



FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.1	Item Title	President
	Date	7/17/20	Reported by	Susan Roth PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> <li>• <b>Branch activities:</b> Working with a number of Board members to help create Toolkit for the Branches; toolkit includes information summaries about Hosting Remote Meetings, Mobile Payments, Social Media, CE Clubs and Younger Member Recruitment. This information will soon be posted on the Section website and will also be included with training handbook at LDW this month.</li> <li>• <b>Outreach to Government Agencies:</b> Continuing to visit with TxDOT (Marc Williams – Deputy Executive Director) and TWDB (Kathleen Jackson – Board Member; Jeff Walker – Executive Administrator; Jessica Zuba – Deputy Exec. Admin. of Water Supply &amp; Infrastructure) about ways the Section can provide value to their organizations; having initial discussions with TCEQ (Toby Baker – Executive Director).</li> <li>• Holding monthly Zoom meetings with Executive Team (new process to better coordinate efforts; includes President-Elect, VPs and Treasurers)</li> <li>• Communications with Branches and Directors – now holding monthly Zoom meetings since our March Board meeting to discuss questions, issues and challenges of Branches</li> <li>• Provided President’s Message to the membership about COVID-19 (April), Racial Injustice events (June) and CECON 2020 (July); sent President’s letter about CEs being essential business to Governor Abbott and Lt. Governor Patrick (March)</li> <li>• <b>CECON:</b> participating in monthly CECON leadership calls and planning committee Zoom meetings; invited both TxDOT and TWDB to CECON—Marc Williams, Kathleen Jackson and Jeff Walker will all three be keynote speakers; currently reaching out to State Rep Celia Israel to participate in legislative panel; also participating in contract negotiations with Embassy Suites/Hilton Hotels for CECON Site Selection Comm.</li> <li>• <b>Infrastructure Report Card:</b> participating in monthly IRC leadership calls and IRC subcommittee Zoom meetings; reviewed a few category chapters of IRC; working on joint-Presidents’ message for final report</li> <li>• <b>Other activities:</b> participating in monthly Zoom meetings with the Institutes; working with Lindsay on ways the Section can partner with TxDOT for Balsa Wood Competition; helping Student Symposium 2021 with contacts at Austin Parks &amp; Rec for Lake Walter Long</li> </ul>

COMMITTEE	Branch/Section Relations Committee (Standing)	CHAIR	Bobby Lys Jr. PE
Goal(s):	<b>Provide support and guidance to Branches</b>	Deadline(s):	
<p>Since the Corpus Christi Branch only used a portion of their Region 6 grant, they are planning another membership recruitment activity later with the remaining grant funds. Also, Bobby has been working with the West Texas Branch to discuss what the Section can do to help and plans to contact them during the second week of July during his summer travels. He has also reached out to Russell Carter about ways to support the re-engagement of the Caprock Branch (Section Director is currently the only officer). Mike Sosa has also compiled a list of Student Chapters that still need Faculty &amp; Practitioner Advisors for the Branches.</p>			

COMMITTEE	Office and Personnel Committee (Standing)	CHAIR	Susan Roth PE
Goal(s):	<b>Strengthen Communications</b>	Deadline(s):	
<p>Lindsay O’Leary and I visit on a weekly basis regarding ASCE items; she also provides me with an update each Monday that summarizes President’s hot topics and 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.</p> <p><u>Notable staff-related items for this reporting period:</u></p> <ul style="list-style-type: none"> <li>• Lindsay met with Bailey Pattison (Communications Specialist) on 5/6/20 to conduct an exit interview. She also met with Mike Sosa (Operations Specialist/Board Secretary) on 6/18/20 to conduct an annual performance evaluation.</li> <li>• Bailey’s last day as a full-time staff team member was 5/15/20; however, she is currently providing part-time support during the transition of the full-time Communications Specialist position.</li> <li>• The Committee (President, Pres-Elect &amp; Past-Pres) approved an offer for Jenni Peters who will start as the Section’s new full-time Communications Specialist on 7/6/20. Jenni joins us from the Texas Society of Health System Pharmacists and brings 20+ years of marketing and communications experience. She is currently studying to become a Certified Association Executive or CAE.</li> <li>• The Committee plans to meet with Lindsay to conduct her annual performance evaluation this fall, in conjunction with CECON 2020.</li> <li>• Staff continues to focus on TCE magazine releases, updates and maintenance for the TexASCE and CECON websites, CECON 2020 planning, 2021 Infrastructure Report Card Committee support, 2021 Student Symposium planning, and facilitating monthly technical webinars as well as supporting other committees. Each committee has an assigned staff point of contact to help level the workload at the Section office.</li> </ul>			
COMMITTEE	Past Presidents Council (Standing)	CHAIR	Craig Thompson PE
Goal(s):	<b>Provide recommendaton of Texas OCEA Award</b>	Deadline(s):	
<p>Notices were sent out to the applicants and owners of the projects that will be awarded the 2020 Outstanding Civil Engineering Achievement (OCEA) Award and the 2020 Outstanding Civil Engineering Achievement (OCEA) Award of Merit. The Past Presidents’ Council (PPC) met via conference last fall to discuss and vote on these projects. We also invited the applicants and the owners to the Awards Gala at CECON.</p> <p>There were 4 projects submitted for the Texas OCEA award. 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 is also currently working to support CECON 2020 sponsorship solicitations.</p>			
ITEMS FOR AGENDA	List items requiring action or discussion here.		

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.2	Item Title	Past President
	Date	7/17/20	Reported by	Art Clendenin PE
	Purpose	2019-2020 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
Continue to support the Flood Mitigation Advisory Task Committee activities. Provide guidance and assistance for several folks who wish to be considered for various TWDB Regional Flood Planning Group members. Assist with COVID-19 discussions for business activities. Provide guidance toward scheduled activities. In March, I was named Chairman for the Texas Concrete Pipe Association (TCPA). Coach honors committee chair for completion of award nominees.

<b>ITEMS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Review responsibilities listed in their respective Rules of Operations section and comment on ideas for revising, consolidating, disbanding committees to better align with Section's <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> </ol>

COMMITTEE	History & Heritage Committee (Standing)	CHAIR	Melinda Luna PE
Goal(s):		Deadline(s):	

We have a backlog of articles (2 dozen already written). There has been positive feedback on those published. Also tracking with Google Analytics to see what topics are the most popular. There has been some use of social media to attract non-engineering groups to the articles. I have had an increase in calls, emails, and questions. Several Branches interested in dedicating a landmark, finding out branch history. We have a couple of special long-term projects in the works dealing with history. Melinda has attended web meetings with various national history groups- EWRI, H&H, and the ASCE National H&H.

COMMITTEE	Honors Committee (Standing)	CHAIR	Chad Ballard PE
Goal(s):		Deadline(s):	

Working toward August 3<sup>rd</sup> deadline to complete the assessment of the award nominations received to date.


COMMITTEE	Intra-Society Relations Committee (Standing)	CHAIR	Patricia Frayre PE
Goal(s):		Deadline(s):	

No activity . The following are thoughts for consideration on how to revise, remove or transfer committee responsibilities to re-envision the direction/charge for the committee:  
 Revise: Provide estimated timelines associated with responsibilities. Provide past 5-year history of Texas Section Officer and Society-Level Committee members. Invitation to participate in scheduled Region 6 Governor meetings and/or receive copies of meeting minutes.  
 Remove: None.  
 Transfer: None.

COMMITTEE	Nominating Committee (Standing)	CHAIR	Curtis Beitel PE
Goal(s):		Deadline(s):	

Officer nominations were submitted this past winter and approved at the March board meeting. No further report at this time.

ITEMS FOR AGENDA	None.
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FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.3	Item Title	President-Elect
	Date	7/17/20	Reported by	Sean Merrell PE
	Purpose	2019-2020 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<ul style="list-style-type: none"> <li>• Planning meetings for numerous ASCE Texas Section activities have been ongoing (Leadership Development Weekend, CECON 2020, and Student Symposium 2021).</li> <li>• Planning meetings have also been active for the Infrastructure Report Card and for preparing the 2020-2021 section budget including a meeting with the Section's Financial Investment Advisor.</li> <li>• Preparations are underway for the updated 2022-2027 ASCE Texas Strategic Planning efforts.</li> <li>• All these efforts have been made while assessing the impacts COVID-19 has had on ASCE Texas Section.</li> </ul>

<b>ITEMS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Review responsibilities listed in their respective Rules of Operations section and comment on ideas for revising, consolidating, disbanding committees to better align with Section's <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> </ol>

COMMITTEE	Conference Planning Committee (Standing)	CHAIRS	Matt Singel PE Jennifer Bohlander PE Tiffany Reed-Villarreal PE
Goal(s):	<b>Provide a profitable statewide civil engineering conference that engages civil engineers</b>	Deadline(s):	<b>September 23-25, 2020</b>
<ul style="list-style-type: none"> <li>• A revised CECON planning manual will be submitted for the Board's review this summer. Final approval of this planning manual will occur at the ASCE Texas Section Board Meeting at the CECON in San Marcos.</li> <li>• Much consideration has been given to continuing to host the CECON in September with the ongoing pandemic. Scenarios involving lower than expected attendance, sponsors and exhibitors have been discussed. Keynote speaker slots are all filled and few breakout sessions spots remain unfilled.</li> <li>• A third CECON co-chair has been appointed – Tiffany Reed-Villarreal.</li> <li>• Negotiations are ongoing with Embassy Suites Hotel chain for hosting future CECON meetings.</li> <li>• A detailed report from the CECON chairs is attached to this report. (coming soon)</li> </ul>			

COMMITTEE	Editorial Committee (Standing)	CHAIR	Sergio Mendez PE Jonathan Brower PE
Goal(s):	<b>Transition and welcome to Jennifer Peters</b>	Deadline(s):	
<ul style="list-style-type: none"> <li>• No July content will be published. August edition planning is ongoing. The Feature topic will be an El Paso TXDOT Article already on hand. Younger member corner to feature Houston Branch. Membership feature to have article on Dr. Briaud's plans for presidency, or Kimberly Cornett article as New ASCE Fellow.</li> <li>• August release will be the first one with full support from the new Communications Specialist Jennifer Peters.</li> <li>• No September release will be scheduled since Section Office staff will be busy with CECON preparations.</li> <li>• From October and beyond, bimonthly releases are planned.</li> <li>• We do have a short list of potential feature technical article authors for future editions of TCE digital, but we are always looking for more.</li> </ul>			

COMMITTEE	Membership Committee (Standing)	CHAIR	Patrick Beecher PE Marco Furlan PE
Goal(s):	<b>Increase Section Membership</b>	Deadline(s):	
<ul style="list-style-type: none"> <li>• The Membership Committee is meeting on July 9 to continue discussions on how best to support Branches and the Texas Section during the COVID-19 pandemic.</li> <li>• Texas Section Staff and Leaders are meeting with Global ASCE Membership Staff and Regional Director Jerry Paz to revisit ways to increase Local (Section) membership. Currently, new ASCE members have to opt-in to become a Section member. We prefer that they must Opt-out to not become a Section member.</li> <li>• We are also concerned that proposed changes to Global ASCE membership options may affect future Section membership numbers.</li> </ul>			
COMMITTEE	Strategic Planning Committee (Standing)	CHAIR	Kacey Paul PE
Goal(s):	<b>Form committee for 2022-2027 Strategic Plan re-write</b>	Deadline(s):	<b>July 31, 2020</b>
<ul style="list-style-type: none"> <li>• Chair working to compile a list with representation from all branches across the state. Committee will include past committee members, branch and section leaders, and representation from institutes and YMF.</li> <li>• Committee will compile survey to serve as baseline for direction of the new plan, focusing on direction of our profession, how ASCE provides value to members and sponsors, and what role ASCE should play in the future.</li> <li>• Host initial brainstorming session at Leadership Development Weekend.</li> <li>• Host committee kick-off after Leadership Development Weekend.</li> <li>• Goal of Plan Adoption &amp; roll-out at CECON 2021.</li> </ul>			
ITEMS FOR AGENDA	Item 3.4 - CECON		
<p>Discuss CECON 2020 progress and options for in-person, virtual, or hybrid conference. Provide overview of tentative CECON Planning Manual revisions.</p>			

## CECON 2020 July Planning Report (2020-07-05)

Sean,

You are aware of much of the committee activity from our CECON planning committee status calls, here is a concise summary. Should you have questions, contact me at your convenience.

### **Sponsors \$14,650 [28% of budgeted \$52,000]:**

\* Those in bold have paid

- **Texas Concrete Pipe Association – Wednesday BBQ; Location - TBA**
- **T. Baker Smith, LLC – Lanyards & Gift Bag**
- Texas Asphalt Pavement Association
- BGE, Inc.
- **CivilTech Engineering, Inc.**
- **Ninyo & Moore**
- **The Rios Group**
- **Cement Council of Texas**
- **Texas Lime Association**
- **Advanced Drainage Systems, Inc**
- **Texas Asphalt Pavement Association**

### **Exhibitors \$8,900 [50% of Budgeted \$17,775]:**

\* Those in bold have paid

- **Cement Council of Texas**
- **Texas Lime Association**
- **Earthmoving Contractors Assn of Texas**
- Keystone Hardscapes (Pavestone)
- **Radarview LLC/UCT**
- **Advanced Drainage Systems, Inc**
- **AmeriTex Pipe & Products**
- **Texas Concrete Pipe Association**
- **Construction EcoServices**
- **Texas Asphalt Pavement Association**

### **Attendees Registered \$10,920 [15% of budget \$75,025]:**

- Paid Attendees - 31 = \$10,920
- Exhibitor/Sponsor included Attendees - 16 = \$0

### **Hotel Room Nights Reserved**

- Room Nights – 32 Reservations (106 Room Nights) = \$10,920 [15% of budget \$75,025]

### **Programs Update:**

- Website being updated frequently: [www.TexasCECON.org](http://www.TexasCECON.org)
- Keynotes Confirmed – Marc Williams (TxDOT), Toby Cappello (IBM), Jeff Walker & Kathleen Jackson (TWDB).
- Breakouts Sessions - Approx. 20 of 28 speakers confirmed with bios and headshots received. Remaining sessions being confirmed.
- Institute Sessions – Andres Salazar obtaining speaker information for those submitted. Any sessions not already received by Programs Committee are now being filled by the committee.

- Panels – TxDOT Divisions Town Hall Panel has 6 division heads confirmed! Technical Panel for Thursday still in the planning.
- Thursday Legislative Panel – In the planning with Government Affairs Committee inviting Texas Senators & Reps. Rep. Dennis Paul PE is confirmed (District 129).
- Lightning rounds/poster presentations – Marketing email sent June 12. Two (2) lightning round submittals received to-date but no poster presentation proposals. Lindsay sent second marketing email submission reminder.

### **Marketing:**

- Thursday, July 2: Last call for Poster Presentation & Lightning Round Proposals
- July 10: Keynote session descriptions & a message from the Section President re: safety protocols
- *No emails the week of July 13 (staff team will be focusing on ExCom and LDW)*
- Week of July 20: Announce selected lightning & poster presentations
- Early August: Highlight social events and technical tour.

### **Thursday Awards Banquet:**


- Early in planning discussions. Nothing to announce at present but Technical tour will likely be outdoor as a Covid precautionary measure.

### **Finances**

- As there have not yet been significant expenditures, the CECON 2020 financials are limited to the revenue numbers associated with the sponsors, exhibitors, and attendee registrations outlined above.
- The below scenarios have been run to look at the worst-case impact from reduced attendance and sponsor participation. These have been discussed with President Elect and President, previously, identifying the impact of reduced attendance and sponsorship at multiple tiers to be prepared financially and gauge progress. The estimated losses are as follows:
  - **90%** attendance/sponsorships/exhibitors scenario, the estimated loss is **\$7,720**
  - **70%** attendance/sponsorships/exhibitors scenario, the estimated loss is **\$21,125**
  - **50%** attendance/sponsorships/exhibitors scenario, the estimated loss is **\$33,530**
  - These scenarios include the **\$30,000** commitment to the Section as well as over-budgeting for planner services by **\$10,625**.

Should you have questions or need additional information, contact me at your convenience.

Matthew Singel  
CECON 2020 Co-Chair  
817-709-4313  
[MSingelPE@gmail.com](mailto:MSingelPE@gmail.com)

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.4	Item Title	VP-Educational
	Date	7/17/20	Reported by	John Tyler PE
	Purpose	2019-2020 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<p>The primary focus has been on analyzing the 2020 Student symposium and working toward the 2021 event.</p> <p>STEM has been a little slower for obvious reasons, but Christina is looking for potential events.</p>

<b>ITEMS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Review responsibilities listed in their respective Rules of Operations section and comment on ideas for revising, consolidating, disbanding committees to better align with Section's <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> </ol>

COMMITTEE	STEM Committee (Task)	CHAIR	Christina Kim PE
Goal(s):		Deadline(s):	
<p>Reached out to Executive Director Lindsay O'Leary regarding the TxDOT Beaumont District's ideas for developing a Balsa Wood Bridge Competition for area high school students. Potential to collaborate with the Southeast Texas Branch and Houston SEI Chapter on this activity.</p> <ul style="list-style-type: none"> <li>• Put more of our effort towards this and like activities versus the Texas STEM Conference</li> </ul> <p>We participated in the Texas STEM Conference this past year. Although, we did reach out to many STEM professionals, I am not too sure if that was the correct setting.</p> <ul style="list-style-type: none"> <li>• Not sure if location (Austin) played an influence, but there were many educators gearing towards coding and tech</li> </ul> <p>I did volunteer at University of Texas School of Engineering's Girl Day and think it could be beneficial to investigate like events elsewhere.</p>			

COMMITTEE	Student Activities Committee (Standing)	CHAIR Competitions Coordinator	Heather Guillen PE Jessica Hilscher PE
Goal(s):	To work with students on continuing to enhance the Student Symposium.	Deadline(s):	
<p>Monthly planning calls are being held for the 2021 Student Symposium.</p> <p>The 2021 Student Symposium will be held April 14-17, 2021 at the Palmer Events Center in Austin, TX. The Palmer Events Center contract has been signed by President Susan Roth. We are waiting to receive countersignature.</p> <p>Hotel: Hotel room block will be provided for professionals but not for students. Section office is assisting in obtaining hotel room block for professionals at The Carpenter Hotel located 0.4 miles from Palmer Events Center.</p> <p>Banquet Venue: UT Austin Faculty Advisor, Tricia Clayton, is working to reserve the banquet venue on campus at the Ballroom in Union Building, which has \$0 rental fee. Typically, spring events can't be reserved until November 2020. Hoping</p>			



to confirm availability earlier. Section office may need to assist by preparing a formal request letter.

**Lake Venue:**

Section office is working with City and has confirmed availability of Lake Walter E. Long. City allows 1 full park closure event per month. Lake rental costs depends on full park closure vs. partial park closure.

**Preliminary Budget and Schedule:**

Student planning has prepared a preliminary budget [2021 Symposium Budget File](#) and schedule.


**Competitions:**

Student planning team is gathering rules and information on all competitions which will be distributed to the Universities early fall. It will include a survey to obtain feedback and interest.

**Marketing:**

Theme is Innovation. Motto is "Building the Future Together". A rough sketch of the logo has been provided to Section office Communications Specialist. Student Symposium sponsorship costs are almost finalized and the Section will begin working on the marketing material for CECON 2020.

COMMITTEE	Younger Members Committee (Standing)	CHAIR	Joe Alvarez
Goal(s):		Deadline(s):	
No update.			
ITEMS FOR AGENDA	Item 3.5 – Student Symposium		
Review report details with meeting attendees. Encourage all to "Save the Date".			

FORM F-2		OFFICER REPORT		
	Agenda Item Number	4.5	Item Title	VP-Professional
	Date	7/17/20	Reported by	Tiffany Reed-Villarreal PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>I was asked by President Elect Sean Merrell and President Susan Roth to serve as a Co-Chair for 2020 Texas Civil Engineering Conference (CECON), starting this spring.</p> <p>I have been collaborating with ASCE HQ to help bring awareness to the COVID-19 recovery through infrastructure funding.</p> <p>We are also collaborating with <i>United for Infrastructure</i> to help shape infrastructure policy for the upcoming election.</p>

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> <li>1. Review responsibilities listed in their respective Rules of Operations section and comment on ideas for revising, consolidating, disbanding committees to better align with Section's <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> </ol>


COMMITTEE	Governmental Affairs Committee (Standing)	CHAIR	Augustine Verrengia PE
Goal(s):	<b>CECON Legislative Panel GAC Captains at each branch</b>	Deadline(s):	<b>September 2020</b>

<p>Preparing for <i>United for Infrastructure Week</i> coming up September 14-21<sup>st</sup></p> <p>Writing <i>Texas Civil Engineer</i> (TCE) Articles (Monthly) prior to COVID19, next article to be in August discussing COVID19 impacts on Texas Construction and how to recover.</p> <p>Planning and executing a successful CECON Legislative Panel</p> <p>Ongoing efforts to recruit local GAC Branch Chairs. Currently, we have:</p> <ul style="list-style-type: none"> <li>• Caprock Branch – Travis Barnett</li> <li>• Central Texas Branch - Augustine</li> <li>• Corpus Christi Branch - Vacant</li> <li>• Dallas Branch – Tim Abrams (Working to establish committee), Isamar Escobar</li> <li>• El Paso Branch - Sergio Mendez</li> <li>• Fort Worth Branch – Glenn Celerier (GAC Chair), Tiffany Villareal</li> <li>• High Plains Branch - Vacant</li> <li>• Houston – Michael Bloom (Public Affairs Chair), Griselda Gonzales</li> <li>• San Antonio Branch – Vacant</li> </ul>			
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COMMITTEE	Public Relations and Professional Image (Standing)	Co-CHAIRS	Robert Scholz PE Claudia Corsetti PE
Goal(s):	<b>Continue supporting Texas GAC and Section on critical front facing initiatives within Texas.</b>	Deadline(s):	<b>ongoing</b>

<p>The PR and PI Committee oversaw the ASCE Ethics Code - Request for Review. The review was provided by Texas ASCE leadership. The committee collected comments and compiled them into a letter that was sent to ASCE from the Texas Section.</p> <p>There are many upcoming opportunities for the Committee to be active, considering the upcoming Legislative Session, the National Election, and COVID-19 recovery.</p>			
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COMMITTEE	Texas Infrastructure Report Cards Committee (Standing)	CHAIR	Mark Boyd PE
Goal(s):	<b>Complete Draft of Texas 2021 IRC</b>	Deadline(s):	<b>2021</b>
<p>Finished drafting 12 chapters for the 2021 Texas Infrastructure Report Card.  The Committee is wrapping up final edits prior to sending the draft to ASCE's Committee on America's Infrastructure for their review and comment.  In all we are moving along nicely.  Report is set to be released in January 2021 for use at the Texas Legislative Drive-In.</p>			
COMMITTEE	Residential Foundations Oversight Committee (Task) <b>Subcomms:</b> 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):		Deadline(s):	<b>No Deadline</b>
<p>Presently the committee is on hold due to the virus. Several committee members have expressed that the Version 3 Guideline changes that were submitted for consideration are best served by a face to face meeting among the members. Therefore, everyone is presently on standby.</p>			
ITEMS FOR AGENDA	None.		

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.6	Item Title	VP Technical
	Date	7/17/20	Reported by	Andres Salazar PhD PE
	Purpose	2019-2020 Executive Committee Meeting		


<b>OFFICER ACTIVITIES</b>
Held Webinar for April, May, and June. Continue coordination with Institutes CECON Planning. Sessions by GI, EWRI confirmed. Forensics forthcoming.

<b>STATUS OF CECON LIGHTNING ROUND &amp; POSTER PRESENTATIONS</b>
Invitation sent. One poster presentation and two submittal to lighting round submitted to date.

<b>SUMMARY OF WEBINAR ACTIVITIES</b>
<p>April - Tunneling: Trending Infrastructure Tool for Texas' Urban Centers (40+ registrants)  May - Structural Inspection and Condition Assessment for Critical Infrastructure Assets (80+ registrants)  June - Texas General Land Office Coastal Protection and Restoration Initiatives. (40+ registrants)</p> <p>Upcoming:  July - Reality Capture Overview for Owners and Their Teams  August - The Challenge of Urban Flooding</p>

<b>TECHNICAL INSTITUTE CHAPTERS &amp; GROUPS</b>	<b>CHAIRS</b>		
TxCI Chapter TxEWRI Chapter TxGI Chapter TxSEI Chapter TxT&DI Chapter TXUESI Chapter Forensics Group	John Obr PE Curtis Beitel PE & Russell Erskine PE Fadi Faraj PE James Brown PE Surya Bhandari PE Joseph Murphy PE Jesse Aguilar EIT		
Will work with Institutes to provide more webinars through the Section. The goal is to have two webinars per month.			
Goal(s)	Two webinars per month	Deadline(s)	Sep 2020

<b>ITEMS FOR AGENDA</b>	None
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FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.7	Item Title	Treasurer
	Date	7/17/20	Reported by	Chris Nance PE
	Purpose	2019-2020 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>FY2020-2021 Budget Development:</p> <ol style="list-style-type: none"> <li>1. Treasurer reviews current budget and notes expenses and revenue from most recent monthly financial statement by May 1st</li> <li>2. Executive Director prepares a draft budget by May 15th with input from Treasurer and Secretary.</li> <li>3. Executive Director sends the draft budget to the Budget and Finance Committee for review.</li> <li>4. Budget and Finance Committee provides comments to Treasurer by June 1st.</li> </ol>

FINANCIAL REPORTS																																																																											
<p>Monthly Financials for May 31, 2020 are attached to the agenda (includes CECON reports)</p> <p>4.7a Financial Summary</p> <table> <tr> <td colspan="3">General (p. 8 of att.)</td> </tr> <tr> <td>• YTD Revenue</td> <td>\$457,845</td> <td>88.72%</td> </tr> <tr> <td>• YTD Expenses</td> <td>\$412,791</td> <td>75.63%</td> </tr> <tr> <td colspan="3">CECON (p. 10 of att.)</td> </tr> <tr> <td>• YTD Revenue</td> <td>\$7,038</td> <td>77.27%</td> </tr> <tr> <td>• YTD Expenses</td> <td>\$0</td> <td>0%</td> </tr> </table> <p>4.7b Budget v. Actual</p> <table> <tr> <td colspan="3">General (p. 11 of att.)</td> </tr> <tr> <td colspan="3">Revenue</td> </tr> <tr> <td>• Dues &amp; Allotment</td> <td>\$332,931.60</td> <td>91.34%</td> </tr> <tr> <td>• Meetings/Conferences</td> <td>\$116,055.75</td> <td>135.74%</td> </tr> <tr> <td>• Publication Revenue</td> <td>\$7,225.30</td> <td>36.13%</td> </tr> <tr> <td>• Investment Draw</td> <td>\$0.00</td> <td>0.00%</td> </tr> <tr> <td colspan="3">Expenses</td> </tr> <tr> <td>• Salaries and Services</td> <td>\$194,518.19</td> <td>66.86%</td> </tr> <tr> <td>• Meetings/Conferences</td> <td>\$123,455.93</td> <td>116.91%</td> </tr> <tr> <td>• Publication Revenue</td> <td>\$4,477.77</td> <td>46.58%</td> </tr> <tr> <td>• Services</td> <td>\$43,399.86</td> <td>57.98%</td> </tr> <tr> <td>• Admin</td> <td>\$43,506.23</td> <td>71.48%</td> </tr> <tr> <td colspan="3">CECON (p. 13 of att.)</td> </tr> <tr> <td>• Revenue</td> <td>\$12,940.00</td> <td>39.51%</td> </tr> <tr> <td>• Expenses</td> <td>\$85,188.25</td> <td>0% (Expenses are FY18-19)</td> </tr> </table> <p>4.7c Statement of Financial Position</p> <table> <tr> <td colspan="2">General</td> </tr> <tr> <td>• Total Assets (p. 2 of att.)</td> <td>\$578,871.25</td> </tr> <tr> <td>• Total Liabilities (p. 3 of att.)</td> <td>\$218,954.64</td> </tr> <tr> <td colspan="2">CECON</td> </tr> <tr> <td>• Total Assets (p. 4 of att.)</td> <td>\$226,560.73</td> </tr> <tr> <td>• Total Liabilities &amp; Net Assets (p. 4 of att.)</td> <td>\$0</td> </tr> </table>	General (p. 8 of att.)			• YTD Revenue	\$457,845	88.72%	• YTD Expenses	\$412,791	75.63%	CECON (p. 10 of att.)			• YTD Revenue	\$7,038	77.27%	• YTD Expenses	\$0	0%	General (p. 11 of att.)			Revenue			• Dues & Allotment	\$332,931.60	91.34%	• Meetings/Conferences	\$116,055.75	135.74%	• Publication Revenue	\$7,225.30	36.13%	• Investment Draw	\$0.00	0.00%	Expenses			• Salaries and Services	\$194,518.19	66.86%	• Meetings/Conferences	\$123,455.93	116.91%	• Publication Revenue	\$4,477.77	46.58%	• Services	\$43,399.86	57.98%	• Admin	\$43,506.23	71.48%	CECON (p. 13 of att.)			• Revenue	\$12,940.00	39.51%	• Expenses	\$85,188.25	0% (Expenses are FY18-19)	General		• Total Assets (p. 2 of att.)	\$578,871.25	• Total Liabilities (p. 3 of att.)	\$218,954.64	CECON		• Total Assets (p. 4 of att.)	\$226,560.73	• Total Liabilities & Net Assets (p. 4 of att.)	\$0
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4.7d Dues and Voluntary Contributions

- Income \$332,931.60 91.34%

4.7e Investments as of TBD


- Investment Performance Summaries to be included at meeting.

COMMITTEE	Budget & Finance Committee	CHAIR	Chris Nance PE
Goal(s):		Deadline(s):	
<p>FY2020-2021 Budget Development:</p> <ol style="list-style-type: none"> <li>Present Proposed Budget to Executive Committee at the summer meeting for discussion.</li> <li>Solicit input from Executive Committee and newly elected officers by <b>August 14, 2020</b>.</li> <li>Work with Executive Director to prepare the Preliminary Budget at least one (1) month prior to CECON. <b>August 23, 2020</b></li> <li>Present Preliminary Budget to the current Board via teleconference at least two (2) weeks prior to CECON. <b>Early September 2020</b></li> <li>Present Preliminary Budget to the current Board for endorsement, and to the new Board for adoption as the Final Budget during meetings at CECON. <b>September 23 and 25, 2020</b></li> </ol> <p>General Rules and Procedures:</p> <ol style="list-style-type: none"> <li>Propose formalizing rules for investment withdrawal to balance emergency need with protecting the corpus. (e.g. Setting target ROR, maximum withdrawal as % of total, etc.)</li> </ol>			
ITEMS FOR AGENDA	List items requiring action or discussion here.		

FORM F-2	OFFICER REPORT			
	Agenda Item Number	4.8	Item Title	Director at Large
	Date	7/17/20	Reported by	Sergio Mendez PE
	Purpose	2019-2020 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
Continued working with the editorial committee to have content releases for the months of April, May, and June. Technical features included articles on Smart Cement, Storm Shelter Design, and the Trinity Bridge Foundation. The committee also secured additional technical feature content for following months but is always open to additional input.

<b>TASK</b>	Excellence in Journalism Award		
<b>Goal(s)</b>		<b>Deadline(s)</b>	
Due to the difficulty of finding and receiving nominations for this award, the committee has agreed on sunsetting this award.			
<b>COMMITTEE</b>	Tellers Committee	<b>CHAIR</b>	Jonathan Brower PE
<b>Goal(s)</b>		<b>Deadline(s)</b>	
<p>166 ballots were counted on Tuesday June 9, 2020. All nominees were elected by a majority of votes. The following individuals have been elected in officer positions for the ASCE Texas Section:</p> <ul style="list-style-type: none"> <li>○ President Elect <ul style="list-style-type: none"> <li>▪ Patrick Beecher PE</li> </ul> </li> <li>○ Vice President for Educational Affairs Elect <ul style="list-style-type: none"> <li>▪ Russell Gibson PE</li> </ul> </li> <li>○ Vice President for Professional Affairs Elect <ul style="list-style-type: none"> <li>▪ Patricia Frayre PE</li> </ul> </li> <li>○ Vice President for Technical Affairs Elect <ul style="list-style-type: none"> <li>▪ Ron Reichert</li> </ul> </li> <li>○ Director at Large 1 (2020-2022) <ul style="list-style-type: none"> <li>▪ Michael Schneider PE</li> </ul> </li> <li>○ Director at Large 2 (2020-2022) <ul style="list-style-type: none"> <li>▪ Yan Linwood PE</li> </ul> </li> <li>○ Treasurer (2020-2022) <ul style="list-style-type: none"> <li>▪ Chris Nance PE, ENV SP</li> </ul> </li> </ul>			
<b>ITEMS FOR AGENDA</b>	None.		

FORM F-2		OFFICER REPORT		
	Agenda Item Number	5.1	Item Title	Executive Director
	Date	7/17/20	Reported by	Lindsay O'Leary PE, CAE
	Purpose	2019-2020 Executive Committee 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 staff activities. Note, the Section **office is currently closed** due to the COVID-19 pandemic. Staff team members are working remotely from their respective homes. Mike and I visit the office occasionally to check mail, pay bills, and ensure the space is in working order. I will re-evaluate a partial re-opening in mid-August, in accordance with Mayor Adler's recommendations or any new government mandates.

The Section contracts with several **consultants** including *The IT Guys* for computer support and *Ronald W. Meyer PLLC* for accounting support. We also contract website maintenance services and are in the process of transition providers from *Austin Web & Design* to *Alt Creative*. This transition should lead to a significant increase in service quality.

Mike Sosa and I are working to reorganize **server files** so that Microsoft SharePoint access can be provided to various Section leaders at the start of FY2020-2021. *The IT Guys* are helping us with this project.

The Section's **office** 5-year lease expires at the end of September 2020. Our current rental rate for 1,025 sq. ft. is \$24 per sq. ft per year. Our property manager (*TIG*) provided a lease renewal proposal in May, with both a 3-year and 5-year option. Both options include a yearly increase of \$500. Rates start at \$3,500 higher than our current rate, ranging from \$27 to \$29 per sq. ft. per year. Given the economic climate, it's likely we can negotiate with our current property manager and landlord. I also plan to evaluate other buildings in the south-Austin area. The Section has leased its current office space since 2005, when the rate was \$13 per sq. ft. per year.

REPORT	Communications and Marketing		
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A formal **communications report** is not available due to the transition of the *Communications Specialist* position. Jenni Peters will prepare a report for our September 2020 Board meetings and include website and social media analytics as well as a summary of email communications to membership.

Since our March Board meeting, former *Communications Specialist* Bailey Pattison launched the new [CECON website](#), complete with rebranding that better associates "ASCE Texas" ownership with the "CECON" event. The Section staff team will continue to maintain this new site. The previous site was managed by the contracted CECON Event Administrator – Anna Flores (IMPlanners). Note, I am serving as the interim staff point of contact for the CECON Committee to support 2020 marketing efforts. This role will be transitioned to Jenni over the next several months.


REPORT	Texas Alliance for Minorities in Engineering		
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The Texas Section STEM Committee arranged to support the [2020 TAME State STEM Competition](#) via a \$1,000 sponsorship but, unfortunately, the competition was canceled due to the COVID-19 pandemic.

TAME recently hired a new Executive Director, Andrea Herrera Moreno. I plan to connect with Andrea to discuss the TAME & ASCE Texas Section MOU and opportunities for future collaborations.



REPORT	Budget and Non Dues Revenue Streams		
<p>The Section's primary sources of non-dues revenue currently include (1) technical webinars, (2) career center postings, (3) advertising sales, and (4) events.</p> <ol style="list-style-type: none"> <li>The Section's technical <b>webinars</b> (2<sup>nd</sup> Tues of every month) are doing well this year and there is some discussion of increasing webinar frequency. The FY2019-2020 webinar revenue for <b>October 2019 through May 2020 is \$7.7k</b> (FY19-20 Target = \$10k).</li> <li>Non-dues revenue generated through our online <b>Career Center</b> has slowed this spring. The online job board tends to do well when the Texas construction and engineering market is up. I anticipate this revenue stream will continue to drop due to the current economic climate. <ul style="list-style-type: none"> <li>The Career Center generated <b>\$7k between October 2019 through May 2020</b>. (Target = \$15k)</li> <li>Don't forget to view the Section's bi-monthly Career Center-focused emails.</li> </ul> </li> <li>The <b>Texas Civil Engineer (TCE)</b> online magazine site was created to include the ability sell digital advertisements. We have sold <b>\$1,400 in digital ads as of February 26, 2020</b> but have more work to do before we can successfully market this platform to potential advertisers.  <p>The transition to digital ad sales is not feasible for our long-time advertising sales consultant, Lori Brix (<i>Silent Partners</i>). The staff team will transfer advertising sales and solicitations in-house this fall and continue to re-evaluate opportunities. To view all digital advertising options available, view our Media Kit at <a href="http://www.texasce.org/mediakit/">www.texasce.org/mediakit/</a>.</p> </li> <li>Both the <b>Student Symposium</b> and <b>CECON</b> are potential sources of non-dues revenue. <ul style="list-style-type: none"> <li>The 2020 ASCE Texas Student Symposium aimed to breakeven. A final report has not been provided (as of July 1, 2020). The Section did pay the Sheraton Arlington Hotel \$2.6k in attrition for unsold room nights. This amount was charged against the 2020 Student Symposium as an overage. It was paid using the Student Symposium savings account with the approval of Treasurer Chris Nance, President Susan Roth, and myself.</li> <li>The CECON 2019 report was provided to the Board in March. The conference made \$19k. 40% of the profit (\$7.5k) is earmarked for the Texas Section's operating account. The remainder is held in the CECON checking account. Previous CECON profit has fluctuated between \$9k and \$46k.</li> <li><b>The CECON 2020 preliminary budget reflects an increase in the annual Section support fee, from \$20k to \$30k. CECON Planning Manual revisions are also underway and may propose a new profit-sharing agreement.</b></li> </ul> </li> </ol>			
REPORT	Other activities		
<ul style="list-style-type: none"> <li>As part of my work to help maintain and establish relationships with other professional societies, I have secured the following <b>CECON Collaborators</b> for 2020: American Public Works Association – Texas (TPWA), Texas Council of Engineering Laboratories (TCEL), Austin Contractors &amp; Engineers Association, Bureau of Economic Geology (BEG) at UT Austin, Cement Council of Texas, and Texas Contractor. I am also working to secure TWDB, TxDOT, SEaOT, and Chi Epsilon as Collaborators.</li> <li>I am representing the Texas Section on the <b>ASCE International Conference on Sustainable Infrastructure 2021</b> planning committee, along with Larry Goldberg, Carol Haddock (Chair), Liv Haselbach, and Tiffany Reed-Villarreal. This conference will be held in Houston in December 2021.</li> <li>One of my charges as Executive Director is to promote our programs, activities, image, and members. I have provided several <b>letters of recommendation</b> so far this year, acknowledging members for their contributions to ASCE: Miriam Hinojosa (Graduate School application), Cynthia Syvarth PE (Law School application), and Augustine Verrengia PE (Leadership Austin Emerge Program).</li> <li>I serve on UT Austin's Civil, Architectural, and Environmental Engineering External Advisory Committee and I am transitioning into the role of Committee Chair this summer. I also serve on the Texas Contractor's Advisory Board.</li> </ul>			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION OFFICE REPORT			
	Agenda Item Number	5.2	Item Title	Operations
	Date	7/17/20	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. As of February 7, 2020, the Section office has received confirmation of report submittal from all 15 Branches in 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** of \$45,150 was transmitted in March 2020. This transmittal is slightly greater than the budgeted amount of \$44,000 and has not increased significantly since 2005.

The Section filed a request for extension for the 2018 **Tax return**, moving the deadline from February 15, 2020 to August 15, 2020, to allow additional time to complete CECON 2019 final accounting. CECON 2019 final accounting is now completed. Executive Director O'Leary is coordinating with the Section's CPA, Ron Meyer, and bookkeeper, Donna Schubkegel, to record conference expenses and complete the draft return. Note, the Section's Form 990 is filed on the accrual basis of accounting, so expenses will be recorded in the period they were incurred. O'Leary plans to provide the draft return to the Section Board and ASCE's Finance Department for review by July 15, 2020.

All 10 of the Section's small Branches submitted the required 2018 financial report form to ASCE's Finance Department in December 2019. Of the five large Branches, Houston submitted their Form 990 on January 29, 2020, and Austin, San Antonio, Dallas and Fort Worth all filed extension requests. As a reminder, those four branches need to provide the Section office with a copy of their return once it is filed with the IRS.

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

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. Current inventory of the "Engineering a Better Texas" centennial history book is approximately 150. The Section is not currently selling any 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 with a new company, Security Metrics, to complete the necessary PCI compliance report and expect it to be finalized by mid-July.

REPORT	Section Meetings Schedule		
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<https://www.texasce.org/events/>

ITEMS FOR AGENDA	None
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<b>FORM F-2</b>	<b>OFFICER REPORT</b>			
	<b>Agenda Item Number</b>	5.3	<b>Item Title</b>	Trust Funds
	<b>Date</b>	7/17/20	<b>Reported by</b>	Lindsay O'Leary PE, CAE
	<b>Purpose</b>	2019-2020 Executive Committee Meeting		

<b>REPORT</b>	<b>Texas Civil Engineering Foundation (TCEF)</b>		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
- Dan Hartman will become a trustee starting in October (6-year term). Trustees are still searching for replacement trustees for vacant and soon to be term limited trustee positions. Bud will be term limited and will be rotating off after 12 years.
- **Fund balance** as of June 30, 2020 = \$85,997 (January 31, 2020 = \$87,349)
- 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.

<b>REPORT</b>	<b>John B. Hawley Memorial Trust Fund</b>		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 May 29, 2020 = \$307,018 (January 9, 2020 = \$323,296)
- **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.

<b>REPORT</b>	<b>J. Walter Porter Memorial Trust Fund</b>		Ron Lemons PE
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- **Trustees:** Ron Lemons PE, Brett Pope PE, and Ottis Foster PE
- **Fund balance** as of June 26, 2020 = \$68,340 (January 31, 2020 = \$72,084)
- **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:** All taxes are paid in full including the 2019 taxes.
- **Annual Report:** The FY2018-2019 Report was provided to ASCE Texas Section Board of Direction in September 2019.
- **Additional Activities:** Trustees adopted an Operations Procedures document as a resource for future Trustees.

<b>ITEMS FOR AGENDA</b>	Item 3.9 - J. Walter Porter Memorial Trust Fund Trustee Appointment
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Texas Section is seeking nomination for trustee to serve 6-year term (2020-2026), to be appointed during Fall 2020 Board of Direction Meeting. The Trustees recommend that the ASCE Texas Section Board of Direction appoint a member from Houston or North Texas.