsay O'Leary, P.E., to request a copy of the Porter Fund Statement: loleary@texasce.org or 512-472-8905.