


FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.1	Item Title	President
	Date	03/05/20	Reported by	Susan Roth PE
	Purpose	Spring 2019-2020 Board of Direction 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; attended Corpus Christi Joint Society meeting on 1/13/20. Will attend High Plains Branch meeting during the spring (rescheduled due to knee injury). • 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 March/April. Conducted online survey to TxDOT/ASCE members and communicated results to Marc Williams. • Holding monthly conference calls with Executive Team (new process to coordinate efforts on months when we're not meeting in person; includes Executive Director, President-Elect, VPs and Treasurer) • Communications with Branches and 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, including Construction Institute Chair (John Obr) and 1st Year Director-at-Large (Lj Francis) • 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 and National conference call on 2/13/20; attended Strategic Planning Kick-off in Austin on 2/26/20; participating in monthly conference calls with the Institutes; provided President's Message for the <i>Texas Civil Engineer</i> and Section website 	

COMMITTEE	Branch/Section Relations Committee (Standing)	CHAIR	Bobby Lys Jr. PE
Goal(s):	Provide support and guidance to Branches	Deadline(s):	

Corpus Christi Branch recently received a Region 6 grant 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, as well as supporting the re-engagement of the Caprock Branch (Section Director is currently the only officer). Mike Sosa has compiled a list of Branch meeting dates/times for the new ASCE year.

COMMITTEE	Office and Personnel Committee (Standing)	CHAIR	Susan Roth PE
Goal(s):	Strengthen Communications	Deadline(s):	

Lindsay O'Leary 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 helps me better understand our office operations. It also assists with planning efforts of staff time and prioritizing project assignments.


I have exciting news to share about Lindsay...she has a new set of letters after her name and is now a **Certified Association Executive or CAE!** She passed the 4-hour exam in December 2019. Lindsay was eligible to sit for this exam after gaining three years of executive experience and earning 100 hours of

continuing education credits in the field of association management. More than 20 of ASCE HQ's staff members have also earned this credential including ASCE's Executive Director, Tom Smith CAE, ENV SP.

Notable staff-related items for this reporting period:

- Lindsay met with Bailey Pattison (Communications Specialist) on 1/23/20 and with Mike Sosa (Data Coordinator/Board Secretary) on 2/6/20 to establish their task-based and professional development goals for 2020. These goals will be subsequently referenced during quarterly meetings and annual performance evaluations.
- Lindsay had a call with her mentor and TxSection Past President Audra Morse on 2/5/20 to review her 2020 and 2021 goals as Executive Director. These goals will be referenced during Lindsay's annual performance evaluation with the Office/Personnel Committee.
- Staff has focused this winter on monthly TCE magazine releases, website updates and maintenance, 2020 and 2021 Student Symposium planning, CECON 2020 preliminary planning, facilitating monthly technical webinars, and general committee support. Each committee has an assigned staff point of contact to help level the workload at the Section office.

COMMITTEE	Past Presidents Council (Standing)	CHAIR	Craig Thompson PE
Goal(s):	Provide recommendaton of Texas OCEA Award	Deadline(s):	
<p>The Past Presidents' Council (PPC) met via conference call on 11/20/19 to discuss and review the 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 Texas OCEA award. The voting results were extremely close between the top two projects. The PPC voted to recommend the Texas OCEA Award to the TxDOT-Houston US 290 Program and a Merit Award to 45SW Project in Austin.</p> <p>Craig will also be following up with the nominees after the March 2020 Board meeting regarding results. He is also currently working to support CECON 2020 sponsorship solicitations.</p>			
ITEMS FOR AGENDA	<p>Item 2.2.4 Approve Executive Committee Endorsement of Texas OCEA Winner [OCEA: TxDOT-Houston US 290 Project <i>submitted by LeAnne Napolillo PE (HNTB)</i>] and 2020 Award of Merit [Award of Merit: 45 SW Project in Austin <i>submitted by Brittani Kaim (WSP USA)</i>]</p>		
<p>1. Approve Executive Committee Endorsement of Texas OCEA 2020 Winner and 2020 Award of Merit (Consent Agenda)</p>			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.2	Item Title	Past President
	Date	03/05/20	Reported by	Art Clendenin PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		


OFFICER ACTIVITIES
<p>Assist CECOM Committee members with some possible entertainment venues for Award Galas, this current year and possible future. Coordinate with committee members as to their progress. Interact with LeTourneau University ASCE Chapter and Construction Management Class to set up plant tours and NPCA Precast Show complimentary student admission March 5-7 in Fort Worth. Interact with UT Tyler ASCE Student Chapter for plant tours and complimentary student admission to the NPCA Precast Show in Fort Worth.</p>

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 <i>Texas Civil Engineer</i> articles. We are getting a quarterly report on website visits, time spent on the article to help look at subject matter's response. Over time this will help focus on what the readership wants to see as far as articles. We have also received emails and conversations about different articles. In addition, some of the branches use the article as content (providing a link in local newsletters), a list of social media groups compiled that would be interested in reading the articles. An example of this is the group Texas Bridges & Crossings. The group responded to a good amount of social media but since we are getting reports on a quarterly basis it is not known how the social media impacted visits to the site.</p> <p>There is a backlog of about 1.5 years of articles that vary in subject. We have requested emails to the branches so that when an article is about a member, event or landmark, the branch gets an email on that to share with the branch.</p> <p>I am attending meetings to update civil engineering landmark articles on Wikipedia. These are done bi-monthly basis.</p>			

COMMITTEE	Honors Committee (Standing)	CHAIR	Chad Ballard PE
Goal(s):		Deadline(s):	
<p>Currently reaching out to the Branch Leaders and Section Directors to form my committee. Also looking at beginning emails to the membership soliciting nominations and will get with Lindsay on this. Last year we had the nominations due May 1st. I think that we might want to extend it this year to May 31st. Most people tend to wait until the deadline anyways but at least this gives the branches several monthly meetings to remind the membership as well as emails from Texas Section.</p>			

COMMITTEE	Intra-Society Relations Committee (Standing)	CHAIR	Patricia Frayre PE
Goal(s):	Serve as liasion to society within the organization	Deadline(s):	Present - Sept. 2020
No Report at this time.			
COMMITTEE	Nominating Committee (Standing)	CHAIR	Curtis Beitel PE
Goal(s):	Develop slate of 2020-2021 Officers	Deadline(s):	By mid-January 2020
Developed following proposed slate of 2020-2021 Officers, which was endorsed at the January 2020 ExCom: President-Elect – Patrick Beecher PE – Houston Chapter GI VP Educational Elect - Russell Gibson PE – Northeast Texas Branch VP Technical Affairs Elect – Ron Reichert – Houston Branch VP Professional Affairs Elect – Patricia Frayre PE – Houston Branch Director At Large - Michael Schnieder PE – Southeast Texas Branch Director At Large - Yan Linwood PE – Houston Branch Treasurer - Chris Nance PE – El Paso Branch			
ITEMS FOR AGENDA	Item 2.3 Approve Slate of Officer Nominees for 2020-2021		
Action to approve proposed slate of 2020-2021 Officers.			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.3	Item Title	President Elect
	Date	03/05/20	Reported by	Sean Merrell PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

OFFICER ACTIVITIES
<p>Attended the following:</p> <ul style="list-style-type: none"> • CECON planning conference calls • Texas Section Leadership conference calls • Leadership Development Weekend conference calls • Monthly Membership Committee conference call • Monthly conference calls with Texas Institute Chairs • Biweekly conference calls for 2020 Student Symposium • Monthly conference calls for 2021 Student Symposium • Meetings for the Texas Section Infrastructure Report Card Committee

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 CECON's	Deadline(s):	September 23-25, 2020 is the CECON

The planning process is taking shape. The CECON 2020 Planning Committee is confirmed, with a few others who expressed initial interest possibly joining. Our outreach efforts with them will continue until we connect.

Within the next few weeks, the planning committee will have a conference call to discuss everyone's roles and responsibilities. Afterward, Jennifer and Matt will maintain direct, periodic communication with individual committees to discuss their planning progress, challenges and action items.

Matt & Jennifer will provide Bailey and Sean with monthly planning updates.

CECON 2020 Planning Committee:

- | | | | |
|--|--|---|-------------------------------------|
| • Co-Chairs | Matthew Singel
Jennifer Bohlander | Cement Council of Texas
HNTB | Fort Worth Branch
Houston Branch |
| • Marketing | Bill Wygle | Wygle Consulting | Brazos Branch |
| • Programs | Tim Wallace
Andrew Domke
John Nett | Legacy Housing Corp
PSI Intertek
City of Buda | Fort Worth
Austin
Austin |
| • Exhibitors | Davis Matocha
Ron Reichert | Forterra
Ameritex | Austin
Houston |
| • Sponsorships | John Mudd
Sean Merrell | KCI
BGE & President Elect | Houston
Dallas Branch |
| • Finance | Cindy Dong | KIT Professionals | Houston |
| • Institutes, Lightening Rounds, Posters | Rich Patrick
Andres Salazar | Nino & Moore
Walter P. Moore | Houston
Houston |
| • Young Members – Banquet & Tech Tour | Bob Demyan | TDI Engineering | Austin |

NOTE:

1. There are two others they have reached out to who expressed interest. Once we connect, they may be added to committee.
2. John Mudd (sponsorships) will reach out to several key people Jennifer and I have identified as they are firm principles, active in ASCE, and have extensive networks.

Sponsorship Update:

- Forterra Pipe & Precast – Lanyard Sponsor
- Texas Concrete Pipe Association – Wednesday BBQ; Location - TBA

Exhibit Update:

- Exhibit and Sponsorship information is being developed and scheduled to be sent out by Texas Section staff on March 9th.

Confirmed 2020 Collaborators:

- Cement Council of Texas
- Texas Council of Engineering Laboratories (TCEL)
- Texas Chapter of American Public Works Association (TWPA)

Programs Update:

- [Call for Speakers and Topics](#) developed and distributed on February 28th with Priority Submission Selection Date of March 16th with additional submissions reviewed as they are received.
- Currently identifying potential panelists and keynotes.
- Institutes are working to execute MOU's and identify potential session speakers. We anticipate notification on number of sessions each Institute requests we reserve as soon as MOU's are executed. One the GI Institute has signed the MOU, but the other institutes will have their MOUs signed soon.

Marketing Update:

- See Call for Speakers and Topics above under Programs Update.
- Marketing timeline of early action items has been established and will continue to develop in March.

Awards Banquet Update:

- Early in planning discussions. Nothing to announce at present.

Finances Update:

- The CECON 2019 Report and CECON 2020 Final Budget have been submitted separately for this meeting.

COMMITTEE	CECON Site Selection (Task)	CHAIR	LeAnne Napolillo PE
Goal(s):	Identify Potential Venues for 2022-2025	Deadline(s):	Summer 2020

As reported on January 23, 2020:

- Last Friday (1/17/20) was the deadline for the hotel site selection responses. We received a few responses (I think 3 from DFW area, couple from San Antonio/Austin area), and a few responses saying they didn't have space (could have been lodging or meeting space) for us. Anna sent them to me on Monday; Tuesday, we received one more (I think it was the combined submittal of Embassy San Marcos/Frisco). I have not had time to review them yet. No submittals from Houston area or Waco.
- We are giving hotels additional time due to the holidays. I am looking at couple extra weeks, which gives time for hotels to respond, and Anna to reach out.
- Will also send a revised schedule and we will work for a Spring teleconference report to the board for their final approval (between March and July).

COMMITTEE	Editorial Committee (Standing)	CHAIR	Sergio Mendez PE Jonathan Brower PE
Goal(s):	Provide excellent articles and features for our online content	Deadline(s):	June 1, 2020 for nominations. Recommendation by Summer Meeting.
<p>The Editorial Committee had conference calls and prepared various content for the digital TCE releases. Currently we are trying to obtain more articles from all different branches. Technical features are challenging to obtain, we want to get section directors to help get articles from the different branches.</p> <p>Excellence in Journalism Award - 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 to assist us in sending additional communications to the Section Directors of the different branches to get more diverse articles from all across the State. An attainable goal should be to have articles from at least 4 branches.</p>			
COMMITTEE	Membership Committee (Standing)	CHAIR	Patrick Beecher PE Marco Furlan PE
Goal(s):	Be a resource to the Section and Branches in their efforts to grow membership by retaining existing members and attracting new members.	Deadline(s):	
<ul style="list-style-type: none"> • Shared information gathered from ASCE Global – Corporate Services with the committee that can be used in targeting companies that have a significant number of ASCE members. • Reaching out to ASCE Global to learn what fast-growing Sections are doing to encourage and sustain their growth. • Obtaining a copy of a membership benefits presentation from ASCE Global that can be used at Section/Branch events. • We are gathering data from membership surveys that Branches have performed to help understand what members value most about being a part of ASCE and what issues/concerns tend to drive members away. The compiled survey questions and information will be shared with Branches. • The committee will be submitting 3 to 5 membership-themed articles to be presented in the Texas Civil Engineer digital magazine. • We will be given a brief timeslot at the Student Symposium luncheon to encourage students to continue their membership in ASCE upon graduation by explaining the benefits of membership during their career (networking, leadership development, technical training, etc.). During interviews, students should ask future employers how does their company value and support involvement by employees in professional societies. <p>At an upcoming Branch Presidents and Section Directors call, President Roth will provide time for the Membership Committee to request Branches to identify local membership committee chairs so that resources can be directed to the correct individuals.</p>			
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"> • Held a kickoff meeting to develop our goals, plans and timeline for this committee on Feb 26, 2020 • Encourage all Texas Section officers and committee chairs to review the previous Texas Section strategic plan and visit with strategic planning committee to give input. • Currently looking to form a committee of no more than 20 individuals with a goal to have representation from all branches. • Develop a brainstorming session at the Leadership Development Weekend • Plan to release new strategic plan at 2021 Student Symposium and promote the plan at CECON 2021. 			
ITEMS FOR AGENDA	Item 3.3 2020 Leadership Development Weekend & Executive Committee Meeting Item 4.1 Receive CECON 2019 Final Report Item 4.2 Approve CECON 2020 Preliminary Budget		
<p>Mark your calendar for 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 families.</p>			

CECON 2018 SUMMARY OVERVIEW / HIGHLIGHTS
September 18-20, 2019 Embassy Suites, San Marcos, Texas

2018 CECON TOTALS	
Income =	\$ 147,440.57
Expense =	\$ (128,515.29)
NET BALANCE (Profit)	\$ 18,925.28

*Does not include Sponsorship from Concrete Pipe Association since the revenues and expenses are not coming from CECON account.

Registration Type ⁽¹⁾	No.	% of Total ⁽²⁾	Income ⁽³⁾
Full registration (3 Days) Delegate	108	40%	\$44,600
Full registration (3 Days) Government	31	11%	\$11,470
Full Registration (3 Days) Student	27	10%	\$2,700
Full Registration (3 Days) Part of Sponsor or Exhibit	59	22%	Comp
Wednesday Registration (1 Day) Delegate	7	3%	\$1,650
Thursday Registration (1 Day) Delegate	16	6%	\$3,950
Friday Registration (1 Day) Delegate	8	3%	\$1,900
Wednesday Registration (1 Day) Government	0	0%	\$0
Thursday Registration (1 Day) Government	4	1%	\$800
Friday Registration (1 Day) Government	3	1%	\$600
Wednesday Registration (1 Day) Student	0	0%	\$0
Thursday Registration (1 Day) Student	0	0%	\$0
Friday Registration (1 Day) Student	1	<1%	\$60
Full Registration (3 Days) Guest / Spouse	4	1%	\$400
⁽⁵⁾ Texas Section Staff	4	1%	\$1,200
Registration Total	272	100%	\$69,330.00

Notes:

(1) Includes five (5) on-site registrations

(2) Total does not add up to 100% due to rounding.

(3) Includes early and late registration types.

(4) Wed BBQ is net zero event for CECON budget; TCPA covers all costs for this event

(5) Texas Section Staff is shown as 4 because one registration was approved at the same discounted rate as the Section Staff

Texas Section Commitment (CECON donation to Texas Section) = \$20,000.00 = ACHIEVED

Room pick-ups (hotel): Total = 349 room-nights

- Contractual commitment = 375 room-nights, at 80% attrition rate = Guarantee of 300
- Commissionable Room Revenue = \$5,081.38; applied to Event Planner's fee

CECON Program

Total 39 Sessions including:

- 6 Lightning Round topics & 2 Poster presentations, coordinated by Section VP-Tech.
- 43 total speakers, including 5 speakers representing public agencies/elected officials.
- 6 Sessions coordinated by ASCE Texas Institutes: (EWRI = 2; SEI = 2; UESI=2).
- Wed BBQ hosted by TCPA at Wonderworld Cave and Park in San Marcos.
- Call for speakers & Topics will open on February 28th.

CECON 2018 SUMMARY OVERVIEW / HIGHLIGHTS
September 18-20, 2019 Embassy Suites, San Marcos, Texas

Comparison to previous CECON 2014, 2015, 2016, 2017, 2018 and 2019:

	2014	2015	2016	2017	2018	2019	% increase (decrease) 2018 to 2019
Base (Regular) 3-Day Registration Rate	\$425	\$395	\$395	\$450	\$475	\$425	(11%)
Total Paid Registrations (# attendees, reg income)	239 \$59,012.00	302 \$85,835.00	248 \$62,340.00	218 \$76,895.00	236 \$75,245.00	213 \$69,330.00	(10%) (8%)
Sponsorships	\$56,250.00 (28 sponsors)	\$47,500.00 (30 sponsors)	\$55,500 (35 sponsors)	\$37,400 (29 sponsors)	\$28,000 (17 sponsors)	\$40,500 (25 sponsors)	44% 47%
Exhibitors (Paid)	\$26,350.00 (30 exhibitors)	\$35,360.00 (38 exhibitors)	\$28,350 (38 exhibitors)	\$41,700 (51 exhibitors)	\$31,150 (30 exhibitors)	\$34,700 (34 exhibitors)	11% 13%
Hotel Room- nights	233	315	331	316	328	349	10%
Profit (Texas Section / CECON)	\$8,950.52 (split 40% / 60%)	\$45,827.18 (split 50% / 50%)	\$14,857.28 (split 40% / 60%)	\$40,061.33 (split 40% / 60%)	\$9,951.58 (split 40% / 60%)	\$18,925.28 (split 40% / 60%)	

**CECON 2020
San Marcos Embassy Suites
Preliminary Budget**

PRELIMINARY SUBJECT TO CHANGE

Updated: February 18, 2020

PROJECTED CONFERENCE TOTALS	
Income =	\$ 183,325.00
Cost =	\$ (183,125.00)
NET BALANCE	\$ 200.00

LEGEND:	
input	
calculation	

PRELIM BUDGET 2020

ITEM	PROJECTED PARTICIPATION	PROJECTED INCOME		PROJECTED COST		PROJECTED NET BALANCE
		UNIT	SUB-TOTAL	UNIT	SUB-TOTAL	TOTAL
Income - Registration, Exhibitors, Sponsorship						
3-Day						
Government Registration	30	\$ 370.00	\$ 11,100.00		\$ -	\$ 11,100.00
Early Discount Registration	40	\$ 375.00	\$ 15,000.00		\$ -	\$ 15,000.00
Standard Registration	60	\$ 425.00	\$ 25,500.00		\$ -	\$ 25,500.00
Late Registration	5	\$ 475.00	\$ 2,375.00		\$ -	\$ 2,375.00
1-Day						
Government Registration	10	\$ 200.00	\$ 2,000.00		\$ -	\$ 2,000.00
Early Discount Registration	20	\$ 200.00	\$ 4,000.00		\$ -	\$ 4,000.00
Standard Registration	30	\$ 250.00	\$ 7,500.00		\$ -	\$ 7,500.00
Late Registration	5	\$ 300.00	\$ 1,500.00		\$ -	\$ 1,500.00
Student						
3-Day Student	30	\$ 100.00	\$ 3,000.00		\$ -	\$ 3,000.00
1-Day Student	5	\$ 60.00	\$ 300.00		\$ -	\$ 300.00
Other						
Guests (3-Day or 1-Day Registration)	8	\$ 100.00	\$ 800.00		\$ -	\$ 800.00
Texas Section Staff Registration	4	\$ 300.00	\$ 1,200.00		\$ -	\$ 1,200.00
Awards Dinner (Single Ticket)	10	\$ 75.00	\$ 750.00		\$ -	\$ 750.00
Registration Income			\$ 75,025.00			\$ 75,025.00
Other Income						
Exhibitors (TableTop) (paid)	30	\$ 900.00	\$ 27,000.00		\$ -	\$ 27,000.00
Exhibitors (Large booth) (paid)	12	\$ 1,150.00	\$ 13,800.00		\$ -	\$ 13,800.00
Exhibits Only Passes	40	\$ 50.00	\$ 2,000.00		\$ -	\$ 2,000.00
Sponsors			\$ 50,000.00		\$ -	\$ 50,000.00
Income Total	339		\$ 167,825.00		\$ -	\$ 167,825.00
General Conference Items						
Event Administrator						
Event Administrator					\$ (27,200.00)	\$ (27,200.00)
Commissionable Room Rates (10%)			\$ 2,500.00		\$ -	\$ 2,500.00
Marketing						
Printing				\$ 1,500.00	\$ (1,500.00)	\$ (1,500.00)
Promotional Items				\$ 1,000.00	\$ (1,000.00)	\$ (1,000.00)
Mugs	200			\$ 6.50	\$ (1,300.00)	\$ (1,300.00)
Exhibit Hall Games/Door Prizes				\$ 1,000.00	\$ (1,000.00)	\$ (1,000.00)
Meals/Beverage/Facility Costs						
Hotel Food/Beverage Costs (1)					\$ (56,000.00)	\$ (56,000.00)
Wednesday Dinner (sponsored by Concrete Pipe Association)			\$ 13,000.00		\$ (13,000.00)	\$ -
Awards Ceremony (Entertainment/Decorations/Programs)					\$ (6,000.00)	\$ (6,000.00)
Audio/Visual(1)					\$ (14,000.00)	\$ (14,000.00)
WiFi - in Meeting Rooms (3 days)	3			\$ 200.00	\$ (600.00)	\$ (600.00)
President's Suite (3 nights)					\$ -	\$ -
Exhibitor Tabletop Setup	50			\$ 100.00	\$ (7,100.00)	\$ (7,100.00)
Program Costs						
Printing				\$ 2,500.00	\$ (2,500.00)	\$ (2,500.00)
Conference App				\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
Registration Nametag/Lanyard	500			\$ 2.00	\$ (1,000.00)	\$ (1,000.00)
Signage					\$ (1,000.00)	\$ (1,000.00)
GoBo				\$ 1,500.00	\$ (1,500.00)	\$ (1,500.00)
Speaker Gifts	75			\$ 15.00	\$ (1,125.00)	\$ (1,125.00)
Lightning Round Prizes					\$ (400.00)	\$ (400.00)
Select Invited Speaker Travel/Lodging					\$ (2,500.00)	\$ (2,500.00)
Technical Tour	50			\$ 35.00	\$ (1,750.00)	\$ (1,750.00)
Transportation (Charter bus at 4 hours/day)				\$ 600.00	\$ (600.00)	\$ (600.00)
Misc						
Event Shirts/other for Cmte/Volunteers	25			\$ 22.00	\$ (550.00)	\$ (550.00)
Misc/Contingency					\$ (3,500.00)	\$ (3,500.00)
TX Section costs					\$ (3,500.00)	\$ (3,500.00)
Break-even Section/Institute Support Items						
Texas Section Support					\$ (30,000.00)	\$ (30,000.00)
Institute Incentive	7			\$ 500.00	\$ (3,500.00)	\$ (3,500.00)
General Conference Subtotal			\$ 15,500.00		\$ (183,125.00)	\$ (167,625.00)
PROJECTED CONFERENCE TOTALS			\$ 183,325.00		\$ (183,125.00)	\$ 200.00

per contract
Assume 200 actual rooms @ \$125 @ 10%

Incl mailouts, promo at other confs, etc. Assumes zero cost
TCE articles/no TCE ads

CECON Budget assumption = break-even event


Comp per contract (3 nites)
table and pipe and drape

E-signage at Embassy Suites

option to purchase on registration

Incl 1 pre-conf site trip, other misc costs

Notes:
(1) Does not include costs associated with Texas Section Board or Institute Board meetings (meal/breakfast and A/V)


FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.4	Item Title	VP-Educational
	Date	03/05/20	Reported by	John Tyler PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

OFFICER ACTIVITIES
<p>Student Symposium 2020 – see below</p> <p>Student Symposium 2021 – see below</p>

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. TexASCE STEAM Committee Recruitment: I have been gaging potential interest for committee members. I have quite a few people that are interested but have not fully committed into helping. 2. Current Status of Texas STEM conference <ol style="list-style-type: none"> a. I have received all receipts and compiled all the expenses from the event. b. I did return several of the unused promotional items, which ASCE received this past Friday, February 21st, with the anticipation that refund will be rewarded. c. Once I get the final refunded amount, I will be submitting the reimbursement form to ASCE Texas Section for approval. d. I do not anticipate going over the \$1.5K budgeted for the STEM Conference 3. Upcoming events, TexASCE STEAM will support the 2020 TAME State STEM competition. <ol style="list-style-type: none"> a. I will not be able to attend the 2020 TAME State STEM competition since I will be out of the country at that time. b. We did receive an email from TAME requesting a donation of \$1,250 for printing. We had originally budgeted for a \$1,000 for TAME, which we will be able to provide, but do not think we will be supporting for the additional \$250 in full. c. We have not recorded the final amount being donated to TAME but will do so as soon as the ASCE refund is processed. I will follow up on the refund status soon. 4. Biggest challenge thus far: <ol style="list-style-type: none"> a. We have had a few people reach out from the STEM Conference inquiring about having an Engineer come speak at their school event. <ol style="list-style-type: none"> i. We recently had a request come in from a high school in Grand Prairie who needed an Engineer to come speak at their science fair. We reached out to the Dallas Branch but were unable to find a speaker to attend. b. I think the biggest challenge I am finding is setting a realistic balance of expectations on both the Educator's and ASCE's side. <ol style="list-style-type: none"> i. How obligated are we to provide a presenter at these events? How hard should we push these efforts onto our members? 			

COMMITTEE	Student Activities Committee (Standing)	CHAIR Competitions Coordinator	Heather Guillen PE Jessica Hilscher PE
Goal(s):		Deadline(s):	
<ul style="list-style-type: none"> • All things Student Symposium <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 complete ▪ Hotel contracts and venue analysis – complete, will need to review for future events ▪ Sponsorships – exceeded goal (\$51,650 vs \$50,000 goal) ▪ 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"> ▪ Continued connection with student and practitioner advisor ▪ Reviewing sites and competition locations – Palmer research and contract preparation ▪ Concerns over lake temp and wind conditions 			
COMMITTEE	Younger Members Committee (Standing)	CHAIR	Joe Alvarez
Goal(s):	Symposium Help, CECON YM Committee, STEM Committee Collaboration, Transitioning and Development	Deadline(s):	
<ul style="list-style-type: none"> • The YM Committee has been involved in many activities including serving as additional help for the upcoming ASCE Texas Student Symposium and collaborating with the STEM Committee at the Texas STEM Coalition Conference in Austin, Texas. • The YM Committee is now forming and finalizing the CECON 2020 YM Thursday Event Committee which plans, coordinates and promotes the banquet style awards dinner for CECON which is held in San Marcos, Texas. • An initial call was held to officially announce the San Antonio Branch YM's will officially coordinate and host the annual camping trip, which brings together YM's from across the state. This event may evolve into a new type of event this coming year, but discussion is still underway. • Dallas Branch YM's have been exemplary in coordinating with local schools and mentoring CE Clubs. • Houston and San Antonio YM's have been instrumental in developing and coordinating technical sessions for YM's in their respective branches which promotes professional development. • ASCE Plot Points podcast has also been promoted to YM's across the state, which is developed at ASCE Global. YM Committee will also utilize a portion of the budget to order more promotional items. 			
ITEMS FOR AGENDA	Item 3.4 Update of Branch Goals		
STEM Committee is seeking local points of contact to speak with pre-college students. The committee would like to have a list of willing volunteers to reach-out to when requests are received from educators.			

FORM F-2		OFFICER REPORT		
	Agenda Item Number	5.5	Item Title	VP-Professional
	Date	03/05/20	Reported by	Tiffany Villarreal PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> Worked with Government Affairs Committee Chair to identify branch level Grassroots advocacy chairs. To date, we have GAC chairs for the Dallas, Fort Worth, Houston, and Austin Branch. Oversaw the review of the ASCE Code of Ethics rewrite, by Public Relations & Professional Image Committee. Assisted Executive Committee members with review of CECON programs timeline.

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):	Varies	Deadline(s):	Ongoing
<ul style="list-style-type: none"> Government Affairs is staying busy under Augustines's leadership! Currently working to establish branch-level GAC's; Boosting involvement on the local level. Writing <i>Texas Civil Engineer</i> (TCE) Articles (Monthly) PREPARING FOR LEGISLATIVE FLY-IN Fly-In Attendees: Tiffany, Griselda Gonzales, Reece Taylor (Dallas branch), Isamar Escobar IRC 2021 Government Affairs Committee Support: Griselda and Glenn 			

COMMITTEE	Public Relations and Professional Image (Standing)	Co-CHAIRS	Robert Scholz PE Claudia Corsetti PE
Goal(s):	Over see review of ASCE Code of Ethics	Deadline(s):	Ongoing
Committee worked with Texas Section Leadership to write a Letter to Task Committee on the Ethics Code, compiling feedback on the proposed revisions from current Section leaders and Past Presidents.			

COMMITTEE	Texas Infrastructure Report Cards Committee (Standing)	CHAIR	Mark Boyd PE
Goal(s):	Work with National and voluteers to release Texas IRC 2021	Deadline(s):	ongoing


Ongoing trainings and assignments:			
<ul style="list-style-type: none"> Kick-off meeting held in Austin in January 2020. Follow up Webinar with same information held for those who missed January meeting on Feb. 13. VP Professional Elect, Griselda, is in the process of identifying other members to help from the GAC. Next assignmet call with Mark Boyd and IRC Committee to be held February 28, 2020 re: status of Literature Review. Seeking members for several infrastructure categories: Aviation (1), Bridges (1), and Energy (2). 			

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):	TexASCE Residential Foundation Document Update	Deadline(s):	ongoing
<p>Committee currently meeting frequently and working on finalizing two DRAFT documents. The first document titled Proposed Revisions for the Texas ASCE Guidelines, Jeff Faucet completed after the initial committee meeting. The second document titled, Master Repair Guidelines, DRAFT Ver. 3.</p>			
ITEMS FOR AGENDA	Item 3.4 Update of Branch Goals		
Government Affairs Committee is seeking a liason from each Branch.			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.8	Item Title	Directors at Large
	Date	03/05/20	Reported by	Sergio Mendez PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

OFFICER ACTIVITIES
<p>The Editorial Committee held conference calls and prepared various content for the digital <i>Texas Civil Engineer</i> releases. Currently we are trying to obtain more articles from all different Branches. Technical features are challenging to obtain, and the Directors at Large would like Section Directors to help solicit articles from the different Branches.</p>


TASK	Excellence in Journalism Award		
Goal(s)		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 to 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)	
No Report – N/A.			
ITEMS FOR AGENDA	Item 3.4 Update of Branch Goals Item 3.5 Texas Civil Engineer		
<ul style="list-style-type: none"> • Directors at Large are seeking Excellence in Journalism Award nominations by June 1, 2020 • Call for Branch and Section Content Ideas from Section Directors 			

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.1	Branch Austin
	Date	03/05/20	Reported by Genest Landry PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
To increase membership involvement.

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?


BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2018-2020
<ol style="list-style-type: none"> 1.) Status of ongoing programs/projects <ol style="list-style-type: none"> a. The Austin branch has begun to increase new member outreach by sending an automatic monthly email to all new members giving them information on meetings, committees, and involvement opportunities. We hope this will increase new member engagement. b. Continuing Education Course to be held on March 25. This event has been steadily growing in recent years. c. Community service chair is currently planning at least one community service event per month. The branch is working on improving advertising of these events to boost member attendance. d. Branch plans to provide assistance for 2021 ASCE Texas Student Symposium which will be hosted by UT Austin. Branch leaders have begun joining regular planning calls with students and Section leaders. 2.) New Programs desired? <ol style="list-style-type: none"> a. None 3.) Support needed? <ol style="list-style-type: none"> a. None 			
ITEMS FOR AGENDA	None		
None.			

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.2	Branch Brazos
	Date	03/05/20	Reported by Robert Lys Jr., PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
Continue to provide PDH opportunities at our monthly meetings

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?


BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2019-2021 (Odd Years)
<p>We continue to have steady attendance at our monthly meetings. We hope to see an increase in the last 2 meetings before we go on our annual summer break.</p> <p>The highlight of Engineers Week was our annual banquet. We would like to congratulate our Young Engineer of the Year, Drew Dudley PE. We would also like to congratulate our Engineer of the Year Tim Lomax PhD, PE.</p> <p>We would to recognize and thank ASCE Global President, Jean-Louis Briaud PhD, PE for being part of the Brazos Branch and part of our banquet.</p>			
ITEMS FOR AGENDA	Item 2.2.7 Approve Brazos Branch Bylaws (2-14-20)		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.3	Branch Caprock Branch
	Date	03/05/20	Reported by Russell Carter PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
Find a full slate of officers.

QUESTIONS FOR BRANCH REPORT
<ol style="list-style-type: none"> 1. Branch is supporting TTU Student Chapter with a joint meeting and golf tournament in the Spring of 2020. 2. No new programs at this time. 3. None beyond typical

BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2019-2021
<p>Branch started 2019 with three meetings. Still having difficulty finding volunteers to be officers.</p> <p>Jerry Sayson with Terracon will run for an officer position for next year. An information session for others interested in being officers is scheduled in conjunction with the Professional/Student Joint Meeting March 10, 2020. Goal is to elect full officer board in May 2020.</p>			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT			
	Agenda Item Number	6.6	Branch	Dallas Branch
	Date	03/05/20	Reported by	Phillip Alcorn PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

BRANCH GOALS FOR 2020
<p>We continue to strive for record attendance to our monthly member luncheons. Our Programs Chair has a strong agenda of speakers planned throughout the year to continue to engage our members. In addition to the Dallas Branch's involvement with the upcoming Student Symposium, we will also host the 2020 annual joint meeting with the Fort Worth Branch.</p> <p>We have a strong and energetic Younger Member committee that has attainable aspirations to capture younger members in the North Texas region and boost our membership numbers.</p> <p>We intend to engage more corporate sponsoships with our tiered fee schedule of opportunities for companies to promote their brand via our branch platform.</p>

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?

BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2019-2021
<p>Monthly Meeting: The Dallas Branch holds our meetings on the second Monday of each month. Prior to and after the main lunch session, we offer each a one-hour technical presentation. This presents our membership with the opportunity to earn up to 3 total PDHs hours each month. We typically average around 200 attendees (inclusive of members and non-members). As well, we present companies with the opportunity to be a corporate sponsor (for a fee) in the month they choose.</p> <p>Awards/Honors On February 18, 2020 at the Annual TSPE Engineers Week Awards Luncheon in Plano, two of our members were recognized for the following:</p> <ul style="list-style-type: none"> • ASCE Dallas Branch 2020 Outstanding Engineer of the Year Award—Ed Penton PE • ASCE Dallas Branch 2020 Outstanding Young Engineer of the Year Award – Phillip Alcorn PE <p>The ASCE Dallas Branch is honored to be recognized for the third year in a row by the American Society of Civil Engineers with the Outstanding Large Section and Branch Award!</p> <p>Scholarships: The Branch continues to sponsor the GB Mann Scholarship. The scholarship will be awarded to qualified high school seniors intending to major in civil engineering in college.</p> <p>Education Outreach: We continue to have our bi-monthly presentations at Woodrow Wilson HS and Hillcrest HS in Dallas.</p> <p>Previous Meeting Summary: February 10, 2020; Approx. 239 attendees</p> <ul style="list-style-type: none"> • Main meeting presentation: Debbie Neubert PE from JACOBS; Topic: Klyde Warren Park 2.0 – Expanding the Heart of Dallas • Morning SEI Technical Presentation: James Brown PE & Courtney Webb PE – JACOBS; Topic: Klyde Warren Park 2.0 Deck Structure • Afternoon EWB Presentation: Manuel Calderon EIT – JACOBS; Topic: All About EWB-USA 			

Upcoming Meeting:

March 9, 2020

Main Session: Michael Rogers, Director - City of Dallas; Topic: IH 30 and IH 345 Improvements

Technical Sessions: TBD

Meeting Sponsor: Forterra

Planned Activities:


- Monthly Younger Member Social Hours
- Student Symposium (March 6, 2020)

Past/Ongoing Activities:

- CE Club presentation every other week at Woodrow Wilson HS and Hillcrest HS
- DISD Stem Day – January 18, 2020
- Future City Competition Judging –January 25, 2020
- Christmas is for Caring Fundraising for Denton State Supported Living Center – Nov to Dec, 2019
- ASCE Career Day at George Peabody Middle School – November 2019

ITEMS FOR AGENDA


None

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.8	Branch Fort Worth
	Date	03/05/20	Reported by Kimberly Cornett PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
To continue collaboration with other organizations to expand the branches attendance and growth opportunities. Increase the membership and those who want to participate as a leader in the branch.

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?

BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2019-2021
<p>The branch has completed this year:</p> <ul style="list-style-type: none"> • Annual meeting with SAME chapter in January 2020 • Younger Member (YM) group planned the Thursday social for 2020 ASCE Texas Student Symposium • YM group submitted a Region 6 grant request and received it to support the symposium event. It was \$1,500. <p>We will be hosting:</p> <ul style="list-style-type: none"> • The annual golf tournament this year on April 13th at Timaron Country Club. The money goes to scholarships for UT Arlington and Tarleton Students. • April will have a joint meeting with ITE branch. • Participate in the Joint meeting this summer with the Dallas Branch. 			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT			
	Agenda Item Number	6.9	Branch	High Plains Branch
	Date	03/05/20	Reported by	Joseph (Joe) W. Shehan PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		


BRANCH GOALS FOR 2020

1. Partner agin with local TSPE and ASME 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. First year had low involvement and many conflicts. Hoping for next year to get a better date and find more support.
2. Begin seeking web sponsorship for our local branch to help raise funds for future events.
3. Made a proposal to Region 6 for a grant to host an event to help ASCE students transition to Associate Members. Waiting to hear.

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**


BRANCH REPORT	2019-2020	DIRECTOR'S TERM	Even Years (2018-2020)
<p>Maintaining existing involvement. Began having meeting in the summer months. They were well attended. Continue a scholarship golf tournament, discussed for years. Great group of officers. Working on bylaws.</p>			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.10	Branch Houston
	Date	03/05/20	Reported by Patrick M. Beecher PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
<p>Goal 1: Increase interaction among members and guests at Branch events.</p> <p>Goal 2: Promote membership engagement and retention of students from the local ASCE student chapters.</p> <p>Goal 3: Improve communication with local elected officials to engage in a meaningful dialogue concerning civil engineering projects.</p> <p>Goal 4: Expand our community service involvement throughout the Greater Houston Area.</p>

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?


BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2018-2020
<p>The SEI Houston Chapter has been selected by ASCE Global to receive the 2020 SEI Chapter of the Year Award in recognition of its exemplary activities and efforts to advance the profession of structural engineering. The SEI Houston Chapter officers and members are commended for their dedication to advance and serve structural engineering through actively engaging and reaching out to members and the community while providing diverse technical topics, practical learning and networking opportunities.</p> <p>The Membership Committee of the Houston Branch has distributed a Membership Survey to the Branch members in the fall of 2019. The survey closed on February 7th. About 100 members participated in the survey and the Branch raffled four \$25 gift cards to members as part of an effort to encourage participation. The results of the survey are being compiled and will be reported at a later date.</p> <p>The ASCE Houston Branch hosted a booth at the Girls Exploring Math and Science (GEMS) event that was held at the Houston Museum of Natural Science on February 15th. Girls of all ages were invited to attend this event and learn more about science, technology, engineering and math (STEM). Kids put their structural skills to the test at our booth by building straw bridges. The kids loaded the different bridges until failure in order to understand the importance of why the supports must be strong enough to hold the structure up, and why the span between supports must be strong enough to carry the loads. We also handed out ASCE branded items to the kids after they finished up with the activity.</p> <p>The ASCE Houston Branch conferred our Award of Honor to Mr. Clay Forister PE for his service to the Branch, Section, and ASCE Global at our February meeting. Also in attendance and recognized were 17 past presidents of the ASCE Houston Branch.</p> <p>Keynote Speakers at recent Branch meetings included:</p> <p>Patrick Gant PE – Houston District Deputy Director of Transportation, Planning, and Development, TxDOT Carol Haddock PE – Director, Houston Public Works Russ Poppe PE – Executive Director, Harris County Flood Control District Ms. Carrin Patman, Chair of the Metropolitan Transit Authority, Harris County</p>			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.11	Branch Northeast Texas
	Date	03/05/20	Reported by Russell Gibson PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
<ul style="list-style-type: none"> Working on membership and identifying where potential new/active members may be and how to serve them. Looking at ways to encourage more active participation of professional members. Potential of simulcasting meetings. Outreach to student chapters

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

BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2018-2020
<ul style="list-style-type: none"> To help increase attendance we are looking at potentially pairing with TSPE for certain events Planning a student member social event with professional members to aid in transition and retention. Looking at the creation of a heat map to identify where we should look to help current/new members. 			
ITEMS FOR AGENDA	None		
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FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.13	Branch San Antonio
	Date	03/05/20	Reported by Amy Stone PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020

We have been saving money for years to endow a scholarship. We would like 2020 to be the year we turn loose of that money.


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
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Our outreach committee is still struggling to get volunteers for various events. Just finished Engineer's Week partnership with TSPE. We split profits from EOY Banquet. Have had lots of great montly meetings. Are considering professional website management. Thanks Houston for the recommendation.


ITEMS FOR AGENDA	None.
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FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	6.14	Branch Southeast Texas
	Date	03/05/20	Reported by Liv Haselbach PhD, PE
	Purpose	Spring 2019-2020 Board of Direction Meeting	

BRANCH GOALS FOR 2020
<p>April 4, 2020: Help with Student chapter Golf Tournament May 3, 2020: Annual Crawfish Boil June 27, 2020: Annual picnic on Galveston Island July 15, 2020: ½-day PDH workshop on flood issues Tentatively scheduled lunch and learns: March 18th, April 29th, May 20th, June 17th. ASCE Texas webinars</p>

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?

BRANCH REPORT	2019-2020	DIRECTOR'S TERM	2019-2021
<p>September 12, 2019: Lamar University Student Welcome Back Picnic and Initiation October 5, 2019: Lamar Tailgate October 8, 2019: Webinar on dredging October 26, 2019: Student chapter bike race October 29, 2019: Forterra presented an Ethics Seminar on the Lamar Campus November 12, 2019: Storytime brownbag November 21, 2019: Lunch and Learn with TSPE: Nenah Foundry December 4, 2019: Bowling Christmas Party December 13, 2019: Order of the Engineer ceremony at Lamar Univ January 14, 2020: Webinar on surveying data January 29, 2020: Meet and Greet at Lamar University: February 6, 2020: SETx Youth Expo, Ford Park February 11, 2020: Underground Utility Conflicts Webinar February 18, 2020: Fund raiser at Jason's Deli for Student chapter February 19, 2020: Mathcounts at Lamar with TSPE February 20, 2020: TSPE and ASCE Engineers Banquet March 2020: Attendance at ASCE Texas Student Symposium (Mark Mann is the ASCE Student Chapter Practitioner Advisor) Also distributed the remaining Dream Big videos to the regional schools.</p>			
ITEMS FOR AGENDA	Item 2.2.8 Approve Southeast Texas Branch Bylaws (2-14-20)		

FORM F-2	OFFICER REPORT			
	Agenda Item Number	7.1	Item Title	Executive Director
	Date	03/05/20	Reported by	Lindsay O'Leary PE
	Purpose	Spring 2019-2020 Board of Direction Meeting		

REPORT	Staffing and Office Space		
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Please see the Office/Personnel Committee report within the President's Report regarding staff reviews and summary of activities.

As reported to the Executive Committee on January 24, 2020:

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 and Marketing		
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Communications Specialist Bailey Pattison prepared a detailed communications report for the January 24, 2020 Executive Committee meeting (attached). It includes interesting analytics for our new website, email communications to membership and our social media channels. The report also summarizes CECON 2020 marketing efforts.

Since the time of Bailey's report, she has completed the CECON rebranding efforts and provided the CECON Committee co-chairs with the new CECON logo design and brand suite. The first CECON 2020 message to all members via email and social media will be a Call for Topics, tentatively scheduled for Friday, February 28, 2020 to due delays in committee communications.

REPORT	Texas Alliance for Minorities in Engineering		
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The Texas Section STEM Committee is planning to support for the [2020 TAME State STEM Competition](#) via a \$1,000 sponsorship. This financial support is included within the approved FY2019-2020 Operating Budget.

TAME is also currently seeking an Executive Director. Please let me know if you have any recommendations for a candidate.

REPORT	Budget and Non Dues Revenue Streams		
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As reported to the Executive Committee on January 24, 2020 with updates:

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 (Target = \$10,500). The FY2019-2020 webinar revenue for **October 2019 through January 2020 was \$2,175** (FY19-20 Target = \$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. (Target = \$10k)
 - The Career Center generated **\$5k between October 2019 through February 2020**. (Target = \$15k)
 - Don't forget to view the Section's bi-monthly Career Center-focused emails.
3. The Section's launch of the [Texas Civil Engineer \(TCE\)](#) online magazine project last September included the ability to start selling digital advertisements on our re-designed website. We have sold **\$1,400 in digital ads as of February 26, 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 was provided for this meeting, see the President-Elect's Report. It reflects an increase in the annual Section support fee, from \$20,000 to \$30,000.**

REPORT	Other activities		
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Governing Documents.

1. The Board-approved, amended *Constitution* (September 2019) has been provided to ASCE for approval by their Governing Documents Committee. Once approval is received, the Section will ask our subscribing members to approve it through a vote.
2. The *Bylaws* amendments are nearly completed. I need to conduct a final review, then the document will be provided for Board approval and subsequent Society approval. Bylaw amendments do not require a membership vote.
3. The Board-approved working version of the *Rules of Operation* (i.e., Leadership Handbook) has been updated based on Board member and Committee chair feedback. Approval of these changes will be requested during the meeting, via the consent agenda.

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.

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	Item 3.9 Section's Governing Documents
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Review status of Governing documents, as reported above.

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: "@javelination 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	7.2	Item Title	Operations
	Date	03/05/20	Reported by	Mike Sosa
	Purpose	Spring 2019-2020 Board of Direction 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 received a call from ASCE HQ in February as a reminder to have the 2019 Caprock Branch and Rio Grande Valley Branch reports completed. Once those reports were completed, ASCE approved the Texas Section's annual allotment. The 2020 allotment was received on February 21 in the amount of \$45,150.10 (anticipated amount, per Operations Budget \$44,000).

In future years, the Executive Director will personally call Branch presidents to discuss the importance of completing annual reports on-time. Email reminders and discussions during Branch Presidents and Section Directors calls during FY2019-2020 did not result in timely completions.

Tax returns for 2018 were due February 15, 2020. The Texas Section's CPA, Ron Meyer, filed a request for an extension with the Internal Revenue Service (IRS) in January. 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 program 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.

All 10 of the Section's small Branches submitted the required 2018 financial report form to ASCE's Finance Department in December 2019 or January 2020. Of the five large Branches, Austin, Fort Worth and San Antonio filed an extension request, Houston submitted their 990 on January 27, 2020, and Dallas submitted their 990 as well.

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 will complete an annual Self-Assessment Questionnaire in February 2020 to receive a certificate of compliance good through February 2021.


REPORT	Subsidiary Bylaws		
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Recommended for approval: Brazos Branch and Southeast Texas Branch

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

REPORT	Section Meetings Schedule	https://www.texasce.org/events/	
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ITEMS FOR AGENDA	Items 2.2.7 & 2.2.8 – Approve subsidiary bylaws for Brazos Branch and Southeast Texas Branch		
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FORM F-2	OFFICER REPORT			
	Agenda Item Number	7.3	Item Title	Trust Funds
	Date	03/05/20	Reported by	Lindsay O'Leary PE
	Purpose	Spring 2019-2020 Board of Direction 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, Crespín Guzman PE, and Ricky Bourque PE
- **Fund balance** as of January 31, 2020 = \$87,349 (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:** The FY2018-2019 Report was provided to the Executive Committee in January 2020.

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)
- **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:** The FY2018-2019 Report was provided to the Executive Committee in January 2020.

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 31, 2020 = \$72,084 (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.
- **Tax Status:** Trustees are working with Ron Meyer 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 drafted an Operational Guidance document as a resource for future Trustees.

ITEMS FOR AGENDA	None
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