



FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.1	Item Title	President
	Date	1/24/20	Reported by	Susan Roth PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES	
<ul style="list-style-type: none"> • Branch activities: Attended the officer installation in College Station for the Brazos Branch on 9/26/19, and installed the San Antonio Branch Officers on 10/14/19; scheduled to install the officers of the High Plains Branch in Amarillo on 2/21/20. Also recently attended Corpus Christi Joint Society meeting on 1/13/20. • Outreach to Government Agencies: Met with TxDOT (Marc Williams—Deputy Executive Director) on 12/3/19; Lindsay and I met with TWDB (Kathleen Jackson—Board Member; Jessica Zuba—Deputy Executive Administrator of Water Supply and Infrastructure) on 12/5/19. Planning to meet with TCEQ (Toby Baker—Executive Director) and LCRA (Phil Wilson—General Manager) in February. • Holding monthly conference calls with Executive Team (new process to coordinate efforts on months when we're not meeting in person; includes President Elect, VPs and Treasurer) • Communications with Branch Presidents and Section Directors – Holding alternating monthly conference calls and providing email updates to highlight important ASCE business and to discuss questions/issues/challenges of Branches • Appointed/recruited members to fill vacant committee chair positions • Other activities: attended CECON Kick-off in Austin on 11/25/19; attended MRLC in Detroit on 1/8-1/12/20; attended IRC Kick-off in Austin on 1/18/20; participating in monthly conference calls with the Institutes; provided President's Message for the Texas Civil Engineer and Section website 	

COMMITTEE	Branch/Section Relations Committee	CHAIR	Bobby Lys Jr. PE
Goal(s):	Provide support and guidance to Branches	Deadline(s):	
Corpus Christi Branch recently received a Region 6 grant (\$1,200) to support their membership recruitment efforts; they co-hosted a Joint Society meeting with several other local technical and professional societies on 1/13/20 at the Nueces Brewing Company (sold-out event; over 250 people attended). Also, Bobby has been working with the West Texas Branch to discuss what the Section can do to help; Mike Sosa compiled a list of Branch meeting dates/times for the new ASCE year.			
COMMITTEE	Office and Personnel Committee	CHAIR	Susan Roth PE
Goal(s):	Strengthen communications	Deadline(s):	
Lindsay and I visit on a weekly basis regarding ASCE items; she also provides me with an update each Monday that summarizes staff workload for the week. This new process is not meant to micromanage staff, but it helps me better understand our office operations. It also assists with planning efforts of staff time and prioritizing project assignments.			

COMMITTEE	Past Presidents Council	CHAIR	Craig Thompson PE
Goal(s):	Provide recommendaton of Texas OCEA Award	Deadline(s):	January 24, 2020
<p>The Past Presidents' Council (PPC) met via conference call on November 20, 2019 to discuss and review the 2020 Texas Outstanding Civil Engineering Achievement (OCEA) nominated projects and solicit votes from the PPC for recommendation of the Texas OCEA Award. Nine past presidents attended the conference call and submitted votes and one other past president sent in their vote without attending the conference call.</p> <p>The Texas OCEA Award is typically given annually to the completed project that demonstrates the greatest contribution to civil engineering progress and to society, honoring the outstanding work of the many engineers who have contributed to the project. Projects not selected as the top Texas OCEA project can also be recommended as a Merit Award project.</p> <p>There were four projects submitted for the 2020 Texas OCEA award. The voting results were extremely close between the top two projects. The PPC voted to recommend the 2020 Texas OCEA Award to the TxDOT-Houston US 290 Program and a Merit Award to 45SW Project in Austin.</p>			
ITEMS FOR AGENDA	Item 3.3. Endorse Past Presidents Council Recommendations for 2020 Texas OCEA Award & Award of Merit		
1. Endorse Texas OCEA 2020 Recommendation (Executive Committee Action)			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.2	Item Title	Past President
	Date	1/24/20	Reported by	Art Clendenin PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> • Performed Brazos Branch Officer Installation and Technical Address on 9/26/19. • Attended Corpus Christi Branch Meeting on 10/8/19. • Performed Rio Grande Valley Officer Installation on 10/9/19. • STEM Related: Provided Lunch & Plant tour to Tyler ISD Construction Management Students. • Attended Northeast TX Branch meeting @ UT Tyler- combined meeting with Student Chapter. • Participated in discussions for TWDB Rules.

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> 1. Provide the status of ongoing programs and projects. Discuss their alignment with the Strategic Plan. 2. Is any additional funding, beyond current budget, required to complete planned programs and projects? 3. Provide a list of committee members and/or status of recruitment activities. 4. Is there any additional information you would like to share with Section leadership?

COMMITTEE	History & Heritage Committee (Standing)	CHAIR	Melinda Luna PE
Goal(s):		Deadline(s):	
<p>With the change to a digital monthly format, the big effort is in supplying the Texas Civil Engineer (TCE) articles. We are getting a monthly report on-site visits, time spent on the article to help look at subject matters response. Over time, this will help us focus on what the readership wants to see as far as articles. We have also received emails and conversations about different articles.</p> <p>There is a backlog of about one (1) years' worth of articles that vary in subject. We have requested emails to the branches so that when an article is about a particular member, event or landmark, the branch gets an email on that to share with the branch. Assistance may be needed from the Editorial Committee to support this communication as the staff team is fully utilized.</p> <p>Talks have started back upon the dedication of the JFK Causeway bridge as a Texas Section Landmark in 2022 just short of its 50th anniversary. This is so that in 2023 it can be handed in as a National Landmark. It is the first segmental bridge in the US and was an example for hundreds of other bridges.</p>			

COMMITTEE	Honors Committee (Standing)	CHAIR	Chad Ballard PE
Goal(s):		Deadline(s):	
No Report at this time.			

COMMITTEE	Intra-Society Relations Committee (Standing)	CHAIR	Patricia Frayre PE
Goal(s):		Deadline(s):	
No Report at this time.			

COMMITTEE	Nominating Committee (Standing)	CHAIR	Curtis Beitel PE
Goal(s):		Deadline(s):	
Met by Telephone in November and extended deadline for 2020-2021 Section Officer nominations. Telephone meeting on 1/14/20 filled candidate slots for next year's slate of officers. Visited with Ron Reichert who has agreed to step into the V.P. Technical Elect Position for this year's election. He is interested in filling the Presidential role in the near future and this will be a stepping stone toward doing so. See attached for the recommended slate of officers.			
Items for Agenda	Item 2.6. Activities of Flood Mitigation Advisory Task Committee Item 3.2.1. Endorse Slate of Officer Nominees for 2020-2021		
Will the Section Support the use of DRRRA (Disater Recovery Reform Act 2018) Language for the TWDB rules package? This mentions the use of materials that are resilient/sustainable and provide long-term cost savings. ASCE Society level did support the language at the federal level. TWDB is holding a public meeting on 1/30/20. I'll be checking with Michael Bloom on what he is doing on behalf of the section also.			
ExCOM Approval of Officer Slate for 2020-2021.			



ASCE Texas Section | Nominating Committee

Recommended 2020-2021 Slate of Officers

Nominating Committee Members: Curtis Beitel PE, ENV SP (Chair); Audra Morse PhD, PE; Craig Thompson PE; Larry Goldberg PE; Art Clendenin PE

Ex Officio Members: Lindsay O'Leary PE; Susan Roth PE; Sean Merrell, PE

President Elect

Patrick Beecher PE – Houston Chapter GI

Vice President for Educational Affairs Elect

Russell Gibson PE – Northeast Texas Branch

Vice President for Technical Affairs Elect

Ron Reichert – Houston Branch

Vice President for Professional Affairs Elect

Patricia Frayre PE – Houston Branch

Directors at Large

Michael Schnieder PE – Southeast Texas Branch

Yan Linwood PE – Houston Branch


Treasurer 2020-2022

Chris Nance PE, ENV SP – El Paso Branch

Assistant Treasurer 2020-2022

Glenn Goldstein PE, PMP – Austin Branch

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.

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.3	Item Title	President Elect
	Date	1/24/20	Reported by	Sean Merrell PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>A brief description of my Section-related activities since the last meeting:</p> <ul style="list-style-type: none"> • Meeting with CECN Planning Committee Co-chairs and Texas Section Staff to begin planning the CECN 2020 (11/25/19) • Attended Texas Section Leadership conference call (12/23/19) • Attended ASCE Multi Region Leadership Conference (MRLC) in Detroit (1/10-11/20) • Attended Leadership Development Weekend 2020 planning calls with Texas Section Staff • Attended monthly conference calls with Texas Institute Chairs • Attended biweekly conference calls for 2020 Student Symposium • Attended monthly conference calls for 2021 Student Symposium • Attended CECN logo conference call • Attended the Section Directors and Branch Presidents monthly conference call • Attended Nominating Committee conference call re 2020-2021 officer nominations, as an ex-officio member • Attend kickoff meeting for the Texas Section Infrastructure Report Card (1/18/20)

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> 1. Provide the status of ongoing programs and projects. Discuss their alignment with the Strategic Plan. 2. Is any additional funding, beyond current budget, required to complete planned programs and projects? 3. Provide a list of committee members and/or status of recruitment activities. 4. Is there any additional information you would like to share with Section leadership?

COMMITTEE	Conference Planning Committee (Standing)	CHAIRS	Matt Singel PE Jennifer Bohlander PE
Goal(s):	Increase attendance and profitability of the future CECN's	Deadline(s):	September 23-25, 2020
<ul style="list-style-type: none"> • See attached notes from CECN 2020 Leadership Meeting for more information. One major opportunity is the enhanced section office participation in the design and management of the conference website, and overall marketing and promotion of CECN. • New MOU's have been given to the Texas Institute Chapter chairs for their review and approval. These MOU's spell out financial incentives for providing the CECN committee with high-quality speakers and topics for the CECN. They also denote lower financial incentives for late submissions to encourage early submittal of topics and speakers. • All section leaders (elected and chairs) are strongly encouraged to be on the look out for good speakers and topics. Section leaders are all highly encouraged to attend the CECN. • Site Selection Task Committee is currently evaluating potential locations for future CECN meetings (2022-2025). Cities under consideration include Austin, San Antonio, San Marcos, Houston, Woodlands, Katy (West Houston), Dallas, Ft Worth, Frisco and Waco. The committee is working towards having final recommendation by the Spring Texas Section board meeting in Arlington. The intent of this process is to make sure it is a quality selection process. 			

COMMITTEE	Editorial Committee (Standing)	CHAIR	Sergio Mendez PE Jonathan Brower PE
Goal(s):	Provide excellent articles and features for our online content	Deadline(s):	Monthly
<ul style="list-style-type: none">Continued bi-weekly calls with Bailey Pattison (Communications Specialist) to develop articles and content for the Texas Civil Engineer (TCE)Encourage Texas Section Leaders and members to subscribe on the section website and be on the lookout for potential content including the featured technical article.Texas Section was awarded, at ASCE MRLC, the outstanding large branch & section website award. Congrats to Bailey and Editorial Committee members!!Continue to develop strategy to increase advertising revenue in the TCE.			
COMMITTEE	Membership Committee (Standing)	CHAIR	Patrick Beecher PE Marco Furlan PE
Goal(s):	Increase membership in the ASCE Texas Section	Deadline(s):	Ongoing
<ul style="list-style-type: none">Membership committee to include Russel Gibson and Patrick Williams to help develop ideas to increase Texas Section membershipEncourage committee to meet monthly to review membership ideasUtilize the \$500 budgeted to this committee to potentially create incentive prizes to increase membershipParticipate in ASCE membership drive run through the Sections.Potential for Texas Section survey to gather thoughts and info on membership-related issues. Houston Branch recently conducted a similar survey.Develop a program to search out a corporate champion at each of the larger Civil firms to encourage ASCE membership and renewal from within the firm.			
COMMITTEE	Strategic Planning Committee (Standing)	CHAIR	Kacey Paul PE
Goal(s):	Continue to advance the Texas Section's strategic plan with the goal of developing our civil engineers and serving as trusted leaders in our communities	Deadline(s):	Current strategic plan runs through 2021
<ul style="list-style-type: none">Revisit previous Texas Section strategic plan and visit with previous strategic planning chairs for inputEncourage past presidents to become involved with this process and look for potential co-chair(s)Develop a brainstorming session at Leadership Development Weekend 2020			
ITEMS FOR AGENDA	Item 2.1. ASCE Texas Student Symposium Item 2.5. Leadership Development Weekend		
Mark your calendar for the Texas/Mexico Student Symposium (March 4-7 in Arlington) and the Leadership Development Weekend (July 17-19, 2020) at Canyon of the Eagles Resort. This will be a family friendly weekend and attendees are encouraged bring their family.			



CECON 2020 Leadership Meeting
November 25, 2019 | 10:00 am – 3:00 pm
ASCE Texas Section Office | Austin, Texas
Notes & Action Items

ATTENDEES

Susan Roth PE, President
Sean Merrell PE, President-Elect & Region 6 Governor
Matt Singel, 2nd Year CECON Committee Co-Chair
Jennifer Bohlander, 1st Year CECON Committee Co-Chair – *Via Phone*
Bailey Pattison, Communications Specialist & Staff Liaison to CECON Committee
Mike Sosa, Data Coordinator
Lindsay O'Leary PE, Executive Director

AGENDA with notes

1. President Elect's Opening Remarks

- a. **Priorities for 2020:** Refine Programs & Committee-Section Communications
- b. **Site Selection** Task Committee Updates
 - i. Target venue for 400 attendees
 - ii. Consider years 2022 through 2025
 - iii. *Post-meeting update: Site Selection support contract with IMPI was executed 12/8/19*
- c. **New:** Section to Develop **Business Plan** including annual attendance & financial targets (other performance metrics), & membership survey. Include feedback from Board members, CECON Advisors & Co-Chairs.
 - i. Sean to lead Business Plan effort and keep CECON Co-Chairs up to date
 - ii. Include research/due diligence related to including regional neighbors both as invited attendees and invited speakers (ASCE Region 6 - Mexico, New Mexico, & Oklahoma Sections)
 - iii. With respect to membership survey:
 - o Send draft questions to Sean, Susan, and Co-Chairs
 - o Include question regarding certification needs, besides PDHs & ethics
 - o Include question regarding respondent's position: staff/project engineer, CEO/owner, manager, etc.
 - o Offer Amazon.com gift card as an incentive
 - o Do not include question regarding the yearly timeframe of CECON. Re-evaluate the timeframe in 3-5 years if CECON has not continued to grow.
 - o Reminder for Mike: Are the post-meeting survey results from past Section Meetings available for review?
- d. **Agency Meetings:** President Roth is meeting with TxDOT, TCEQ, TWDB to discuss membership benefits, the 2021 Infrastructure Report Card for Texas, and CECON engagement. Plan to ask what commitment agencies can make to ASCE – membership or conference support. They may not be able to support both.
- e. Consider promoting CECON as a regional event. ASCE Region 6 is encouraging this.
- f. **Set Timeframe for Co-Chairs to update Planning Manual**, updates to include:
 - i. Financials
 - o Evaluate Section Support Fee (currently \$20k plus staff travel reimbursement, ~\$2.5k) with input from President Elect, Treasurer, & Executive Director
 - o Profit Sharing Agreement to be updated with input from President Elect, Treasurer, & Executive Director



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- o Set goal for account balance with input from CECON Advisors – LeAnne is working on updates. Suggest asking Melanie Gavlik to assist if available.
 - ii. Responsibilities Review
 - iii. Proposed timeframe: By January 24, 2020 (Executive Committee Meeting)
 - iv. Responsible member: LeAnne Napolillo
- 2. **2019 Recap**
 - a. **Successes**
 - i. Attendees enjoyed themselves & there were 65+ return attendees (of 97 survey respondents)
 - ii. Items from Post Conference Survey Results
 - iii. Keynotes, Social events, and lightning rounds were all well received
 - iv. Improved marketing and communications, reduced expenses
 - b. **Areas for Improvement**
 - i. Release program sooner
 - o Call for Topics released January 28, 2019 (target: January 14, 2019)
 - o Program Keynotes released May 6, 2019 (target: April 8, 2019)
 - o Program released July 18, 2019 (target: June 3, 2019)
 - ii. Items from Post Conference Survey Results (See handout)
 - iii. Sponsorship numbers were down in 2018 & 2019 (goal = \$88.5K) – Need fundraising strategy with support from Past Presidents
 - iv. Revenue generation
 - v. Committee communications & team building
 - vi. Seek program support for last minute cancelations – notify Board via Executive Director
- 3. **Break for Lunch**
- 4. **2020 Planning**
 - a. **Draft Committee Communication Plan**
 - i. Set Timeframe for Committee Reports to Section
 - ii. Discuss Schedule for Committee Calls
 - iii. ~~New: Monthly Status emails to all committee members, staff, and President Elect~~
 - ~~o Determine desired data to be included: registration and sponsorship numbers, etc.~~
 - o Status emails are not recommended since the Committee plans to hold regular calls and set-up a shared spreadsheet for leadership in 2020
 - o Sean to set-up shared spreadsheet (via company SharePoint, transfer to Section office at a later date once SharePoint is available)
 - iv. Committee Reports due to Sean as President Elect
 - o January 8, 2020 (Wednesday) for Executive Committee meeting, to include final report for 2019 and preliminary budget for 2020
 - o February 19, 2020 (Wednesday) for Board meeting
 - o Lindsay to send calendar reminders for these due dates
 - b. **New: Co-Chairs & Staff to host Committee Orientation**
 - i. Plan to Include:
 - o Review responsibilities & planning manual



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- Discuss Committee communications plan – Committee call 1st Monday of every month from 4:00 to 4:30 pm CT with subcommittee chairs. Subcommittee chairs to appoint another subcommittee member to join the call if they are unavailable.
 - Conflicts of Interest Policy
 - Other items?
 - Call etiquette & safety – Call-in from your office or home, not while driving
 - ii. Set target timeframe? In-person or online? Record orientation as a webinar for any new members who join the committee afterwards
 - iii. Identify recruitment strategy for committee members
 - Programs: Need 3rd volunteer to work with Tim Wallace (Matt to confirm) & Richard Patrick
 - Sponsorships: Jack Furlong?
 - Marketing: Need an additional member to help Bill Wygle
 - Exhibitors: Ron Reichert and David Matocha – Reminder: Can they work to train a successor or two?
- c. Review International Meeting Planners, Inc. (IMPI) Scope of Work (*separate document*)
 - i. Suggestions
 - Website Management: move to collaboration between staff & event planner – Move website management, design, and registration to Section staff
 - Consider moving registration to Section office for 1-year trial period
 - Review sponsorship scope, consider transferring responsibility to committee
 - Consider moving speaker coordination scope to staff
 - ii. Co-Chairs to request revised proposal from IMPI – January 31, 2020 deadline for this task
- d. Programs
 - i. Speaker Advisory Council Meeting Pre-Planning
 - Identify possible times, dates, locations – Committee does not wish to hold this meeting but instead coordinate with Institute Chapters
 - Identify target attendees
 - Include Institute Chapter MOU re-negotiation, including number of breakout sessions, chapter meeting requirements, fees, and deadlines – Revise/Amend MOUs to keep 2 sessions, add financial penalty for late submissions, and incentive for submissions received 2 weeks early (opportunity to present 3rd session, however this would not result in additional profit/revenue sharing). Susan and Mike to coordinate before January 16, 2020 institute chapter leadership call.
 - Identify other topics to be discussed during this meeting
 - ii. Review of Logistics
 - Recommended first step: Develop schedule outline, considering:
 - Reserved spaces for invited keynotes
 - Increased Institute Chapter Breakouts – see MOU notes above. Note delayed responses from institute chapters cause critical delays to the program release.
 - Transition time between sessions, in addition to breaks
 - New: Tracks for CFM, RAS, Younger Members, etc.
 - New: Region 6 Assembly Tie-In, reserve sessions (access to meeting space only if attendees register for CECON) for New Mexico, Mexico, & Oklahoma speakers



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ASCE Texas Section Office | Austin, Texas
Notes & Action Items


- Provide staff with access to database – Determine best method/approach to access existing Google Form and/or set-up new form through Section website
 - Staff can set-up automated response to topic/speaker suggestion submittals
- Provide staff with desired list of speakers (1st Preference, 2nd Preference)
 - Staff are available to secure desired speakers and respond to suggestion submittals
- Committee to ask clients to serve as moderators, and refine process for selection & instruction
 - Institute Chapter leaders volunteered to help moderate
- Provide firm deadlines for all speakers to confirm their participation in CECON.
- iii. Reserve speaking slot (session or panel) for TxDOT and TWDB on the Program
- iv. Consider allowing Section leadership and committees to fill some of the CECON slots. Speakers/topics will still require ultimate approval by CECON programs subcommittee for unity/consistency with conference theme.
- e. **Marketing**
 - i. Rebranding – CECON logo, tagline, & annual theme/tagline criteria
 - Target Deadline: January 31, 2020
 - Summary of input from November branding discussions
 - Discussion: Should we drop “Texas” from “Texas CECON” considering we may include ASCE Region 6 neighbors in the future? Not at this time.
 - i. Review Draft Schedule of Marketing Milestones – Co-Chairs to approve

Deadline	Focus
December 13 ⁹ , 2019	Call for Committee Members
January 6, 2020	Save the Date & Send Call for Topics – Institute Breakouts & General Sessions
March 9, 2020	Call for Sponsorship & Exhibitor Registration
March 23, 2020	Advertise Conference Schedule - General Outline - Opening Ceremony, Keynotes, Breakouts, Social Events
April 12, 2020	Announce Technical Tour & Any Identified Keynotes
May 11, 2020	Early Bird Registration, Advertise Program Highlights & Institute Sessions (to be formatted as a list, not as the final conference schedule with specific times/days)
June 1, 2020	Advertise Conference Schedule with Substantial Completion of Program
July 6, 2020	Feature Lightning Round Presenters
July 20, 2020	Advertise Social Events - Opening Ceremony, TCPA BBQ, Awards Banquet, Technical Tour
August 17, 2020	Advertise CECON App
September 8, 2020	See you soon
September 16, 2020	Final Attendee Reminders



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- ii. *Future Task:* Establish formal agreement with Chi Epsilon regarding event photography & establish support fee
 - o Ballpark estimate \$1,000
 - o Co-Chairs to consider and provide approval prior to Section staff moving forward
- iii. *Future Tasks:*
 - o Section office to develop CECON poster that can be printed by members and posted within their office (Bailey)
 - o Section office to send hard copies of marketing materials to older members (55 or 65 and up?) and those who had previously requested hard copies of the TCE (Bailey & Mike)
 - o Section office to develop slides and foam core boards for Branch meetings, also consider providing table tents that Section Directors would be responsible for setting out and picking up for each Branch meeting. If possible, work with local print companies to sponsor these activities (Bailey & Mike)
- f. **Budget** (5 minutes)
 - i. Set deadline to provide draft to President Elect (ExCom Reports due 1/8/20)
 - ii. Revenue
 - o Registration Rates & Categories – Revisit this topic in December 2019 when the preliminary 2020 budget is available. Consider increasing rates over the course of several years.
 - o Sponsorship & Exhibitors
 - o Tentative: Evaluate possibility of virtual attendance (staff) – Consider testing this at CECON 2020 for a keynote as free offering to gauge interest and work through logistics
 - iii. Expenses
- 5. **2021 Planning**
 - a. *Future Topic of Discussion, Pending Membership Survey Results:* Consider shifting days of the week. For 2021, Embassy Suites could accommodate a shift to a day later (Thursday through Saturday), but CECON would lose the Permanent registration desk and the Placido boardroom on Friday afternoon & Saturday morning as another group has it contracted beginning Friday afternoon after CECON departs currently.
- 6. **Other Items**
- 7. **Closing Remarks**


FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.4	Item Title	VP-Educational
	Date	1/24/20	Reported by	John Tyler PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>All things Student Symposium:</p> <ul style="list-style-type: none"> • Establishment of the formal "Planning Manual" • UT Arlington Coordination for 2020 <ul style="list-style-type: none"> ○ Site Selections ○ Hotel contracts and venue analysis ○ Sponsorships – tough going, very little response ○ Numerous Planning Calls ○ Develop student breakout / technical / job fair activities ○ Work to finalize details and event registrations ○ Continue to provide mailers and other information • UT Austin Coordination for 2021 <ul style="list-style-type: none"> ○ Initial connection with student and practitioner advisor ○ Reviewing sites and competition locations ○ Established planning calls

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> 1. Provide the status of ongoing programs and projects. Discuss their alignment with the Strategic Plan. 2. Is any additional funding, beyond current budget, required to complete planned programs and projects? 3. Provide a list of committee members and/or status of recruitment activities. 4. Is there any additional information you would like to share with Section leadership?

COMMITTEE	STEM Committee (Task)	CHAIR	Christina Kim PE
Goal(s):		Deadline(s):	
<ol style="list-style-type: none"> 1. Team has picked up efforts to recruit committee members. 2. Currently, we are getting ready for the Texas STEM Conference here in Austin. <ol style="list-style-type: none"> a. January 22nd through January 24th at the Renaissance Hotel. More information can be found here. b. Joe Alvarez and Christina will be attending with the occasional help from the Austin Branch volunteers. c. We were able to purchase all ASCE promotional/other booth related items and anticipating them to arrive on time. d. Anticipate coming in pretty close to the \$1.5K set budget for this event, but also anticipate having additional promotional items that can be repurposed for future events and/or returned. 3. Upcoming events, TexASCE STEM will support the 2020 TAME State STEM competition. <ol style="list-style-type: none"> a. We received an email from TAME requesting a donation of \$1,250 for printing. We had originally budgeted for a \$1,000 for TAME so we will have to coordinate once we have total costs from the STEM Conference finalized. 			

COMMITTEE	Student Activities Committee (Standing)	CHAIR Competitions Coordinator	Heather Guillen PE Jessica Hilscher PE
Goal(s):		Deadline(s):	
See officer support activities – Heather and Jessica have been instrumental within these activities. Weekly planning calls are now occurring with the Student Symposium 2020 Planning Team. Sheraton Hotel has been executed. Canoe Competition location has been confirmed and will be held at Lake Viridian. Contract is being finalized. Thursday YM Social Event will be held at Free Play venue and contract has been executed. Region 6 provided approval of a \$1,500 grant to support this YM Event. Region 6 also provided approval of an additional \$1,500 sponsorship for the Symposium. Mailer II was sent on January 13, 2020. Students are continuing to work on confirming speakers and finalizing program details. As of January 16, 2020, we have 17 sponsors for a total of \$26,050. There are also 99 students and 11 competition teams registered for a total of \$11,650.			
COMMITTEE	Younger Members Committee (Standing)	CHAIR	Joe Alvarez
Goal(s):		Deadline(s):	
No Report.			
ITEMS FOR AGENDA	Item 2.1. 2020 ASCE Texas Student Symposium in Arlington		
Sponsorships for symposium.			

FORM F-2		OFFICER REPORT	
	Agenda Item Number	4.5	Item Title
	Date	1/24/20	Reported by
	Purpose	2019-2020 Executive Committee Meeting	
		VP-Professional	
		Tiffany Villarreal PE	

OFFICER ACTIVITIES
<ul style="list-style-type: none"> Organized the CECON 2019 legislative panel discussion to reflect back on the State of Texas' 86th Legislative Session. Legislators included: Rep. Erin Zwiener (District 45), Texas Rep. Celia Israel (District 50), Kathleen Jackson, PE (Board Member, Texas Water Development Board) and Ida Musgrove (Deputy Director, City of Austin – Intergovernmental Relations). Lindsay O'Leary PE and I met with State Representative Dennis Paul PE, District 129, Harris County to discuss priorities for the upcoming 87th Legislative session. The ASCE Texas Section representatives were accompanied by representatives from TSPE, SEAOt, and ACEC Texas. Coordinated with Griselda Gonzales PE (VP Professional Elect) and Augustine Verrengia PE (Government Affairs Committee Chair) to write monthly articles for the Texas Civil Engineer, articles reminded members to sign up for ASCE's key contact program, apply for the 2020 ASCE Legislative Fly-In and issued a call to action for a Government Affairs Contact from each Branch to serve as a local liaison. We also began recruiting for the Infrastructure Report Card Committee.

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> Provide the status of ongoing programs and projects. Discuss their alignment with the Strategic Plan. Is any additional funding, beyond current budget, required to complete planned programs and projects? Provide a list of committee members and/or status of recruitment activities. Is there any additional information you would like to share with Section leadership?

COMMITTEE	Governmental Affairs Committee (Standing)	CHAIR	Augustine Verrengia PE
Goal(s):	Attend 2020 Legislative Fly-in in DC Assist 2021 IRC Committee with Kick off Continue to identify government affairs liaisons at the branch level	Deadline(s):	March 2020 Ongoing Ongoing

Working to establish branch-level GAC's; Boosting involvement on the local level.


****IF YOU ARE INTERESTED IN LEADING THIS EFFORT LOCALLY, PLEASE CONTACT AUGUSTINE at augustine.verrengia@stantec.com****

- o Austin Branch – Austin Messerli
- o Dallas Branch – Tim Abrams
- o San Antonio – Open
- o Houston – Michael Bloom (Public Affairs)

Other activities include:

- [Texas Civil Engineer](#) (TCE) Articles (Monthly) - GAC has written several articles regarding Government Affairs.
- IRC Committee Support - Working closely with the [IRC Committee](#) to ensure a successful and timely 2021 Texas IRC release.
- Working to pursue ASCE SPAG Grants & develop outreach efforts with those funds.
- Ongoing contact with Legislators; Building relationships in off-session year, including beginning the groundwork for authoring future legislation.
- Continue to author more Op-Ed articles for the TCE.

COMMITTEE	Public Relations and Professional Image (Standing)	Co-CHAIRS	Robert Scholz PE Claudia Corsetti PE
Goal(s):		Deadline(s):	
Committee will be helping with the IRC outreach and release, as well as Op-Ed articles for the TCE.			
COMMITTEE	Texas Infrastructure Report Cards Committee (Standing)	CHAIR	Mark Boyd PhD, PE
Goal(s):		Deadline(s):	
<p>The Texas 2021 IRC planning is underway! Committee leaders and Section staff held a planning call with ASCE Government Relations staff on 21 August 2019. The next step following the CECON preliminary meeting was to hold an committee official kick-off meeting with ASCE staff on Saturday, January 18th from 10 AM – 2 PM at the Texas Section Office in Austin. A goal of completing the IRC within approximately one year from the kick-off meeting was set. This timing will allow the 2021 Texas IRC to be used as tool for the 2021 ASCE Texas Legislative Drive-In.</p> <p>Additional Committee members are needed to support the following infrastructure categories: Aviation, Energy, Bridges, Levees, & Parks/Recreation. Please contact Mark Boyd if you are interested in participating: boyd@lcaenvironmental.com</p>			
COMMITTEE	Residential Foundations Oversight Committee (Task) Subcomms: Evaluation and Repair of Residential Foundations Foundation Investigation & Design - Manual of Practice	CHAIRS	Robert Pierry Jr. PE Ken Struzyk PE Phillip King PE
Goal(s):	Work through Revision 4	Deadline(s):	February 8, 2020
<p>Committee met at the Texas Section office in Austin on October 5, 2019 and again in Dallas on December 14, 2019 to discuss updates to the Guidelines for Evaluation and Repair of Residential Foundations. We are currently on Revision 4 of the subcommittee recommendations and there is heavy interest in the industry.</p> <p>The next meeting scheduled for February 8, 2020.</p>			
ITEMS FOR AGENDA	Item 2.4. 2020 ASCE Legislative Fly-In Item 2.7. Infrastructure Report Card 2021		


FORM F-2		OFFICER REPORT		
	Agenda Item Number	4.6	Item Title	VP-Technical
	Date	1/24/20	Reported by	Andres Salazar PhD PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>Continue with the monthly Institutes Chairs conference calls.</p> <p>Consistent monthly webinars for the Texas Section in November, December, and January.</p> <p>Reactivated Harvey Hurricane Committee. Renamed it Texas Section Flood Risk Mitigation Advisory Committee. Committee is working on comments to the TWDB State Flood Planning Rules.</p> <p>Received an invitation to present at the ASCE Mumbai Branch and ASCE San Antonio Branch.</p>

STATUS OF CECON LIGHTNING ROUND & POSTER PRESENTATIONS
<p>Collected information of Faculty to disseminate call for papers and contestants. Announcements to go out last week of January.</p>


SUMMARY OF WEBINAR ACTIVITIES
<p>October - dredgeSMART - The Dredging Equation Solved</p> <p>November: Understanding the Value of Pavement Preservation for County/Municipal Roadway Maintenance Operations. (Postponed due to technical difficulties)</p> <p>December: Interpretation of Buried Utility Data</p> <p>January: What Does The Survey Say?</p>

TECHNICAL INSTITUTE CHAPTERS & GROUPS		CHAIRS	
TxCI Chapter TxEWRI Chapter TxGI Chapter TxSEI Chapter TxT&DI Chapter TXUESI Chapter Forensics Group		TBD Curtis Beitel PE & Russell Erskine PE Fadi Faraj PE James Brown PE Surya Bhandari, PE (to be confirmed) Renee Mayer PE Jesse Aguilar EIT	
Goal(s)		Deadline(s)	
Increase participation in Lighting Rounds and Poster Competition. Increase attendance in monthly webinars. Increase participation of the institutes in CECON.			
ITEMS FOR AGENDA	Item 3.2		
Confirm TxT&DI Chair			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.8	Item Title	Directors at Large
	Date	1/24/20	Reported by	Sergio Mendez PE, Senior Director at Large
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>Prepared agendas for Editorial Committee Meetings. Currently trying to obtain potential articles from the different branches and institute chapters to include in Texas Civil Engineer (TCE). Planning the roadmap to smooth over the <i>Excellence in Journalism</i> nomination and award process (See below).</p>

TASK	Excellence in Journalism Award		
Goal(s)	Nominate EIJ Award Recipient	Deadline(s)	June 1, 2020 for nominations. Recommendation by Summer Meeting.
<p>There is a potential nominee from Travis Attanasio. We are currently waiting on the official submittal. The goal is to provide a recommendation for award recipient at the Executive Committee meeting during the summer. We recommend the Section assist us in sending additional communications to the Section Directors of the different branches to get more diverse articles from across the State. An attainable goal should be to have articles from at least 4 Branches.</p>			
COMMITTEE	Tellers Committee	CHAIR	Jonathan Brower PE
Goal(s)		Deadline(s)	
<p>No report at this time. Section voting to occur April/May 2020.</p>			
ITEMS FOR AGENDA	Item 2.8. Texas Civil Engineer		
<p>TCE Discussion: Ideas for Monthly Technical Features, Call for Technical Editors, & Advertising Opportunities</p> <p>Call for EIJ Award nominations to be added March 2020 Board of Direction meeting agenda. Staff have also added call for award nominations to their email blast distribution calendar.</p>			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.1	Item Title	Executive Director
	Date	1/24/2020	Reported by	Lindsay O'Leary PE
	Purpose	2019-2020 Executive Committee Meeting		

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 for this reporting period:

- I have scheduled meetings with Mike and Bailey to establish task-based and professional development goals for 2020. These goals will be subsequently referenced during annual performance evaluations.
- This winter, staff focused on monthly [Texas Civil Engineer](#) magazine releases, website updates and maintenance, 2020 and 2021 Student Symposium planning, CECON 2020 preliminary planning, facilitating monthly technical webinars, and general committee support.

The Section contracts with several **consultants** including the *IT Guys* for computer support and *Austin Web & Design* for website maintenance. The *IT Guys* recently transferred the Section's server files from Box.com to Microsoft SharePoint. This transition will save the Section money and allow volunteers to easily access files soon. Staff will work to re-organize sever files and set-up access for volunteers over the course of the year. The *Texas Civil Engineer* online blog development project with *Austin Web & Design* has ended and we are in the process of identifying a new website maintenance provider, one who will provide timely services and reliable support. Should this transition lead to increased monthly support fees, beyond the current fiscal year budget, I will discuss options with the Budget & Finance Committee.

As previously reported, the Section's **office** 5-year lease expires at the end of September 2020. 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.

REPORT	Communications & Marketing		
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Bailey Pattison prepared a detailed communications report (attached), including analytics for our new website, email communications to membership and our social media channels.

REPORT	Budget and Non Dues Revenue Streams		
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The Section's primary sources of non-dues revenue continue to 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). The FY2018-2019 webinar revenue was \$6,575 (Budget = \$10,500). The FY2019-2020 webinar revenue for October through December 2019 was \$1,995 (FY19-20 budget = \$10,000).
2. Non-dues revenue generated through our online [Career Center](#) continues to climb, tied to a booming Texas construction and engineering market.
 - The Career Center generated \$9,700 in revenue for FY2018-2019.
 - The Career Center generated \$4,470 between October and December 2019.
 - Don't forget to view the Section's bi-monthly Career Center-focused emails.

3. The Section's launch of the [Texas Civil Engineer](http://www.texasce.org/mediakit/) (TCE) online magazine project last September included the ability to start selling digital advertisements on our re-designed website. We have sold \$1,200 in digital ads as of January 7, 2020. To view all digital advertising options available, check out our Media Kit at www.texasce.org/mediakit/.

Work with our long-time advertising sales consultant, Lori Brix (Silent Partners), has been paused since the TCE transitioned to its new 100% digital platform. Bailey and I plan to coordinate with Lori this spring to determine her availability and rates to provide digital ad sales consulting services. It's possible the Section may need to identify a new consultant or consider transferring advertising sales to a new or existing committee.

4. Both the **Student Symposium** and **CECON** are potential sources of non-dues revenue.
- The 2020 ASCE Texas Student Symposium is targeting to breakeven. Profit is not anticipated as of January 7, 2020.
 - The CECON 2020 preliminary budget will be provided during the Executive Committee Meeting. I anticipate it will include a small profit as well as the annual \$20,000 Section support fee.

REPORT	Other activities		
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Governing Documents. A full report will be provided for the March 2020 Board meeting. The report will include the status of the Board-approved Constitution, the draft Bylaws, and the Board-approved working version of the Rules of Operation/Leadership handbook.

Future Task: Follow-up with Kay Pulchine (ASCE HR Director) regarding the possibility of transferring Payroll and Human Resources outsourcing from TSPE to ASCE HQ, as part of their service to geographic units. ASCE does not currently provide this service to other subsidiaries and the Texas Section is the only subsidiary with multiple staff members.

In December, I took the **Certified Association Executive** (CAE) exam. At the time of this report, I am awaiting the exam results. I am thankful for your support in pursuing this credential and your patience as I balanced study time and workload over the past several months.

I currently serve on UT Austin's Civil, Architectural, and Environmental Engineering External Advisory Committee. In the summer of 2020, I will transition into the role of Chair for that Committee.

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)

ITEMS FOR AGENDA	CECON 2020 Preliminary Budget
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I recommend the Executive Committee 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 provide improved programs and services to all members.

ASCE Texas Section

Communications Report for January 2020 Executive Committee Meeting

Bailey Pattison, Communications Specialist

1. Website

The website had 4,089 unique page views in December 2019, up from 3,640 unique page views in August 2019, for a 11% increase this quarter.

- **Top 5 TexASCE pages with most unique page views from August 1-December 1, 2019:**

1. Homepage with 3,143 unique page views
2. Events page with 2,969 unique page views
3. Our Programs page with 2,761 unique page views
4. Texas Civil Engineer homepage with 2,385 unique page views
5. Careers page with 2,370 unique page views

Unique page views are the most accurate representation of how many people are looking at a website. This is because unique page views only measure how many people view a page one time rather than counting every single page view, including the times the same person views the same page multiple times. With these metrics, we know which pages are the most popular. In addition, if there is a page that we want more members to view and it isn't showing up as one of the top pages, with the most unique page views, we can strategize how to better reach members with that page.

2. TCE Digital

In September, the Texas Section transitioned its print magazine, the *Texas Civil Engineer (TCE)*, to an online-only free news source. One of the benefits of moving the magazine to an online platform is the Section can now gather insights on how the site is doing overall, how each article is doing, and how many people are subscribing to receive TCE emails. The metrics below are from October 1- December 31, 2019 and serve to show how many people have viewed the TCE homepage, which articles are the most popular, and how many people have subscribed to the TCE email list.

- **Unique Page Views Overall (from October 1-December 31, 2019):** 3,199

- **Top 5 Most Viewed Articles (from October 1-December 31, 2019):**

1. [Get to Know Super-Member Joe Alvarez: Volunteerism, Passions, & Career](#): 402 unique page views
2. [Meet Natalie Weiershausen PE, ENV SP, Senior Project Manager, RPS](#): 297 unique page views
3. [Pipeline Protection Solutions to Save the Critical Path](#): 199 unique page views
4. [Turning Grey Infrastructure Green](#): 192 unique page views
5. [Setting Trends in Texas – the I-35 at 51st Roundabout in Austin, TX](#): 160 unique page views

- **New TCE Email Blast Subscribers (from October 1-December 31, 2019):** 526

3. Email Blasts: TexASCE Advisor e-newsletters are sent each month in addition to a monthly *Texas Civil Engineer (TCE)* email blast. The Advisor provides a calendar of events and key reminders from the Section while the TCE email blast highlights the latest industry and Section news. Other marketing emails and campaigns are also distributed throughout the month on topics such as webinar offering and special student-focused emails.

- **Most viewed email sent to assigned users since August 1, 2019**

- Title: "Announcing: Texas Civil Engineer – News from TexASCE Now Online"
- Audience: 6,681 assigned members
- When: October 14, 2019
- Open Rate: 30.2% open rate. This means 1,901 members opened the email.
- Click Rate: 13.8% click rate. This means 405 clicked on something.

4. **CECON 2020:** A preliminary CECON 2020 marketing plan was presented to the CECON 2020 co-chairs in November 2019 and includes an overall marketing timeline as well as topics for messaging leading up to CECON 2020. Like last year, the Section plans to utilize paid social media posts, pinned tweets and posts, email templates, and other strategies over time to cohesively market CECON. In November, The Section hosted a call to discuss CECON rebranding (i.e. the new CECON logo design and brand suite) and is now working to design and present the redesigned logo and branding over the next month. The first CECON 2020 message to all members via email and social media will be a Call for Topics in January.
5. **Media Relations:** The Section has an association news monthly feature in the statewide publication "Texas Contractor Magazine." The Section's latest article is titled, "Setting Trends in Texas – the I-35 at 51st Roundabout in Austin, Texas." This article was written by Victor Vargas PE originally as a Technical Feature article in the *Texas Civil Engineer* and republished by the Contractor. Other topics since August 2019 have included a Student Symposium feature, History & Heritage article, announcement about new officers installed and awards presented at CECON, a feature on Section President Susan K. Roth PE, and a highlight on the CECON schedule. The Contractor also featured a special CECON 2019 Recap article.

In addition to the Contractor, the Section also submits a calendar of events to the Austin issue of "Construction News" association monthly calendar.

6. **Social Media:**

- **Facebook:** The Section's Facebook page had **784** followers as of December 1, 2019, up from 656 on December 1, 2018, for a 16% increase year-over-year (YoY). The account had a 3% increase in followers for the quarter, as it had 758 followers on August 1, 2019.
 - The most successful organic (not paid) post of the last quarter (August 1, 2019 – December 1, 2019) included a fun graphic and link to register for CECON. It was posted August 28, 2019, reaching 733 people reached and receiving 41 engagements.
 - Post text: "What do you call a bison with a good poker face?....A bluffalo! Be sure to bring your poker faces (& cheesy jokes) to CECON this year for the Casino Night Gala and ASCE Texas Section Awards Ceremony, taking place Thursday, September 19th. Dress the part by wearing cocktail attire. After a day of learning and networking during CECON programming, you'll be ready have fun while honoring Texas Section award recipients at the gala. Register today! <https://buff.ly/2NgFhoS>."
 - The most successful organic post of the 2019 year was posted on May 24, 2019 and included the link to the Student Symposium video. It reached with 4,227 people and received 681 engagements.
 - Post Text: "We had a blast connecting with over 300 students & professionals from Texas & Mexico at the 2019 Texas ASCE Student Symposium in South Padre Island last month. Students showcased their year of hard work in the Concrete Canoe, Blue Sky, & Mystery Design Competitions, attended technical & career-oriented seminars, & interacted with potential employers at the career fair & networking mixers. Shoutout to ASCE UTRGV for hosting & doing a great job leading the event. We will post a full recap soon, but for now, enjoy this little teaser video, sponsored by Hilti. #txmxasce19."

- This post reached 1,918 more people and had 519 more engagements than the most popular post of 2018, which had 1,682 people reached and 162 engagements.
- **Twitter:** The Section's Twitter account had **1,493** followers on December 1, 2019, up from 1,243 followers on December 1, 2018, for an 17% increase year-over-year (YoY). The Section's Twitter had an 5% increase for the quarter, as it had 1,418 followers on August 1, 2019.
 - The tweet with the most impressions from the last quarter (August 1, 2019 – December 1, 2019) was posted November 5, 2019 and had 4,301 impressions: “#Happy #ASCEDay! Some of our favorite memories this year include interacting with members at events like our Legislative Drive-In, ASCE Texas Student Symposium, Leadership Development Weekend, and CECON. Thank you to our members for all you do for ASCE! #TexASCE #ASCEMadeMe pic.twitter.com/3vVhD5jts.”
- **Instagram:** The Section's Instagram account, created in July 2018, had **500** followers on Instagram as of December 1, 2019, up from 175 followers on December 1, 2018, for a 65% increase this year-over-year (YoY). The account had a 26% increase in followers for the quarter, as it had 369 followers on August 1, 2019.
 - The Instagram post with the most impressions since August 1, 2019 was posted on May 16, 2019 and features a picture of Texas A&M Kingsville students in the water with their concrete canoe: “@javelinasion Rowin' Hoggies are ready to go! #concretecanoe #txmxasce19.” The post received 34 likes, made 383 impressions, and reached 247 accounts (33% of which were not following us).
- **LinkedIn:** The Section's LinkedIn company page, called **ASCE Texas Section**, was created in January 2019. Since it hasn't been around for a year yet, the reported analytics will cover this quarter only. The section's LinkedIn company page had **332** followers on December 1, 2019, up from 206 followers on August 1, 2019, for a 38% increase this quarter.
 - The LinkedIn post with the most impressions was a picture of the Southeast Texas Branch induction. It was posted on October 22, 2019 and received 1,800 impressions.
 - Post Text: "When you don't have a gavel to pass to your new #ASCE Branch President, you use grilling tongs! Art Clendenin PE, who was #TexASCE President at the time, installed Southeast Texas Branch new officers during a tailgate party last month. For the second year in a row, the Branch (in full tailgate mode) replaced the ceremonial gavel with grilling tongs.

The event was hit with about 60 professionals and students in attendance. Congratulations to the incoming officers!

Left to right in the group photo: Burgandy Petri; Heath Thompson, Kate Osborn, P.E.; Placido Ramos PE, A.M.ASCE; Mark Mann PE; Mike Schneider PE, and Dr. Liv Haselbach Ph.D, PE, F.ASCE."

Social Media Year-Over-Year Statistics - 2018 to 2019


(# of Followers)

	Twitter	Facebook	Instagram	LinkedIn Page
December 2018	1,243	656	175	N/A
December 2019	1,493	864	500	325

Social Media Statistics - Q4 2019

(# of Followers)

	Twitter	Facebook	Instagram	LinkedIn Page
Oct 2019	1,450	770	434	254
Nov 2019	1,472	779	468	291
Dec 2019	1,493	784	500	332

FORM F-2	SECTION OFFICE REPORT			
	Agenda Item Number	5.2	Item Title	Operations
	Date	1/24/20	Reported by	Mike Sosa
	Purpose	2019-2020 Executive Committee Meeting		

REPORT	Annual Reports and Tax Returns		
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Annual reports were collected by ASCE through an online form in 2019. The Texas Section's 2019 Annual Report was submitted to ASCE on November 26, 2019. The Section office did not receive confirmation of report submittal from the following Branches: Caprock, Corpus Christi, High Plains, Rio Grande Valley and West Texas. Please remember that the timely submittal of annual reports helps to ensure the Texas Section receives an annual allotment from ASCE.

The 2020 allotment has not been received at the time of this report, but we anticipate the allotment to be around \$44,000 again for 2020.

Tax returns for 2018 are due February 15, 2020. Section leaders continue to work to close out fiscal year accounting and the Section's CPA, Ron Meyer, will draft the Form 990 once 2019 CECON accounting is completed. Lindsay will review the draft in detail and subsequently provide it to the Board for review. It will also be provided to ASCE's Finance Department for their review and comment prior to submittal to the IRS. There is a chance the Section will file for an extension if those CECON 2019 accounting items are not completed by the end of January.

Lindsay is coordinating with each Branch to complete their respective 2018 Form 990's (large branches) and accounting reports (small branches).

For Reference, tax returns are reported on the year that begins the fiscal year (Oct. 2018) and ends (Sept. 2019). Returns are due 4 ½ months after the close of each fiscal year (February 15th).

REPORT	Sales/Franchise Taxes / Inventory / PCI Compliance		
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The Section reports sales tax to the State of Texas and files an annual return for any merchandise sold. 2019 sales taxes = \$12.31 and was paid on January 2, 2020.

Orders for the "Engineering a Better Texas" centennial history book continue to be slow. Current inventory of the book is approximately 150. The Section is not currently selling any other merchandise on our website.

The PCI requires the completion of an annual Self-Assessment Questionnaire and subsequent certification for any entity accepting credit cards for payment. The Section is working to complete an annual Self-Assessment Questionnaire in January 2019 in order to receive a certificate of compliance good through January 2020.

REPORT	Subsidiary Bylaws		
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Recommended for approval: Houston UESI Chapter

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

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

REPORT	Section Meetings Schedule		
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www.texasce.org/events/

ITEMS FOR AGENDA	Item 3.2.5. Approve formation of Houston UESI Chapter
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Memorandum of Understanding (MOU)

Authorizing the Creation of the Houston Utility Engineering & Surveying Institute Chapter of ASCE

The Utility Engineering & Surveying Institute (UESI) of ASCE and the Houston Branch of ASCE agree to this MOU authorizing the creation of the Houston UESI Chapter for the purpose of advancing the utility and surveying industry through a collaborative and a mutually beneficial affiliation.

The Utility Engineering & Surveying Institute shall:

- Authorize the Houston Branch of ASCE to use the UESI registered mark with the name Houston UESI Chapter.
- Provide a link to the Houston UESI Chapter website on the UESI website.
- Post events and meetings of the Houston UESI Chapter on the UESI website based on information provided by the UESI Chapter.
- Evaluate grant proposals and if approved, provide the specified financial support for successful Houston UESI Chapter activities.
- Inform Houston UESI Chapter about other Chapter meetings.

The Houston Branch of ASCE will create the Houston UESI Chapter, which shall:

- Advance the utility and surveying industry in a manner consistent with the purpose of the American Society of Civil Engineers and the Utility Engineering & Surveying Institute.
- Promptly organize and plan meetings and events.
- Have its membership open to all members of the American Society of Civil Engineers or UESI who subscribe to the rules of the Houston UESI Chapter and who have satisfied current dues requirements of the Houston Branch of ASCE or the Houston UESI Chapter and who are residents or employed within the Branch area.
- Use of the UESI logo on all Chapter correspondence in accordance with UESI guidelines and standards.
- As needed, draft Bylaws or Operating Rules, a sample of which may be available from UESI.
- Abide by Rules of Operation of the Houston Branch of ASCE. The President or Chairperson of Houston – UESI Chapter shall be included in the Houston Branch of ASCE Organizational Chart with direct report to the Vice President Technical of the Houston Branch of ASCE and shall be responsible for the Branch's technical programs that involve Utility Engineering & Surveying.
- Adhere to the governance of its finances by the Houston Branch of ASCE.
- Avoid duplicating organizational functions (and costs) that are already provided by the Houston Branch of ASCE.
- Provide an annual budget for Houston – UESI Chapter to be included with the annual ASCE Houston Branch budget and subject to approval by the Houston Branch of ASCE Board of Directors. Any changes are also subject to approval by the Houston Branch of ASCE Board of Directors.

This MOU shall remain in effect indefinitely or may be terminated, in writing, by any of the parties at any time.

ASCE Houston Branch

Name/Title of Authorized Representative _____

Signature _____ Date: _____

ASCE Houston Utility Engineering & Surveying Institute Chapter

Name/Title of Authorized Representative _____

Signature _____ Date: _____

Utility Engineering & Surveying Institute of ASCE

Name/Title of Authorized Representative _____

Signature _____ Date: _____



Houston UESI Chapter of the Houston Branch of the ASCE Texas Section, Inc.

BYLAWS

Article 1: General

1.0 Name. The name of this organization shall be the Houston Utility Engineering and Surveying Institute ("UESI") Chapter, of the Houston Branch ("Branch") of the Texas Section ("Section") of the American Society of Civil Engineers ("Society") (hereafter referred to as "Chapter").

1.1 Objective. The objective of the Chapter shall be the advancement of the science, business, operation, and overall profession of utility engineering and surveying in a manner consistent with the purpose of the UESI.

1.2 Authority. The actions of the Chapter shall be consistent with the provisions set forth in the governing documents of UESI, the Branch, and the Section.

Article 2: Area and Membership

2.0 Area. The area of the Chapter shall be consistent with the Branch.

2.1 Assigned Members. All members of UESI, of all grades, whose addresses of record are within the boundaries of the Chapter, which are the same as the Branch, shall be Assigned Members of the Chapter.

2.2 Subscribing Members. All members of UESI, of all grades, who subscribe to the Chapter Bylaws, and have met the current dues obligation of the UESI and the Chapter, shall be Subscribing Members of the Chapter.

2.2.1 Rights of Subscribing Members. Only Subscribing Members of the Chapter in a voting grade of membership as defined by the UESI shall be eligible to hold Chapter office, or to vote in Chapter elections.

Article 3: Separation from Membership

3.0 Separation from Membership. Members who cease to be members of UESI, for any reason, shall cease to be members of the Chapter.

Article 4: Dues

4.0 Chapter Dues. Annual dues shall be established by the Chapter Officers and are payable in U.S. currency by January 1st for the upcoming year.

Article 5: Chapter Management

5.0 Chapter Officers. The governing body of the Chapter shall be a Chapter Officers. The Officers shall be responsible for the supervision, control, and direction of the Chapter, and shall manage the affairs of the Chapter in accordance with the provisions of UESI's governing documents, subject to the control of the Branch.

5.0.1 Chair. Has general supervision of the affairs of the Chapter and shall delegate duties to the Chapter Officers. The chair shall preside at meetings of the chapter and represent the chapter at other ASCE/UESI events when possible. The chair shall serve one (1) year. The chair shall assume the office immediately following the conclusion of a term as Chair-Elect. After serving one (1) full term, the Chair shall be ineligible to serve in the same office.

5.0.2 Chair-Elect. Shall preside at meetings in the absence of the chair and shall assume duties as delegated by the chair. Shall serve a one (1) year term. After serving one (1) full term, the Chair-Elect shall be ineligible for re-election for the same office.

5.0.3 Secretary. Performs many of the essential administrative functions of the Chapter. The secretary normally maintains a file of the Chapter's membership, all records and correspondence, prepares and submits reports of Chapter activities, and notifies members of meetings. Additionally, the secretary records and prepares minutes of official Chapter meetings. The Secretary shall serve a one (1) year term. The Secretary is eligible for re-election and shall not serve more than two (2) successive elected terms in the same office.

5.0.4 Treasurer. Receives funds due to the Chapter, pays bills, maintains suitable repository for Chapter funds, and prepares regular financial reports. The Treasurer shall serve a one (1) year term. The Treasurer is eligible for re-election and shall not serve more than two (2) successive elected terms in the same office.

5.0.5 UESI TX Representative. Acts as liaison between the Houston Chapter and Texas Chapter of UESI. Regularly attends both UESI Houston and Texas Chapter meetings. Provides latest information from UESI TX to Houston Chapter. Advocates for Houston Chapter at the state level. The

UESI TX Representative shall serve a one (1) year term. The UESI TX Representative is eligible for re-election and shall not serve more than two (2) successive elected terms in the same office.

5.1 Budget. The Chapter activities shall be based on a budget proposed by the Chapter Officers and amended by the Branch Board. A copy of the budget shall be shared with the UESI Board.

5.2 Duties of the Officers. Duties of the Officers shall include management of the Chapter, overseeing the various activities within the Chapter, and communicating with the Branch and UESI.

5.3 Annual Report. The Officers shall oversee the preparation of the Chapter's Annual Report, which shall be submitted to UESI and the Branch in accordance with published requirements.

Article 6. Officers

6.0 Chapter Officers. The Officers of the Chapter shall be a Chair, a Chair-Elect, a Secretary, a Treasurer, and immediate Past Chair, if available and willing to serve.

6.1 Terms. All Officers, except the Chair, shall be elected for terms of one (1) year. Terms shall begin at the close of the Chapter Annual Meeting and continue until their successors are elected and assume their offices.

6.1.1 Term of the Chair. The term of office for the Chair shall be one (1) year. The Chair-Elect shall succeed to the office of Chair at the close of the Chapter Annual Meeting.

6.2 Vacancies. A vacancy in the office of the Chair shall be filled by the Chair-Elect. Any vacancy in the office of Secretary shall be filled by the Treasurer. Other vacancies shall be filled for the unexpired term by appointment by the Chapter Officers.

6.3 Reimbursement. Officers do not receive compensation for their services, but may be reimbursed for authorized expenses associated with the Chapter.

Article 7: Elections

7.0 Elections. Annual elections shall commence at such time as the Chapter Officers are prepared to hold elections. Until then, Chapter Officers shall hold their positions at their will.

Article 8: Meetings

8.0 Membership Meetings.

8.0.1 Annual Meeting. The Annual Meeting of the Chapter shall be held on such date and at such place as the Chapter Officers designate.

8.0.2 Other Meetings. Other meetings shall be called at the discretion of the Chapter Officers.

8.0.3 Frequency of Other Meetings. In addition to the Annual Meeting, other meetings shall be held throughout the year at times as per the discretion of the Chapter Officers.

8.0.4 Meeting Notice. Notice of call for a Chapter meeting shall be sent to all Subscribing Members not less than five (5) days in advance of the meeting date.

8.0.5 Quorum at Chapter Meetings. Five (5) Subscribing Members shall constitute a quorum at all meetings where business is transacted.

8.1 Officer Meetings.

8.1.1. Quorum at Chapter Officers Meeting. A majority of the members of the Chapter Officers shall constitute a quorum at any meeting of the Chapter Officers.

8.1.2 Meeting Frequency. The Chapter Officer meetings shall be held regularly at the discretion of the Chapter Officers.

8.1.3 Meeting Notice. Notice of call for a meeting shall be sent not less than three (3) days in advance of the meeting date.

8.2 Parliamentary Authority. All business meetings of the Chapter and meetings of the Chapter Officers shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Bylaws of the Chapter, or the governing documents of the Branch, Section, or Society.

Article 9: Committees [RESERVED]

Article 10: Administrative Provisions

10.0 Proper Use of Chapter Resources. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to its Officers, or any other private persons, except that the Chapter shall be authorized and empowered to pay reasonable reimbursements, payments, or compensation for services rendered in furtherance of the purposes set forth above.

10.1 Limitations on Political Activity. No substantial part of the activities of the Chapter shall be carrying on propaganda or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The Chapter shall not carry on any activities prohibited by the provisions of the Society's governing documents.

10.2 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Chapter, UESI, the Branch/Section, or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Chapter, UESI, the Branch/Section, or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Chapter Officers. Action to address the conflict shall be taken by either the interested individual or the Chapter Officers.

10.3 Distribution of Chapter Assets. Upon dissolution of the Chapter, the assets remaining after the payment of the debts of the Chapter shall be conveyed to the Branch.

Article 11: Amendments

11.0 Process. These Bylaws may be amended only by the following procedure:

11.0.1 Proposal. An amendment to these Bylaws may be proposed by any member of the Chapter Officers, or by a written petition submitted to the Chapter Secretary, containing the text of the amendment, signed by not less than ten (10) Subscribing Members of the Chapter.

11.0.2 Approval. The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Chapter Officers and submitted to the Branch Board of Directors for review and approval.

11.0.3 Notice of Adoption. Upon approval by the Branch Officers, the proposed Bylaws amendment(s) may be adopted by not less than a majority vote of the Chapter Officers present at a duly constituted Officer meeting,

where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the Chapter membership at least thirty (30) days in advance of the meeting.


Article 12: Texas UESI

12.0 Requirements. The Texas UESI Section/Branch will require the Houston UESI Chapter to Provide:

12.1 Representation. Houston UESI shall provide a representative to serve on the Texas UESI Board. The representative shall provide an update of the Houston branch activities and schedule of events.

12.2 Coordination. The Houston branch shall coordinate meeting dates with Texas UESI in order to avoid conflicts in the Houston area, (currently once a year).

12.3 Promotion of Events. The Houston branch shall help promote statewide events such as the annual conference.

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.3	Item Title	Trust Funds
	Date	1/24/2020	Reported by	Lindsay O'Leary PE
	Purpose	2019-2020 Executive Committee Meeting		

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 January 9, 2020 = \$87,881 (September 14, 2019 = \$82,261)
- 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.
- **Tax Status:** Trustees are arranging to file the 2019 990-N Postcard, working with the Texas Section's CPA, Ron Meyer PLLC.
- **Annual Report:** Trustees prepared an FY2018-2019 Report in October 2019 (see attached).

REPORT	John B. Hawley Memorial Trust Fund		Mark Boyd PhD, PE
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- **Trustees:** Mark Boyd PhD, PE; Sean Merrell PE; and Brandon Klenzendorf PhD, PE
- **Fund balance** as of January 9, 2020 = \$323,296 (September 30, 2019 = \$295,384)
- Former Trustees David Schnurbusch closed the CD account with J.P. Morgan Chase. The \$15,000 balance was transferred to the trust fund's Edward Jones account in November 2019.
- **Fellowships:** Trustees plan to solicit applications for one (1) \$5,000 fellowship in 2020. Two (2) fellowships were awarded in 2019, following several year without awards.
- **Tax Status:** Trustees are arranging for quarterly tax returns and payments, working with the Texas Section's CPA, Ron Meyer PLLC.
- **Annual Report:** Trustees prepared an FY2018-2019 Report in September 2019 (see attached).

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 January 9, 2020 = \$72,345 (June 28, 2019 = \$69,563)
- **Fellowship Status:** Trustees plan to award a fellowship every other year and will not award a fellowship in 2020. One (1) \$5,000 fellowship was awarded in 2019.
 - *Reminder for Spring 2020 Board of Direction Meeting:* Trustees to coordinate with President Elect to recognize 2019 fellowship recipient during CECON 2020, and to coordinate with VP Technical to encourage the recipient to participate as a poster or lightning round presenter during the conference.
- **Tax Status:** Trustees worked with the Texas Section's CPA, Ron Meyer PLLC to file 2018 Form 1041 in December 2019. Applicable taxes were paid to the IRS in December 2019. Trustees plan to work with Ron Meyer in February to file 2019 taxes.
- **Annual Report:** The FY2018-2019 Report was provided to ASCE Texas Section Board of Direction in September 2019.
- **Additional Activities:** Trustees are preparing an Operational Guidance document as a resource for future Trustees.

ITEMS FOR AGENDA	None
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Trustees

Allen Bud Beene, PE, F. ASCE. President TCEF, bud.beene@gmail.com, 214.886.0487 (2020)

Curtis Beitel, PE. M. ASCE, Vice President Finance, curtis.beitel@hdrinc.com, 817.521.5761 (2022)

Background

The Texas Civil Engineering Foundation was created to support the Texas Section of the American Society of Civil Engineers in its activities to enhance the profession of civil engineering and civil engineering education.

Texas Civil Engineering Foundation			
Financial Report 2018-2019			
Total Funds carried forward from September 19, 2018 report:			\$79,284.91
Business Checking Account:			
Balance carried forward from September 19, 2018 report:			\$987.92
Monthly Transfer to Savings			-\$1,000.00
Expenses			-\$258.00
Revenue (not Presidents Fund Related)			\$13.12
Revenue (Presidents Fund Related)			\$3,000.00
Balance carried forward in Checking Account:			\$2,743.04
Business Savings Account:			
Balance carried forward from September 19, 2018 report:			\$2,749.37
Monthly Transfer from Checking			\$1,000.00
Interest Payments			\$0.97
Balance carried forward in Savings Account:			\$3,750.34
Presidents Fund (Edward Jones):			
Balance carried forward from September 19, 2018 report:	as of Aug. 31, 2018		\$75,547.62
Additional Deposits			\$0.00
Investment Gain / Loss			\$6,713.42
Balance carried forward in Presidents Fund:	as of Sept. 14, 2019		\$82,261.04
SUMMARY:			
1. Checking Account:	\$2,743.04		
2. Savings Account w/o PF:	\$3,750.34		
3. Presidents Fund (Edward Jones):	\$82,261.04		
Total Funds:	\$88,754.42		

Non-operational funds are with Edward Jones in growth & income mutual funds



Trustee Actions during Fiscal Year

Completed transfer of the Past Presidents Educational Fund to Edward Jones Account for Investment in accordance with the adopted investment policy of TCEF.

Planned Future Actions

Finalize adding two trustees to replace term limited members.

Requests for ASCE Texas Section Board of Direction

None.

Supplemental Information

Attach items to help clarify other sections of the report.

**Texas Civil Engineering Foundation
Financial Report 2018-2019**

Total Funds carried forward from September 19, 2018 report: **\$79,284.91**

Business Checking Account:

Balance carried forward from September 19, 2018 report:	\$987.92
Monthly Transfer to Savings	-\$1,000.00
Expenses	-\$258.00
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Balance carried forward in Checking Account:	\$2,743.04

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Balance carried forward from September 19, 2018 report:	\$2,749.37
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Investment Gain / Loss		\$6,713.42
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SUMMARY:

1. Checking Account:	\$2,743.04
2. Savings Account w/o PF:	\$3,750.34
3. Presidents Fund (Edward Jones):	\$82,261.04
Total Funds:	<u>\$88,754.42</u>

Respectfully Submitted:



Curtis B. Beitel, P.E., CFM
Vice President - Finance

Trustees

Theodore G. Cleveland, theodore.cleveland@ttu.edu, 832-722-4185 (Term expires 2019)¹
 Mark K. Boyd, markkboydasce@gmail.com, (972) 241-6680 ext. 131 (Term to expire 2021)
 Sean Merrell, SMerrell@bgeinc.com, (972) 464-4834 (Term to expire 2023)
 Brandon Klenzendorf, email, phone (Term to expire 2025)

Background

The John B. Hawley Memorial Trust was established in 1961 by S.W. Freese and M.C. Nichols to honor a leading engineer in the early days of Texas. The Trust sponsors a Fellowship to promote graduate study and research in hydraulic and environmental engineering.

The recipient must have an affiliation with the **Texas Section-ASCE and with a Texas school at the time of application**. The study should preferably be done in Texas. The fellowship is a gift to the recipient, whose obligations are to make the most of the opportunity and to file brief reports with the trustees

Financial Summary for 1 Oct 2018 – 30 Sep 2019

Financial Institution	Edward Jones
Current Balance	\$295,384.04
Annual Rate of Return	4.44% since 1 Jan 2019

Expenses Summary for 1 Oct 2018 – 30 Sep 2019

Accounting Fee(s)	\$526.37 (2 Jan 2019) – Form 1041; 2017 Fiduciary Report
Taxes Paid	\$ 11,842.00 (18 Jan 2019) <= 1041-V \$ 85.14 (28 Apr 2019) <= Penalty for past due taxes \$ 3076.00 (18 Mar 2019) <= ES-1 \$ 3076.00 (18 Mar 2019) <= ES-2 \$ 3076.00 (03 Jul 2019) <= ES-3 \$ 3076.00 (15 Oct 2019) <= ES-4 (Pending)
Scholarship Award	\$10,000 (2 Awards)
Total Expenses	\$34,757.51 (Includes the pending October 15th Payment)

¹ Currently trustee Cleveland is the fiduciary for the trust (receives the report from the account), makes payments for IRS, Accountant, and Awards. All payments are two-signature required so the procedure is to write a check, send it to Mark Boyd for countersignature, then to the payee. This role should be assigned to another trustee and the accountant notified, the IRS notified, and the investment company notified.

Summary of Investments

Investments are distributed in managed mutual funds following the guidance of the Texas Section ASCE Investment Policy. The approximate market breakdown is 10% growth, 45% growth and income, 42% income, 3% cash.

The combined return from all categories (except cash) was 4.44% during the reporting period. The cash positions returned a 0.96% during the reporting period.

The substantial tax exposure is a result of the movement into the single investment company; it is likely that future tax exposure will be smaller.

Fiduciary Notes

The annual fiduciary reports are dated based on a fiscal year, hence the 2017 report covers CY 2017-2018; the 2018 report (not yet issued) covers CY 2018-2019; and so on.

Trustee Actions during Reporting Year

- 1) Trust was been moved to Edward Jones on 27 DEC 2017.
- 2) Chase portion was terminated and transferred to Edward Jones on behalf of the Hawley Memorial Fund on 02 Aug 2019.
- 3) Trustee Cleveland has directed Edward Jones to maintain a fraction of the trust in a money market instrument from which the Trust will pay expenses (Fellowship Award, Accountant, and IRS). The transfer of funds can be accomplished by a telephone directive to Edward Jones.
- 4) Trustee Sean Merrill was added to the trustee team.
- 5) Trustees have paid the IRS four of five installments for taxes due. A past-due tax penalty was incurred and paid because of misreading of due dates.
- 6) A prototype web portal was built to facilitate announcement of the annual Hawley Award (<http://www.rtfmps.com/HawleySwitchBoard/>). In July 2019, a portion of the portal needed to be disabled to comply with Texas Tech security requirements, however it served its purpose to collect applications and was a success in that applicants were issued credentials with instructions to upload their applications. A total of four complete applications were received. A total of 10 user accounts were issued (10 people requested ability to upload an application; 4 successfully completed the application process)
- 7) Two awards (\$5,000 each) were awarded to Mr. Ali Ansari (University of Houston) and Mr. Kushal Adhikari (Texas Tech University).

Planned Future Actions

- 1) Announce request for applications to be able to award a fellowship for upcoming Fall 2020 Semester.
- 2) Trustees recommend a single award in 2020 to return the foundation to an annual award schedule. At the current rate of return (and assuming lower future tax burden) the fund should be able to make an annual award indefinitely.
- 3) Transfer the web portal to a commercial host to receive the applications (if we choose to continue this approach). Trustee Cleveland to migrate and host the web portal on his commercial hosting service (not a TTU server) through 2020 to maintain the electronic submission process.

Requests for ASCE Texas Section Board of Direction

- 1) Name an additional trustee to replace Cleveland in 2020.
- 2) Trustee Cleveland should be removed from the fiduciary role when replaced.