


FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.1	Item Title	President
	Date	10/02/20	Reported by	Sean Merrell PE
	Purpose	2020-2021 Board of Direction Meeting		

**GOALS FOR 2020-2021**

Presidential Goals for the upcoming year:

- ADAPT** – I will work with the Texas Section Board and staff, so the Section adapts to a changing world brought on by COVID-19. We will also consider the ASCE Future World Vision and ensure this vision is shared by Texas Section members.
- ACHIEVE** - I want all Texas Section members to achieve success by helping the Section provide tools for members to dominate their competitors.
- ADVANCE** - I believe the Section should continue to find ways that support all members as they work to advance their careers by promoting and highlighting all the amazing advantages of ASCE membership.

All these goals fit within our current Strategic Plan (Service through Technical, Educational and Professional experiences [STEP]).

My main areas of focus for the coming year include:

- Successful and profitable virtual CECON
- Successful strategic planning – develop a new board meeting structure to support this
- Complete the IRC – present to legislators, key decision makers and members
- Improve Section finances
  - Increase non-dues revenue generation
  - Analyze potential dues increase for 2022
- Increase membership by executing my 3 goals listed above
- HAVE FUN!!

<b>COMMITTEE</b>	Branch/Section Relations (Standing)	<b>CHAIR</b>	Bobby Lys Jr. PE
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Our committee has not had any contact with any of the small branches since the COVID 19 outbreak. We will begin to reach out again in the next few weeks to see what we can do to assist the branches.

<b>COMMITTEE</b>	Office and Personnel (Standing)	<b>CHAIR</b>	Sean Merrell PE
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Notable staff-related items for this reporting period:

- In addition to operational duties such as leadership database upkeep and maintenance for the TexASCE and CECON websites, the staff team has been discussing ways they can support an increase in non-dues revenue generation. Events such as CECON present opportunities for revenue and require the teamwork of committee members and staff. The staff team will also continue to work on advertisement sales, increasing webinar registrations, and career center promotions in FY2020-2021.
- Executive Director Lindsay O’Leary PE, CAE meets with staff members Mike Sosa (Operations Specialist/Board Secretary) and Jenni Peters (Communications Specialist) quarterly to discuss annual performance and professional development goals. The last round of meetings were held in August 2020. Note, Jenni is currently studying for the Certified Association Executive (CAE) exam.
- The Committee (President, President-Elect & Past-President) plan to meet with Lindsay on 10/16/20 to conduct her annual performance evaluation. Outgoing Past President Art Clendenin PE will also participate in this meeting.
- Staff continues to support all committees. Each committee has an assigned staff point of contact to help level the workload at the Section office.

<b>COMMITTEE</b>	Past Presidents Council (Standing)	<b>CHAIR</b>	Lawrence Goldberg PE
Our committee is in the process of solicitation for nominations for Distinguished Member Award and OCEA Award. Nominations for Distinguished Member is due October 1 <sup>st</sup> , and OCEA nominations is due October 31 <sup>st</sup> . Once nominations are received the Past Presidents Council, we will convene to review applications, score the candidates, and provide a selection to the board for acceptance.			
<b>ITEMS FOR AGENDA</b>	Agenda Item 4.1 – 2020-2021 Kickoff		

<b>FORM F-2</b>		<b>OFFICER REPORT</b>		
	<b>Agenda Item Number</b>	6.2	<b>Item Title</b>	Past President
	<b>Date</b>	10/2/20	<b>Reported by</b>	Susan Roth PE
	<b>Purpose</b>	2020-2021 Board of Direction Meeting		

<b>GOALS FOR 2020-2021</b>
<ul style="list-style-type: none"> <li>• Continue to stay engaged with Texas Section – helping to recruit volunteers as needed</li> <li>• Continue to serve as 'liaison' with Government Entities (TxDOT, TWDB, TCEQ)</li> <li>• Participate in Strategic Planning Process</li> <li>• Participate in Legislative Drive-In &amp; release of IRC</li> </ul>

<b>COMMITTEE</b>		<b>CHAIR</b>	
History & Heritage (Standing)		Melinda Luna PE	
Melinda and I visited during Leadership Development Weekend and plan to touch base soon in October about her goals for the new ASCE year.			

<b>COMMITTEE</b>		<b>CHAIR</b>	
Honors (Standing)		Chad Ballard PE	
Chad has done an excellent job as Chair (second year during 2019-2020); hope to encourage him to continue in this role another year.			

Honors Committee Recommendations (vote took place via email):


1. Award of Honor
  - a. Dan B. Hartman PE, F.ASCE (Fort Worth Branch)
2. Government Civil Engineer Award
  - a. Clay A. Forister PE, M.ASCE (Houston Branch)
3. Professional Service to Students Award
  - a. Jessica L. Hilscher PE, M.ASCE (Fort Worth Branch)
4. Service to People Award
  - a. Dallas May Aff.M.ASCE (Dallas Branch)
5. History and Heritage Award
  - a. David L. Collins Sr. PE, LS, F.ASCE (Houston Branch)
6. John A Focht Jr. Citizen Engineer Award
  - a. Tommy C. Kuykendall Jr. PE, M.ASCE (Houston Branch)
7. President's Special Recognition Award
  - a. 2020 Infrastructure Report Card Committee

\* Lifetime Service Award will also be given (last minute approval during outgoing Board of Direction Meeting on 9/25/20) to Garabed Harutunian, PE due to his current health issues.

<b>COMMITTEE</b>			
Nominating (Standing)			Audra Morse PE
I'm currently promoting the Section Officer Nominations deadline on Oct. 31 <sup>st</sup> during the Branch Officer Installation Ceremonies to encourage their members to submit applications. Audra has tentatively scheduled our committee meeting via Zoom on 12/2/20 to discuss nominations received, etc.			

<b>COMMITTEE</b>		<b>CHAIR</b>	
Intra-Society Relations (Standing)		OPEN	
Since Robert Scholz is not serving as Committee Chair again, I'll work with Sean to identify a replacement if needed. Note, sunseting this committee is anticipated at the 9/25/20 Board meeting via approval of Rules of Operation changes.			

<b>ITEMS FOR AGENDA</b>	
	None.

FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.3	Item Title	President Elect
	Date	10/2/20	Reported by	Patrick Beecher PE
	Purpose	2020-2021 Board of Direction Meeting		

<b>GOALS FOR 2020-2021</b>
<ul style="list-style-type: none"> <li>• Provide your vision for Leadership Development Weekend.</li> <li>• Please include any additional information you'd like the Board of Direction to be aware of.</li> </ul> <p>I will be working with the ASCE Texas Section staff in initial planning of next summer's Leadership Development Weekend (LDW). I hope to be able to incorporate aspects of the new Strategic Plan (under development) into the LDW.</p>


<b>QUESTIONS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Provide the status of ongoing programs and projects. Discuss their alignment with the <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> <li>4. Is there any additional information you would like to share with Section leadership?</li> </ol>

COMMITTEE	Conference Planning (Standing)	CHAIR	Jennifer Bohlander PE / Andrew Domke PE / Tiffany Villarreal PE
<p>The 2020 CECON has gone virtual and we have engaged LIVE to produce and facilitate the virtual conference. Please promote, sponsor and sign up this exciting conference schedule for Nov. 4-6. All of our main speakers and technical speakers are still scheduled to present at our virtual conference. There will also be a virtual exhibit hall for our vendors and exhibitors.</p>			

COMMITTEE	Editorial (Standing)	CHAIR	Alik McCoy PE
<p>Goals for 2020-2021:</p> <ul style="list-style-type: none"> <li>• Consistently work on a backlog of technical feature articles that highlight a variety of topics, specifically related to the ASCE technical institutes. Work to bring back a separate institute feature for each TCE release.</li> <li>• Recruit general committee members from various branches to help spread the workload and expand the network of contacts for content</li> <li>• Work on obtaining advertisements</li> </ul> <p>Request input from the Board on the following items:</p> <ul style="list-style-type: none"> <li>• Having an annual print version of the TCE highlighting popular articles and topics from the past year</li> <li>• Making the Excellence in Journalism Award an as-earned award instead of an annual award.</li> </ul>			

COMMITTEE	Membership (Standing)	CHAIR	Patrick Williams PE
<p>Effort has been placed into finding out the easiest way to have recent graduates' transition and upgrade their ASCE membership to professional member. In addition, identifying potential "Champions" within companies that can help encourage coworkers &amp; newly hired engineers to join &amp; become active within their local ASCE Branches.</p>			

COMMITTEE	Strategic Planning (Standing)	CHAIR	Kacey Paul PE
Planning meetings to develop the framework of the new Strategic Plan. More information to come.			
COMMITTEE	CECON Site Selection (Task)	CHAIR	LeAnne Napolillo PE
<ul style="list-style-type: none"> <li>• CECON Site Contract Status (CECON 2020-2025): <ul style="list-style-type: none"> <li>○ Texas Section was able to negotiate a “deferral” on CECON 2020, to avoid any budgetary impacts from converting CECON 2020 from in-person to virtual.</li> <li>○ We have a signed contract with Embassy Suites-San Marcos for CECON 2021, 2022 and 2023. Contract provides flexibility for CECON 2022 or 2023 to move from San Marcos to another Embassy Suites (Hilton) brand Texas hotel location.</li> <li>○ Site Selection committee has recommended, and Texas Section has concurred, with signing a contract for CECON 2024 and 2025 with Embassy Suites (Hilton brand). Initial conversations have been held with Embassy Suites, but we have not committed to specific site (ie, Austin, DFW, Houston, etc). Contract negotiations have not yet begun, pending completion of CECON 2020 as virtual conference, to determine lessons learned/discuss potential for future hybrid CECON conference, and what impact that might have on CECON site contract.</li> <li>○ Summary: we are committed to hosting CECON 2021-2025 at Embassy Suites (Hilton) brand hotels in Texas, which has multiple location options. 2021 will be held in San Marcos. We have flexibility on site locations for CECON 2022-2025, but at least one of those years must be held in San Marcos.</li> </ul> </li> <li>• CECON Site Selection Status/committee charge: <ul style="list-style-type: none"> <li>○ CECON 2021 will be held in San Marcos.</li> <li>○ CECON 2022-2025 will be held in one of Embassy Suites has “partner hotels” which include San Marcos, Denton and Frisco. At least one of these years, the conference must be held in San Marcos.</li> <li>○ Site Selection Committee is charged with providing recommendations for CECON 2022-2025 locations (selecting from applicable Embassy Suite locations).</li> </ul> </li> <li>• CECON Site Selection Committee schedule: <ul style="list-style-type: none"> <li>○ November 2020: collect lessons learned from CECON 2020 virtual conference</li> <li>○ December 2020: assess lessons learned, determine/project impact on CECON 2021-2025 site contract (ie, number of in-person attendees/meal projections, etc – which impact budget assessment)</li> <li>○ January-February 2021: based on assessment of 2020, including projection of hybrid vs in-person, determine site locations for 2022-2025, with consideration for holding conference in locations other than Central Texas</li> <li>○ February-March 2021: negotiate CECON 2024-2025 draft contract with Embassy Suites, and, as necessary, negotiate any needed revisions to CECON 2022-2023 contracts (revisions only needed if we move to site other than San Marcos)</li> <li>○ Spring Texas Section board meeting – vote on CECON 2022-CECON 2025 site location draft contract(s).</li> <li>○ April 30, 2021 – deadline to respond to Embassy Suites San Marcos re CECON 2022-2023 site location.</li> <li>○ Summer 2021: goal for finalized, executed contracts for CECON 2022-2025.</li> </ul> </li> </ul>			
ITEMS FOR AGENDA	Agenda Item 4.5 – Texas Civil Engineer & EIJA		
See above request for discussion from the Editorial Committee.			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.4	Item Title	VP Educational
	Date	10/2/20	Reported by	Natalie Weiershausen PE
	Purpose	2020-2021 Board of Direction Meeting		

**GOALS FOR 2020-2021**

- Review the [Strategic Plan](#) and identify plans to advance strategic initiatives and goals under “Educational Opportunities.”
- Please include any additional information you’d like the Board of Direction to be aware of.


For Educational Affairs and really all of the officer positions, surviving and thriving during Covid is going to be the name of the game. In our planning meetings during August, we discussed different strategies to still keep students of all ages engaged. The key will be to be creative and look for unique opportunities.

One big issue that has come up since March 2020 was discussion on the global level about changing the Student Symposium boundaries. There was much discussion internally (Texas Section) on this matter and an official letter was sent out, noting the Section’s opposition. Currently, global has tabled the issue until more feedback has been considered.

**QUESTIONS FOR COMMITTEE REPORTS**

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 (Task)	CHAIR	Christina Kim PE
<p>During planning it was discussed to develop a STEM activity for kids to do at home or make a more concentrated effort to share some previously developed YouTube videos ASCE Global has developed: <a href="https://www.youtube.com/playlist?list=PLA61bxD8Jg-0V3ExN9sHkUYIrdKqSgfXJ">https://www.youtube.com/playlist?list=PLA61bxD8Jg-0V3ExN9sHkUYIrdKqSgfXJ</a></p> <p>In previous years, this committee had sponsored and attended TAME, but given competing interests, there is not a plan to pursue this for 2021.</p> <p>Prior to Covid, there was coordination taking place with TxDOT on the Balsa Wood Competition. This is something the committee will want to keep tabs on, but it may be on hold for a year.</p>			
COMMITTEE	Student Activities (Standing)	CHAIR	Heather Guillen PE / Jessica Hilscher PE
<p>Beyond Student Symposium planning that is still in limbo due to Covid, the student activities chairs identified a few other goals:</p> <ul style="list-style-type: none"> <li>- Create a stronger way for student leaders to talk to each other</li> <li>- Reach out to see if any students need help with support from their faculty advisors</li> <li>- Request a quarterly report from faculty</li> </ul>			
COMMITTEE	Younger Members (Standing)	CHAIR	Joe Alvarez
<p>In order to keep YMs engaged since the annual camping trip has been postponed until next year, the committee will look into hosting a statewide Happy Hour as well as some virtual educational opportunities.</p>			
ITEMS FOR AGENDA	None.		

 <b>ASCE</b>	Agenda Item Number	6.5	Item Title	VP-Professional
	Date	10/2/20	Reported by	Griselda Gonzales PE
	Purpose	2020-2021 Board of Direction Meeting		

**GOALS FOR 2020-2021**

Goals for 2020-2021 include the following:

- Increasing awareness of our advocacy efforts through continued social media presence, outreach, training, and webinars
- Enhance CECON with Legislative Panel participation and discussion
- Enhance overall profession development with providing opportunities to be active and engage in GAC
- Offering PR or GR University Training Day at local branches
- Leverage the IRC and train engineers to advocate for infrastructure
- Host the ASCE Texas Legislative Drive-In in February or March 2021
- Continue to monitor legislation which impacts the engineering profession and infrastructure


**QUESTIONS FOR COMMITTEE REPORTS**

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	Governmental Affairs (Standing)	CHAIR	Augustine Verrengia PE
<p>The GAC currently meets on a monthly basis and had goals to:</p> <ul style="list-style-type: none"> <li>• Continue to grow the Government Affairs Committee with the goal of having a representative at each branch.</li> <li>• Continuing to work on legislative panel, discussion topics, and logistics</li> <li>• Plan the Legislative Drive In with the release of the infrastructure report card</li> <li>• Committee members are determined to work with Cruz’s office to assist with infrastructure</li> </ul>			
COMMITTEE	Public Relations and Prof. Image (Standing)	CHAIR	OPEN
<p>This committee is slated to be removed, pending approval of the <i>Rules of Operation</i> changes at the 9/25/20 Board meeting, since the responsibilities and duties are currently being performed by the GAC Committee. GAC committee members are able to fulfill these task and assignments.</p>			
COMMITTEE	Texas Infrastructure Report Cards (Standing)	CHAIR	Mark Boyd PhD, PE
<p>Chapters &amp; Grades have been initially reviewed by Section Leaders, Consultant, and Editor and were sent to ASCE’s Committee on America’s Infrastructure (CAI) on 8/3/2020. CAI returned comments on 8/31/2020. Upcoming Goals:</p> <ul style="list-style-type: none"> <li>• September 2020 – Address comments and provide final draft of chapters (9/14/2020); Chapters submitted to TX agencies for review and input</li> <li>• October 2020 - Chapters with agency comments finalized; Return to ASCE CAI for final review</li> <li>• Nov &amp; Dec 2020 - IRC Production (report &amp; pocket card layout), conduct state agency pre-briefings, plan release event</li> <li>• January 2021 – Release IRC; outreach, promotion, &amp; advocacy</li> <li>• Feb/March 2021 - ASCE Texas Legislative Drive-In</li> </ul>			

COMMITTEE	Residential Foundations Oversight (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
The committee is finalizing the Version 3 <a href="#">Guidelines for the Evaluation and Repair of Residential Foundations</a> (adopted May 2009).			
ITEMS FOR AGENDA	Agenda Item 4.6 – Governmental Affairs		
Provide update on 2021 Texas Infrastructure Report Card and 2021 Texas Legislative Drive-In planning.			



FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.6	Item Title	VP-Technical
	Date	10/2/20	Reported by	Robert Stevens PhD, PE
	Purpose	2020-2021 Board of Direction Meeting		

#### GOALS FOR 2020-2021

- Work to put in place or get process initiated to create TexSection Institute Chapters for the 3 Institutes that do not currently exist in the TexSection including: AEI, COPRI and EMI. Work with Houston Chapter of COPRI to get a TexSection Chapter in place based on Houston Branch Chapter. Work with staff and ASCE AEI and EMI Institute Leads to identify potential persons interested in helping to create TexSection AEI and EMI Chapters.
- Upcoming webinars are scheduled for Oct. 13, Project Management 101, Steve Eubanks and Nov. 10, Risk Management for Underground Construction, Brian Gettinger. No webinar is planned for Dec. Have one potential webinar for Jan 12 or 26. Steve Eubanks also has some others he has offered to do.
- Need help in finding persons willing to present as we are planning to do 2 webinars per month in 2021.
- Have heard back from most TexSection Institute Chapter Chairs that they are going to continue to serve in 2020-21.
- Continue monthly Institute calls lead by Rich Patrick.
- Support CECON 2021 planning.
- COPRI Houston Chapter works with the ICSI 2021 Committee to have connected sessions in Houston in Dec. 2021.


#### QUESTIONS FOR INSTITUTE REPORTS

1. Provide the status of ongoing programs and projects. Discuss their alignment with the [Strategic Plan](#). [Chapters are providing virtual technical sessions and webinars.](#)
2. Is any additional funding, beyond current budget, required to complete planned programs and projects? [No additional funding needed.](#)
3. Provide a list of committee members and/or status of recruitment activities. [Chairs listed below.](#)
4. Is there any additional information you would like to share with Section leadership? [Nothing additional.](#)

TxCI	None	CHAIR	John Obr
TxEWRI	Presenters at CECON 2020 from TWDB	Co-CHAIRS	Curtis Beitel PE & Russell Erskine PE
TxGI	Two speakers at CECON, also doing a local chapter session	CHAIR	Fadi Faraj PE
TxSEI	Looking for new chapter chair	CHAIR	James Brown PE
TxTDI	Houston Chapter has October Webinar on Parking Essentials and Autonomous Vehicles	CHAIR	Surya Bhandari EIT
TxUESI	Providing speakers for CECON and organizing regular meetings	CHAIR	Joseph Murphy PE
Forensics (Group)	None	CHAIR	Jesse Aguilar PE

ITEMS FOR AGENDA None.

No items for agenda.

<b>FORM F-2</b>	<b>OFFICER REPORT</b>			
	<b>Agenda Item Number</b>	6.7	<b>Item Title</b>	Treasurer
	<b>Date</b>	10/2/20	<b>Reported by</b>	Chris Nance PE
	<b>Purpose</b>	2020-2021 Board of Direction Meeting		

<b>OFFICER ACTIVITIES</b>
<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 prepared a draft budget by May 15th with input from Treasurer and Secretary.</li> <li>3. Executive Director sent the draft budget to the Budget and Finance Committee for review.</li> <li>4. Budget and Finance Committee provided comments to Treasurer.</li> <li>5. Presented Proposed Budget to Executive Committee at the LDW meeting for discussion.</li> <li>6. Presented Preliminary Budget to the current board (9/11/20).</li> <li>7. Presented Preliminary Budget to the outgoing board (9/25/20) for endorsement.</li> </ol>

<b>FINANCIAL REPORTS</b>																																																																									
<p>Monthly Financials for July 31, 2020 attached (includes CECON reports from Section's accounts):</p> <p>6.7a Financial Summary</p> <table> <tr> <td colspan="3">General (p. 8 of att.)</td> </tr> <tr> <td>• YTD Revenue</td> <td>\$463,360</td> <td>90%</td> </tr> <tr> <td>• YTD Expenses</td> <td>\$482,053</td> <td>88%</td> </tr> <tr> <td colspan="3">CECON (p. 10 of att.)</td> </tr> <tr> <td>• YTD Revenue</td> <td>\$34,483</td> <td>105%</td> </tr> <tr> <td>• YTD Expenses</td> <td>\$95</td> <td>3%</td> </tr> </table> <p>6.7b 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>\$338,054</td> <td>93%</td> </tr> <tr> <td>• Meetings/Conferences</td> <td>\$115,780</td> <td>135%</td> </tr> <tr> <td>• Publication Revenue</td> <td>\$7,824</td> <td>39%</td> </tr> <tr> <td>• Investment Draw &amp; Other</td> <td>\$502</td> <td>1%</td> </tr> <tr> <td colspan="3">Expenses</td> </tr> <tr> <td>• Salaries and Services</td> <td>\$238,794</td> <td>82%</td> </tr> <tr> <td>• Meetings/Conferences</td> <td>\$133,416</td> <td>126%</td> </tr> <tr> <td>• Publication Expense</td> <td>\$4,805</td> <td>50%</td> </tr> <tr> <td>• Services</td> <td>\$47,447</td> <td>63%</td> </tr> <tr> <td>• Admin</td> <td>\$54,158</td> <td>89%</td> </tr> <tr> <td colspan="3">CECON (p. 13 of att.)</td> </tr> <tr> <td>• Revenue</td> <td>\$34,483</td> <td>105%</td> </tr> <tr> <td>• Expenses</td> <td>\$95</td> <td>3%</td> </tr> </table> <p>6.7c Statement of Financial Position</p> <table> <tr> <td colspan="2">General</td> </tr> <tr> <td>• Total Assets (p. 2 of att.)</td> <td>\$540,909.17</td> </tr> <tr> <td>• Total Liabilities (p. 3 of att.)</td> <td>\$319,897.33</td> </tr> <tr> <td colspan="2">CECON</td> </tr> <tr> <td>• Total Assets (p. 4 of att.)</td> <td>\$253,689.13</td> </tr> </table>	General (p. 8 of att.)			• YTD Revenue	\$463,360	90%	• YTD Expenses	\$482,053	88%	CECON (p. 10 of att.)			• YTD Revenue	\$34,483	105%	• YTD Expenses	\$95	3%	General (p. 11 of att.)			Revenue			• Dues & Allotment	\$338,054	93%	• Meetings/Conferences	\$115,780	135%	• Publication Revenue	\$7,824	39%	• Investment Draw & Other	\$502	1%	Expenses			• Salaries and Services	\$238,794	82%	• Meetings/Conferences	\$133,416	126%	• Publication Expense	\$4,805	50%	• Services	\$47,447	63%	• Admin	\$54,158	89%	CECON (p. 13 of att.)			• Revenue	\$34,483	105%	• Expenses	\$95	3%	General		• Total Assets (p. 2 of att.)	\$540,909.17	• Total Liabilities (p. 3 of att.)	\$319,897.33	CECON		• Total Assets (p. 4 of att.)	\$253,689.13
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• Total Liabilities (p. 4 of att.)		\$0
6.7d Dues and Voluntary Contributions		
• Income	\$338,054	93%
6.7e Investments		
• Section Fund	\$461,681	-0.16%

<b>COMMITTEE</b>	Budget & Finance Committee	<b>CHAIR</b>	Chris Nance PE
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<b>Goal(s):</b>		<b>Deadline(s):</b>	
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General Rules and Procedures:

1. 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.)
2. Explore sponsorship packages modeled after Dallas Branch.

<b>ITEMS FOR AGENDA</b>	List items requiring action or discussion here.
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1. Approve and Adopt 2020-2021 Operating Budget (attached)

**Ronald W. Meyer, P.L.L.C.**  
**Certified Public Accountant**

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ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors  
Texas Section - ASCE  
Austin, Texas

Management is responsible for the accompanying financial statements of Texas Section – ASCE (a nonprofit organization), which comprise the statement of financial position as of July 31, 2020, and the related statement of activities for the one month and ten months then ended, and the accompanying supplementary information for the one month and ten months then ended, which is presented only for supplementary analysis purposes, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements or supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements or supplementary information.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Association's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Management has not reported expenses by natural and functional classification in either the statement of activities, separate statements, or in notes as required by ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Management has not determined the effect of this departure from accounting principles generally accepted in the United States of America on these financial statements.

We are not independent with respect to Texas Section – ASCE.

Austin, Texas  
August 26, 2020

A handwritten signature in blue ink that reads "Ronald W. Meyer PLLC". The signature is written in a cursive style with a large, stylized initial "R".

**Texas Section American Society of Civil Engineers  
Statement of Financial Position (General)**

July 31, 2020

	Jul 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1102 · CHECKING - OPERATING	\$ 49,172.65
1117 · EDWARD JONES INVESTMENTS	461,681.49
1151 · WF GENERAL BRANCH FUND SVGS	4,269.50
1153 · INSTITUTE CHAPTER SAVINGS	(24,988.16)
1153-01 · GI - GEOTECHNICAL INSTITUTE	4,805.81
1153-02 · EWRI - ENVIRONMENTAL WATER RESOURCES	3,913.90
1153-03 · CI - CONSTRUCTION	500.00
1153-04 · SEI - STRUCTURAL ENGINEERING	3,400.00
1153-05 · T&DI - TRANSPORTATION & DEVELOPMENT	2,000.00
1153-06 · UESI - UTILITIES ENGINEERING AND SURVEYING	18,222.25
Total 1153 · INSTITUTE CHAPTER SAVINGS	7,853.80
1154 · STUDENT SYMPOSIUM SVGS	10,370.07
<b>Total Checking/Savings</b>	533,347.51
<b>Accounts Receivable</b>	
1190 · ACCOUNTS RECEIVABLE	2,369.62
<b>Total Accounts Receivable</b>	2,369.62
<b>Other Current Assets</b>	
1175 · SECURITY DEPOSIT - OFFICE	1,110.42
1180 · PREPAID POSTAGE - BULK	1,297.41
1182 · PREPAID POSTAGE - BUSINESS REPLY	502.90
1191 · ACCOUNTS RECEIVABLE - OTHER	150.45
1310 · RECEIVABLE FROM PORTER FUND	504.54
2215 · FUNDS HELD FOR MEMORIAL GIFTS	436.59
<b>Total Other Current Assets</b>	4,002.31
<b>Total Current Assets</b>	539,719.44
<b>Fixed Assets</b>	
1210 · FURNITURE AND EQUIPMENT	17,554.13
1220 · ACCUMULATED DEPRECIATION	(16,364.40)
<b>Total Fixed Assets</b>	1,189.73
<b>TOTAL ASSETS</b>	\$ 540,909.17

See accountant's report.

**Texas Section American Society of Civil Engineers  
Statement of Financial Position (General)**

July 31, 2020

	<u>Jul 31, 20</u>
<b>LIABILITIES &amp; NET ASSETS</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100 · ACCOUNTS PAYABLE	\$ 29,051.12
<b>Total Accounts Payable</b>	<u>29,051.12</u>
<b>Credit Cards</b>	
2144 · Visa	-
<b>Total Credit Cards</b>	<u>-</u>
<b>Other Current Liabilities</b>	
2210 · FUNDS HELD FOR GEN BRANCH FUND	33,246.15
2213 · FUNDS HELD FOR INSTITUTE CHAPTERS	30,212.65
2230 · DUE TO CECON	128,501.92
<b>Total Other Current Liabilities</b>	<u>191,960.72</u>
<b>Total Current Liabilities</b>	<u>221,011.84</u>
<b>Total Liabilities</b>	221,011.84
<b>Net Assets</b>	
3100 · NET ASSETS WITHOUT RESTRICTIONS	301,918.37
Net Increase/(Decrease) in Net Assets	17,978.96
<b>Total Net Assets</b>	<u>319,897.33</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>\$ 540,909.17</u>

See accountant's report.

**Texas Section American Society of Civil Engineers  
Statement of Financial Position (CECON)**

July 31, 2020

	<u>Jul 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1107 · WF CECON	\$ 125,187.21
<b>Total Checking/Savings</b>	<u>125,187.21</u>
Other Current Assets	
1193 · DUE FROM GENERAL	128,501.92
<b>Total Other Current Assets</b>	<u>128,501.92</u>
<b>Total Current Assets</b>	<u>253,689.13</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 253,689.13</u></u>
<b>LIABILITIES &amp; NET ASSETS</b>	
Liabilities	
<b>Total Liabilities</b>	<u>\$ -</u>
Net Assets	
3100 · NET ASSETS WITHOUT RESTRICTIONS	219,301.48
Net Increase/(Decrease) in Net Assets	34,387.65
<b>Total Net Assets</b>	<u>253,689.13</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u><u>\$ 253,689.13</u></u>

See accountant's report.

**Texas Section American Society of Civil Engineers**  
**Statement of Activities (General)**  
For One Month and Ten Months Ended July 31, 2020

	Jul 20	Oct 19 - Jul 20
<b>Operating Income/Expense</b>		
<b>Income</b>		
<b>DUES AND ALLOTMENT</b>		
4110 · NATIONAL ALLOTMENT	\$ -	\$ 45,150.10
4120 · BRANCH DUES	412.00	39,460.00
4130 · SECTION DUES	1,784.24	246,516.74
4140 · SECTION VOLUNTARY CONTRIBUTION	-	6,926.89
<b>Total DUES AND ALLOTMENT</b>	<b>2,196.24</b>	<b>338,053.73</b>
<b>SECTION MEETINGS/CONFERENCES</b>		
4211 · STUDENT SYMPOSIUM GENERAL	0.09	1.69
4211-20 · 2020 STUDENT SYMPOSIUM	-	105,968.54
4410 · TXSX WEBINARS	915.00	9,810.00
<b>Total SECTION MEETINGS/CONFERENCES</b>	<b>915.09</b>	<b>115,780.23</b>
<b>PUBLICATION REVENUE</b>		
4331 · CLASSIFIED ADS TCE/WEB	598.00	7,823.30
<b>Total PUBLICATION REVENUE</b>	<b>598.00</b>	<b>7,823.30</b>
<b>SEMINAR REVENUE</b>		
4421 · YM CAMPING TRIP	-	200.00
<b>Total SEMINAR REVENUE</b>	<b>-</b>	<b>200.00</b>
<b>OTHER REVENUE</b>		
4550 · MISCELLANEOUS	-	502.25
<b>Total OTHER REVENUE</b>	<b>-</b>	<b>502.25</b>
<b>DESIGNATED REVENUE</b>		
4620 · TCEL/SAC	-	1,000.00
<b>Total DESIGNATED REVENUE</b>	<b>-</b>	<b>1,000.00</b>
<b>Total Income</b>	<b>3,709.33</b>	<b>463,359.51</b>
<b>Expense</b>		
<b>SALARIES AND SERVICES</b>		
5111 · SALARIES	16,653.94	154,610.81
5112 · PAYROLL TAXES	1,304.89	11,812.96
5113 · BENEFITS	4,732.44	56,679.33
5121 · SERVICES - CONSULTING/TEMPS	1,450.00	14,691.10
5131 · SERVICES - PAYROLL ADMIN	100.00	1,000.00
<b>Total SALARIES AND SERVICES</b>	<b>24,241.27</b>	<b>238,794.20</b>
<b>SECTION MEETINGS/CONFERENCE EXP</b>		
5211-18 · SUPPORT STUDENT SYMPOSIUM (TAMU)	-	(600.00)
5211-20 · SUPPORT STUDENT SYMPOSIUM (ARLINGTON)	-	115,150.32
5211-21 · SUPPORT STUDENT SYMPOSIUM (AUSTIN)	-	6,255.88
5220 · LDW - LEADERSHIP DEVELOPMENT WEEKEND	5,454.63	10,373.34
5222 · EXECUTIVE COMMITTEE MEETINGS	319.20	449.90
5223 · BOARD OF DIRECTOR MEETING EXPENSES	-	832.22
5224 · PRESIDENT'S RECEPTION	216.00	954.10
<b>Total SECTION MEETINGS/CONFERENCE EXP</b>	<b>5,989.83</b>	<b>133,415.76</b>
<b>PUBLICATION EXPENSE</b>		
5230-05 · HISTORY BOOK	-	198.00
5312 · TCE - OUSTOURCING/CONSULTING	-	1,738.00
5318 · WEBSITE - MAINTENANCE	96.34	1,018.55
5321 · COMMUNICATIONS SUPPORT	-	1,850.50
<b>Total PUBLICATION EXPENSE</b>	<b>96.34</b>	<b>4,805.05</b>

See accountant's report.



**Texas Section American Society of Civil Engineers**  
**Statement of Activities (General)**  
For One Month and Ten Months Ended July 31, 2020

	Jul 20	Oct 19 - Jul 20
<b>SECTION SERVICES</b>		
5511 · BRANCH DUES PASS-THRU	412.00	39,460.00
5513 · OFFICERS - TRAVEL/EXPENSES	1,815.55	4,689.89
5514 · MULTI REGION LEADERSHIP CONFERENCE	-	794.92
5525 · GOVERNMENT AFFAIRS	-	79.90
5527-10 · STEM COMMITTEE	-	1,262.89
5528 · YOUNGER MEMBERS COMMITTEE	-	785.65
5529 · OTHER COMMITTEES	-	209.15
5532 · INFRASTRUCTURE REPORT CARD CMTE	-	164.52
<b>Total SECTION SERVICES</b>	<b>2,227.55</b>	<b>47,446.92</b>
<b>DESIGNATED EXPENSES</b>		
4620 · TCEL/SAC	-	1,000.00
5625 · SAC TRAVEL ALLOT CHAPTERS AND CHAIRS	-	1,933.03
5660 · GIFTS - MEMORIAL/OFFICER APPREC/OTHER	-	500.00
<b>Total DESIGNATED EXPENSES</b>	<b>-</b>	<b>3,433.03</b>
<b>SECTION ADMINISTRATION</b>		
5710 · STAFF TRAINING, DUES, SUBSCRIPTIONS	670.00	1,765.00
5711 · RENT	2,246.07	22,102.59
5720 · SECTION OFFICE RELOCATION	-	585.00
5721 · PROPERTY TAX	4.57	573.99
5722 · EQUIPMENT FUND & EQUIP/FURN R&M	782.76	10,338.84
5729 · BANK FEES	10.00	321.00
5731 · CREDIT CARD TRANSACTION FEES	70.28	3,094.26
5733 · INSURANCE (AUTO & LIABILITY)	-	1,521.00
5734 · OFFSITE STORAGE/ARCHIVES	104.50	1,045.00
5735 · STAFF - TRAVEL/EXPENSES	829.30	6,703.61
5736 · MISCELLANEOUS	-	398.95
5741 · OFFICE SUPPLIES, SHIPPING, PRINTING	145.27	2,221.90
5747 · TELECOMM SVCS (PHONE EMAIL INTERNET)	291.23	3,486.46
<b>Total SECTION ADMINISTRATION</b>	<b>5,153.98</b>	<b>54,157.60</b>
<b>Total Expense</b>	<b>37,708.97</b>	<b>482,052.56</b>
<b>Operating Increase/(Decrease) in Net Assets</b>	<b>(33,999.64)</b>	<b>(18,693.05)</b>
9510 · DIVIDEND - INVESTMENTS	150.47	531.27
9520 · GAIN (LOSS) - INVESTMENTS	21,847.73	36,929.54
5723 · DEPRECIATION EXPENSE	(78.88)	(788.80)
<b>Net Increase/(Decrease) in Net Assets</b>	<b>\$ (12,080.32)</b>	<b>\$ 17,978.96</b>

See accountant's report.

**Texas Section American Society of Civil Engineers  
Statement of Activities (CECON)**

For One Month and Ten Months Ended July 31, 2020

	Jul 20	Oct 19 - Jul 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
SECTION MEETINGS/CONFERENCES		
4210 · TX CECON	\$ 12,278.82	\$ 34,482.65
<b>Total SECTION MEETINGS/CONFERENCES</b>	12,278.82	34,482.65
<b>Total Income</b>	12,278.82	34,482.65
<b>Expense</b>		
SECTION MEETINGS/CONFERENCE EXP		
5210 · TX CECON	-	95.00
<b>Total SECTION MEETINGS/CONFERENCE EXP</b>	-	95.00
<b>Total Expense</b>	-	95.00
 <b>Net Increase/(Decrease) in Net Assets</b>	 <b>\$ 12,278.82</b>	 <b>\$ 34,387.65</b>

See accountant's report.

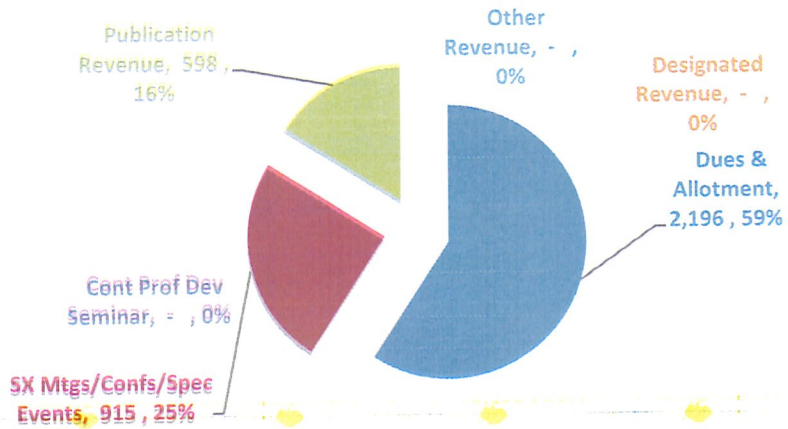
**TEXAS SECTION-ASCE  
FINANCIAL SUMMARY (GENERAL)  
FOR ONE MONTH AND TEN MONTHS ENDED JULY 31, 2020  
WITH COMPARISON TO JULY 2019**

Account	ACTUAL				BUDGET					
	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020
	Current Period	Current Period	Year-To- Date	Year-To- Date	Annual Budget	Annual Budget	Percent Realized (Ideal - 83.33%	Percent Realized (Ideal - 83.33%	Budget Remaining	Budget Remaining
<b>OPERATING REVENUE</b>										
Dues & Allotment	3,373	2,196	340,365	338,054	364,500	364,500	93.38%	92.74%	24,135	26,446
SX Mtgs/Confs/Spec Events	-	915	75,256	115,780	1,600	85,500	4703.50%	135.42%	(73,656)	(30,280)
Publication Revenue	1,229	598	9,200	7,824	30,000	20,000	30.67%	39.12%	20,800	12,176
Cont Prof Dev Seminar	300	-	4,780	200	10,500	-	45.52%	0.00%	5,720	(200)
Other Revenue	537	-	831	502	43,850	42,650	1.90%	1.18%	43,019	42,148
Designated Revenue	-	-	5,175	1,000	3,700	3,400	139.86%	29.41%	(1,475)	2,400
<b>TOTAL REVENUE</b>	<b>5,439</b>	<b>3,709</b>	<b>435,607</b>	<b>463,360</b>	<b>454,150</b>	<b>516,050</b>	<b>95.92%</b>	<b>89.79%</b>	<b>18,543</b>	<b>52,690</b>
<b>OPERATING EXPENSE</b>										
Salaries & Support	23,859	24,241	238,049	238,794	287,425	290,930	82.82%	82.08%	49,376	52,136
SX Mtgs/Confs/Spec Events	11,204	5,990	85,317	133,416	41,764	105,600	204.28%	126.34%	(43,553)	(27,816)
Publication Expense	241	96	10,414	4,805	15,800	9,614	65.91%	49.98%	5,386	4,809
Prof Dev Seminar	-	-	-	-	-	-	0.00%	0.00%	-	-
Section Services	819	2,228	47,646	47,447	64,150	74,850	74.27%	63.39%	16,504	27,403
Designated Expenses	-	-	2,761	3,433	4,100	3,925	67.34%	87.46%	1,339	492
Section Administration	2,068	5,154	51,126	54,158	62,555	60,865	81.73%	88.98%	11,429	6,707
<b>TOTAL EXPENSE</b>	<b>38,191</b>	<b>37,709</b>	<b>435,313</b>	<b>482,053</b>	<b>475,794</b>	<b>545,784</b>	<b>91.49%</b>	<b>88.32%</b>	<b>40,481</b>	<b>63,731</b>
<b>OPERATIONAL EXCESS REVENUE/ (EXPENSE)</b>	<b>(32,752)</b>	<b>(34,000)</b>	<b>294</b>	<b>(18,693)</b>	<b>(21,644)</b>	<b>(29,734)</b>				
<b>BUDGET OVEREXPENDED/ (UNDEREXPENDED)</b>									<b>(21,938)</b>	<b>(11,041)</b>

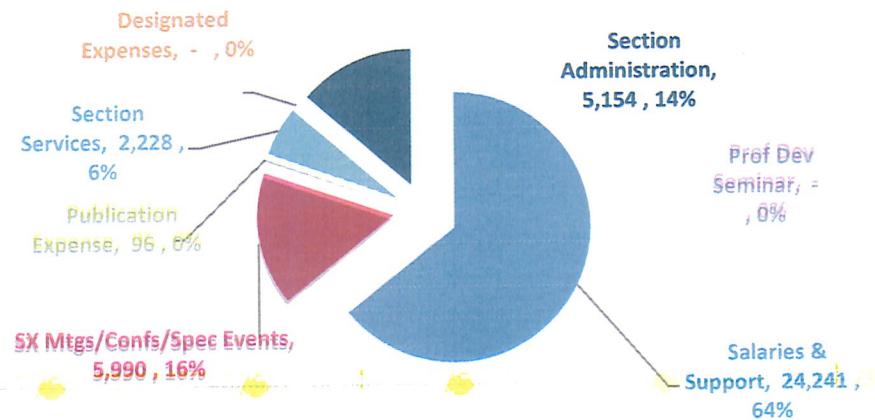
See accountant's report.

TEXAS SECTION-ASCE  
 FINANCIAL SUMMARY (GENERAL)  
 FOR ONE MONTH AND TEN MONTHS ENDED JULY 31, 2020

**REVENUE FOR MONTH ENDED JULY 31, 2020**



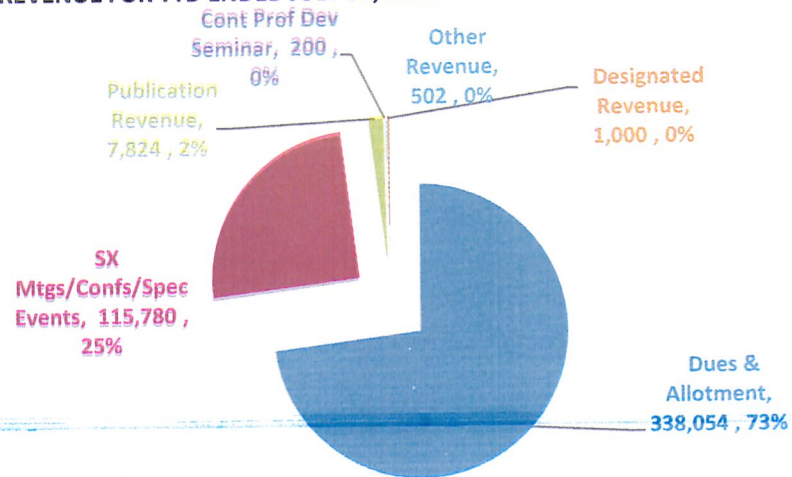
**EXPENSES FOR MONTH ENDED JULY 31, 2020**



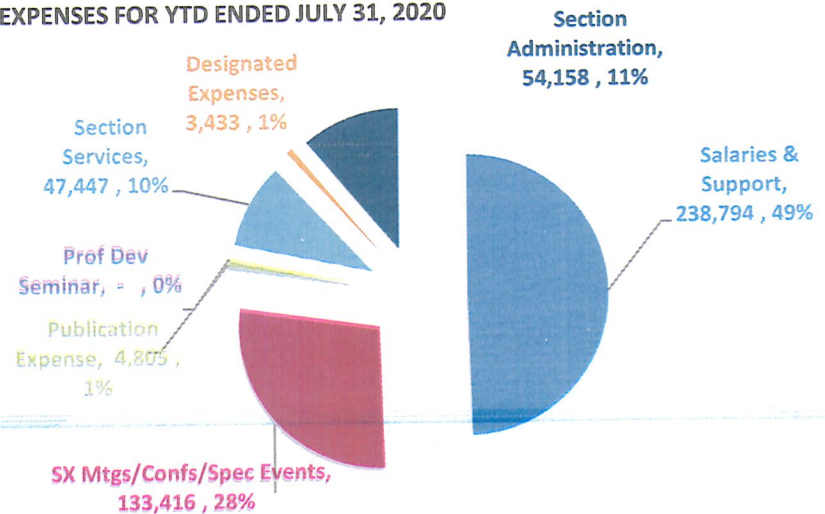
TOTAL REVENUE FOR MONTH \$ 3,709

TOTAL EXPENSES FOR MONTH \$ 37,709

**REVENUE FOR YTD ENDED JULY 31, 2020**



**EXPENSES FOR YTD ENDED JULY 31, 2020**



TOTAL REVENUE YEAR-TO-DATE \$ 463,360

TOTAL EXPENSES YEAR-TO-DATE \$ 482,053

**TEXAS SECTION-ASCE  
FINANCIAL SUMMARY (CECON)  
FOR ONE MONTH AND TEN MONTHS ENDED JULY 31, 2020  
WITH COMPARISON TO JULY 2019**

Account	ACTUAL				BUDGET					
	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020	2018-2019	2019-2020
	Current Period	Current Period	Year-To- Date	Year-To- Date	Annual Budget	Annual Budget	Percent Realized (Ideal - 83.33%	Percent Realized (Ideal - 83.33%	Budget Remaining	Budget Remaining
<b>OPERATING REVENUE</b>										
SX Mtgs/Confs/Spec Events	44,025	12,279	66,000	34,483	22,000	32,750	300.00%	105.29%	(44,000)	(1,733)
<b>TOTAL REVENUE</b>	44,025	12,279	66,000	34,483	22,000	32,750	300.00%	105.29%	(44,000)	(1,733)
<b>OPERATING EXPENSE</b>										
SX Mtgs/Confs/Spec Events	917	-	89,135	95	-	2,750	0.00%	0.00%	(89,135)	2,655
<b>TOTAL EXPENSE</b>	917	-	89,135	95	-	2,750	0.00%	0.00%	(89,135)	2,655
<b>OPERATIONAL EXCESS REVENUE/ (EXPENSE)</b>	43,108	12,279	(23,135)	34,388	22,000	30,000				
<b>BUDGET OVEREXPENDED/ (UNDEREXPENDED)</b>									45,135	(4,388)

See accountant's report.

**Texas Section American Society of Civil Engineers**  
**Statement of Activities - Budget vs. Actual (General)**  
For One Month and Ten Months Ended July 31, 2020

	Jul 20	Oct 19 - Jul 20	Budget	Remainder	% Act - Bud
<b>Income</b>					
<b>DUES AND ALLOTMENT</b>					
4110 · NATIONAL ALLOTMENT	0.00	45,150.10	44,000.00	-1,150.10	102.61%
4120 · BRANCH DUES	412.00	39,460.00	45,000.00	5,540.00	87.69%
4130 · SECTION DUES	1,784.24	246,516.74	270,000.00	23,483.26	91.30%
4140 · SECTION VOLUNTARY CONTRIBUTION	0.00	6,926.89	5,500.00	-1,426.89	125.94%
<b>Total DUES AND ALLOTMENT</b>	<b>2,196.24</b>	<b>338,053.73</b>	<b>364,500.00</b>	<b>26,446.27</b>	<b>92.74%</b>
<b>SECTION MEETINGS/CONFERENCES</b>	<b>915.09</b>	<b>115,780.23</b>	<b>85,500.00</b>	<b>-30,280.23</b>	<b>135.42%</b>
<b>PUBLICATION REVENUE</b>					
4331 · CLASSIFIED ADS TCE/WEB	598.00	7,823.30	15,000.00	7,176.70	52.16%
4332 · DIGITAL ADVERTISING	0.00	0.00	5,000.00	5,000.00	0.00%
<b>Total PUBLICATION REVENUE</b>	<b>598.00</b>	<b>7,823.30</b>	<b>20,000.00</b>	<b>12,176.70</b>	<b>39.12%</b>
<b>SEMINAR REVENUE</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>-200.00</b>	<b>0.00%</b>
<b>OTHER REVENUE</b>					
4510 · INVESTMENT DRAW	0.00	0.00	35,000.00	35,000.00	0.00%
4540 · GENERAL BRANCH FUND DRAW	0.00	0.00	5,000.00	5,000.00	0.00%
4545 · STUDENT SYMPOSIUM SAVINGS DRAW	0.00	0.00	2,500.00	2,500.00	0.00%
4550 · MISCELLANEOUS	0.00	502.25	150.00	-352.25	334.83%
<b>Total OTHER REVENUE</b>	<b>0.00</b>	<b>502.25</b>	<b>42,650.00</b>	<b>42,147.75</b>	<b>1.18%</b>
<b>DESIGNATED REVENUE</b>					
4620 · TCEL/SAC	0.00	1,000.00	1,000.00	0.00	100.00%
4640 · REGION 6 CONTRIBUTIONS	0.00	0.00	2,400.00	2,400.00	0.00%
<b>Total DESIGNATED REVENUE</b>	<b>0.00</b>	<b>1,000.00</b>	<b>3,400.00</b>	<b>2,400.00</b>	<b>29.41%</b>
<b>Total Income</b>	<b>3,709.33</b>	<b>463,359.51</b>	<b>516,050.00</b>	<b>52,690.49</b>	<b>89.79%</b>
<b>Expense</b>					
<b>SALARIES AND SERVICES</b>					
5111 · SALARIES	16,653.94	154,610.81	194,000.00	39,389.19	79.70%
5112/5113 · PAYROLL TAXES/BENEFITS	6,037.33	68,492.29	76,630.00	8,137.71	89.38%
5121 · SERVICES - CONSULTING/TEMPS	1,450.00	14,691.10	19,100.00	4,408.90	76.92%
5131 · SERVICES - PAYROLL ADMIN	100.00	1,000.00	1,200.00	200.00	83.33%
<b>Total SALARIES AND SERVICES</b>	<b>24,241.27</b>	<b>238,794.20</b>	<b>290,930.00</b>	<b>52,135.80</b>	<b>82.08%</b>
<b>SECTION MEETINGS/CONFERENCE EXP</b>					
5211-18 · SUPPORT-STUDENT SYMPOSIUM 2018	0.00	-600.00	0.00	600.00	0.00%
5211-20 · SUPPORT-STUDENT SYMPOSIUM 2020	0.00	115,150.32	80,000.00	-35,150.32	143.94%
5211-21 · SUPPORT-STUDENT SYMPOSIUM 2021	0.00	6,255.88	5,000.00	-1,255.88	125.12%
5220 · LDW-LEADERSHIP DEVELOPMENT WEEKEND	5,454.63	10,373.34	15,000.00	4,626.66	69.16%
5221 · OTHER CONFERENCES	0.00	0.00	300.00	300.00	0.00%
5222 · EXCOMM MEETING	319.20	449.90	1,000.00	550.10	44.99%
5223 · BOD MEETING EXPENSES	0.00	832.22	2,500.00	1,667.78	33.29%
5224 · PRESIDENT'S RECEPTION	216.00	954.10	1,800.00	845.90	53.01%
<b>Total SECTION MEETINGS/CONFERENCE EXP</b>	<b>5,989.83</b>	<b>133,415.76</b>	<b>105,600.00</b>	<b>-27,815.76</b>	<b>126.34%</b>

See accountant's report.

**Texas Section American Society of Civil Engineers**  
**Statement of Activities - Budget vs. Actual (General)**  
For One Month and Ten Months Ended July 31, 2020

	Jul 20	Oct 19 - Jul 20	Budget	Remainder	% Act - Bud
<b>PUBLICATION EXPENSE</b>					
5230-05 · HISTORY BOOK	0.00	198.00	264.00	66.00	75.00%
5312 · TCE - OUTSOURCING / CONSULTING	0.00	1,738.00	5,000.00	3,262.00	34.76%
5318 · WEBSITE - MAINTENANCE	96.34	1,018.55	950.00	-68.55	107.22%
5321 · COMMUNICATIONS SUPPORT	0.00	1,850.50	3,400.00	1,549.50	54.43%
<b>Total PUBLICATION EXPENSE</b>	<b>96.34</b>	<b>4,805.05</b>	<b>9,614.00</b>	<b>4,808.95</b>	<b>49.98%</b>
<b>SECTION SERVICES</b>					
5511 · BR DUES - PASS THROUGH	412.00	39,460.00	45,000.00	5,540.00	87.69%
5513 · OFFICERS - TRAVEL/EXPENSES	1,815.55	4,689.89	8,000.00	3,310.11	58.62%
5514 · MULTI REGION LEADERSHIP CONFERENCE	0.00	794.92	900.00	105.08	88.32%
5521 · HISTORY COMMITTEE	0.00	0.00	800.00	800.00	0.00%
5522 · HONORS COMMITTEE	0.00	0.00	1,200.00	1,200.00	0.00%
5522-10 · JOURNALISM AWARD (EIJ)	0.00	0.00	250.00	250.00	0.00%
5523 · MEMBERSHIP COMMITTEE	0.00	0.00	500.00	500.00	0.00%
5524 · PAST PRESIDENTS' COUNCIL/OCEA	0.00	0.00	1,400.00	1,400.00	0.00%
5525 · GOVERNMENT AFFAIRS	0.00	79.90	500.00	420.10	15.98%
5526 · STUDENT ACTIVITIES	0.00	0.00	500.00	500.00	0.00%
5527-10 · STEM COMMITTEE	0.00	1,262.89	2,500.00	1,237.11	50.52%
5528 · YOUNGER MEMBERS COMMITTEE	0.00	785.65	600.00	-185.65	130.94%
5529 · OTHER COMMITTEES	0.00	209.15	200.00	-9.15	104.58%
5532 · INFRASTRUCTURE REPORT CARD CMTE	0.00	164.52	12,500.00	12,335.48	1.32%
<b>Total SECTION SERVICES</b>	<b>2,227.55</b>	<b>47,446.92</b>	<b>74,850.00</b>	<b>27,403.08</b>	<b>63.39%</b>
<b>DESIGNATED EXPENSE</b>	<b>0.00</b>	<b>3,433.03</b>	<b>3,925.00</b>	<b>491.97</b>	<b>87.47%</b>
<b>SECTION ADMINISTRATION</b>					
5710 · STAFF TRAINING, DUES, SUSCRPTIONS	670.00	1,765.00	3,300.00	1,535.00	53.48%
5711 · RENT	2,246.07	22,102.59	26,000.00	3,897.41	85.01%
5720 · SECTION OFFICE RELOCATION	0.00	585.00	2,000.00	1,415.00	29.25%
5721 · PROPERTY TAX	4.57	573.99	475.00	-98.99	120.84%
5722 · EQUIPMENT FUND & EQUIP/FURN R & M	782.76	10,338.84	7,800.00	-2,538.84	132.55%
5729 · BANK FEES	10.00	321.00	345.00	24.00	93.04%
5731 · CREDIT CARD TRANSACTION FEES	70.28	3,094.26	3,250.00	155.74	95.21%
5733 · INSURANCE	0.00	1,521.00	1,435.00	-86.00	105.99%
5734 · OFFSITE STORAGE/ARCHIVES	104.50	1,045.00	1,260.00	215.00	82.94%
5743 · STAFF - TRAVEL/EXPENSES	829.30	6,703.61	8,700.00	1,996.39	77.05%
5736 · MISCELLANEOUS	0.00	398.95	600.00	201.05	66.49%
5741 · OFFICE SUPPLIES, SHIPPING, PRINTING	145.27	2,221.90	1,900.00	-321.90	116.94%
5745 · EX DIR MARKETING BUDGET	0.00	0.00	500.00	500.00	0.00%
5747 · TELECOMM SVCS (PHN EMAIL INTERNET)	291.23	3,486.46	3,300.00	-186.46	105.65%
<b>Total SECTION ADMINISTRATION</b>	<b>5,153.98</b>	<b>54,157.60</b>	<b>60,865.00</b>	<b>6,707.40</b>	<b>88.98%</b>
<b>Total Expense</b>	<b>37,708.97</b>	<b>482,052.56</b>	<b>545,784.00</b>	<b>63,731.44</b>	<b>410.77%</b>
<b>Net Increase/(Decrease) in Net Assets</b>	<b>-33,999.64</b>	<b>-18,693.05</b>	<b>-29,734.00</b>	<b>-11,040.95</b>	<b>62.87%</b>

See accountant's report.

**Texas Section American Society of Civil Engineers**  
**Statement of Activities - Budget vs. Actual (CECON)**  
For One Month and Ten Months Ended July 31, 2020

	<u>Jul 20</u>	<u>Oct 19 - Jul 20</u>	<u>Budget</u>	<u>Remainder</u>	<u>% Act - Bud</u>
<b>Income</b>					
SECTION MEETINGS/CONFERENCES	12,278.82	34,482.65	32,750.00	-1,732.65	105.29%
<b>Total Income</b>	12,278.82	34,482.65	32,750.00	-1,732.65	105.29%
<b>Expense</b>					
SECTION MEETINGS/CONFERENCE EXP					
5210 · TX CECON	0.00	95.00	2,750.00	2,655.00	0.00%
<b>Total SECTION MEETINGS/CONFERENCE EXP</b>	<u>0.00</u>	<u>95.00</u>	<u>2,750.00</u>	<u>2,655.00</u>	<u>0.00%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>95.00</u>	<u>2,750.00</u>	<u>2,655.00</u>	<u>0.00%</u>
<b>Net Increase/(Decrease) in Net Assets</b>	<u><u>12,278.82</u></u>	<u><u>34,387.65</u></u>	<u><u>30,000.00</u></u>	<u><u>-4,387.65</u></u>	<u><u>114.63%</u></u>

See accountant's report.



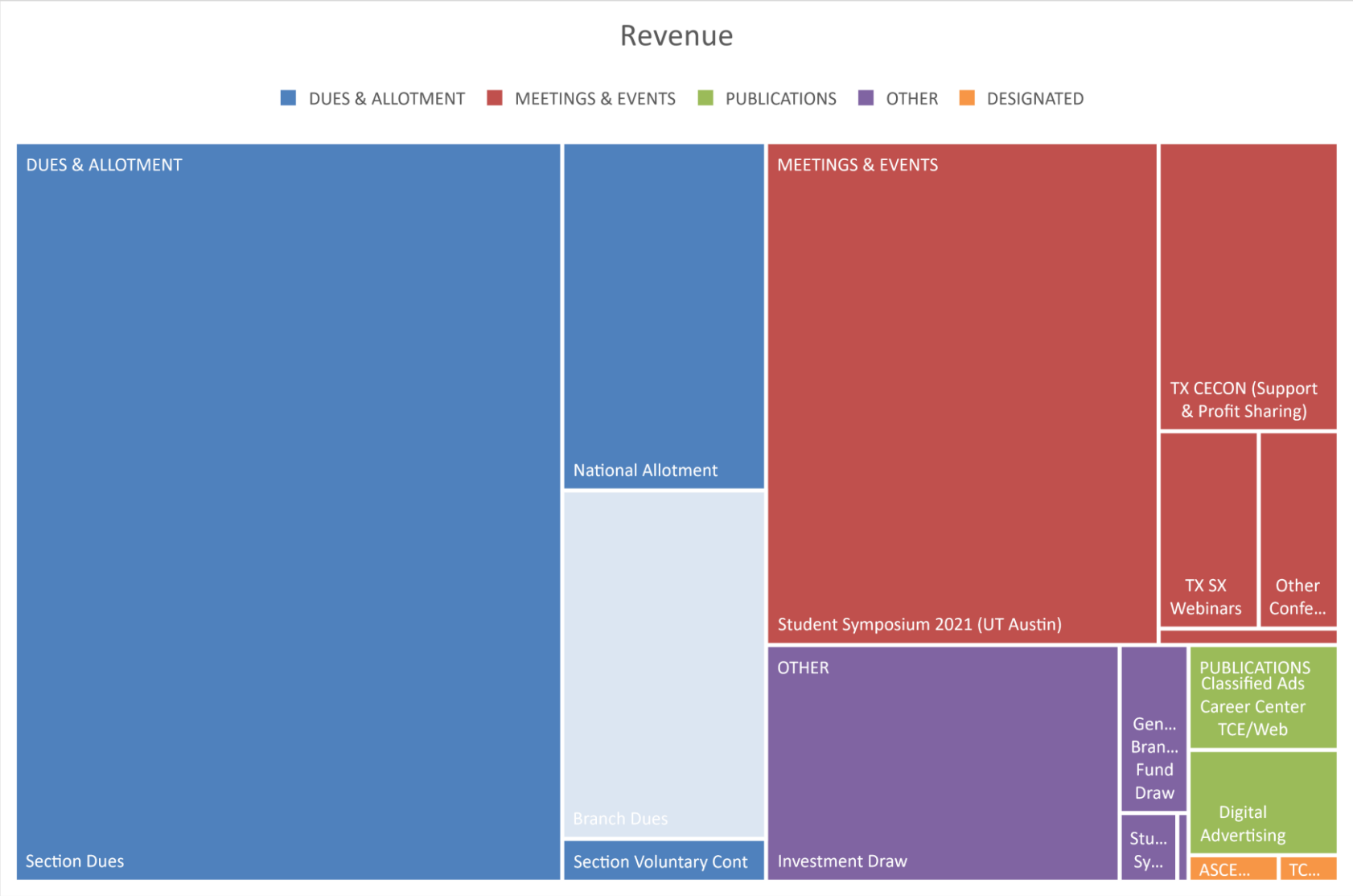
ASCE TEXAS SECTION  
2020 - 2021 OPERATING BUDGET

	Proposed Budget 2020-2021	% Change from '19-20	Adopted Budget 2019-2020
<b>REVENUE</b>			
<b>DUES &amp; ALLOTMENT</b>	<b>\$ 352,000</b>	<b>-3.4%</b>	<b>\$ 364,500</b>
Section Dues	\$ 256,500	-5.0%	\$ 270,000
Branch Dues	\$ 45,000	0.0%	\$ 45,000
National Allotment	\$ 45,000	2.3%	\$ 44,000
Section Voluntary Cont	\$ 5,500	0.0%	\$ 5,500
<b>MEETINGS &amp; EVENTS</b>	<b>\$ 182,375</b>	<b>54.2%</b>	<b>\$ 118,250</b>
Student Symposium 2021	\$ 125,000	66.7%	\$ 75,000
TX CECOM (Support & Profit Sharing)	\$ 33,000	0.8%	\$ 32,750
TX SX Webinars	\$ 12,500	25.0%	\$ 10,000
Other Conferences	\$ 10,000	1900.0%	\$ 500
Legislative Drive-In	\$ 1,875	-	\$ -
<b>PUBLICATIONS</b>	<b>\$ 20,000</b>	<b>0.0%</b>	<b>\$ 20,000</b>
Classified Ads Career Center TCE/Web	\$ 10,000	-33.3%	\$ 15,000
Digital Advertising	\$ 10,000	100.0%	\$ 5,000
<b>OTHER</b>	<b>\$ 63,350</b>	<b>48.5%</b>	<b>\$ 42,650</b>
Investment Draw	\$ 53,000	51.4%	\$ 35,000
General Branch Fund Draw	\$ 7,350	47.0%	\$ 5,000
Student Symposium Savings Draw	\$ 2,500	0.0%	\$ 2,500
Miscellaneous	\$ 500	233.3%	\$ 150
<b>DESIGNATED</b>	<b>\$ 2,500</b>	<b>-26.5%</b>	<b>\$ 3,400</b>
ASCE Grants Spag	\$ 1,500	-	\$ -
TCEL Gift For Student Comp. Award/Sac	\$ 1,000	0.0%	\$ 1,000
Region 6 Funding	\$ -	-100.0%	\$ 2,400
<b>Revenue Total</b>	<b>\$ 620,225</b>	<b>13.0%</b>	<b>\$ 548,800</b>
<b>EXPENSES</b>			
<b>SALARIES &amp; SUPPORT</b>	<b>\$ 297,910</b>	<b>2.4%</b>	<b>\$ 290,930</b>
Salaries-Gross	\$ 199,000	2.6%	\$ 194,000
Salaries-Insurance	\$ 54,725	2.6%	\$ 53,350
Salaries-Soc Sec	\$ 22,885	-1.7%	\$ 23,280
Services-Consulting/Temps	\$ 20,100	5.2%	\$ 19,100
Services-Pyr Adm	\$ 1,200	0.0%	\$ 1,200
<b>MEETINGS &amp; EVENTS</b>	<b>\$ 160,000</b>	<b>47.7%</b>	<b>\$ 108,350</b>
Student Symposium	\$ 130,000	52.9%	\$ 85,000
Leadership Development Weekend (LDW)	\$ 15,000	0.0%	\$ 15,000
Legislative Drive-In	\$ 5,000	-	\$ -
TX CECOM	\$ 2,750	0.0%	\$ 2,750
Board Meeting (Includes AV)	\$ 2,500	0.0%	\$ 2,500
Presidents Reception (@ Mtgs)	\$ 2,250	25.0%	\$ 1,800
Other Conferences	\$ 2,000	566.7%	\$ 300
Excomm Meeting (Includes AV)	\$ 500	-50.0%	\$ 1,000

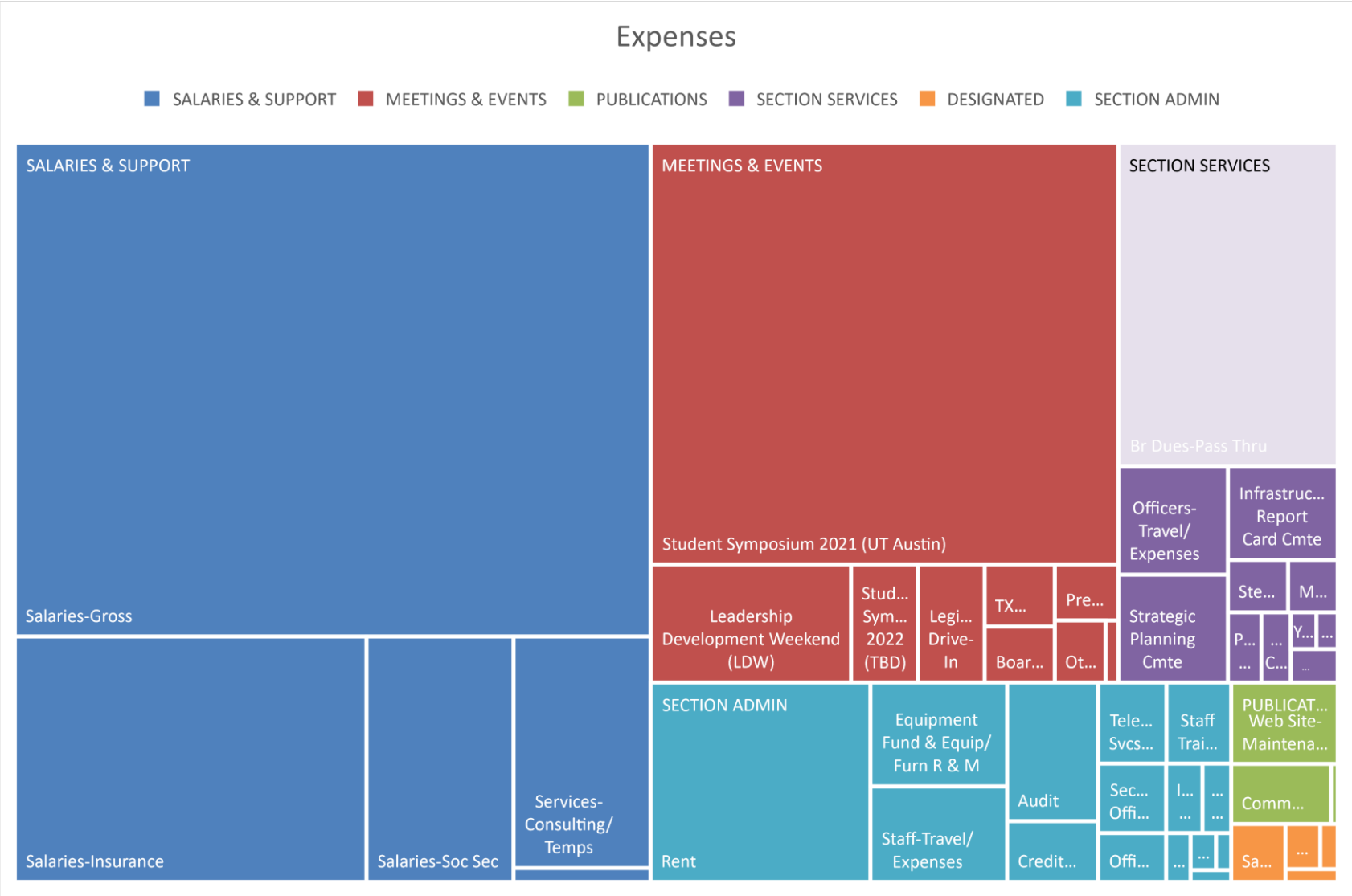
ASCE TEXAS SECTION  
2020 - 2021 OPERATING BUDGET


	<b>Proposed Budget 2020-2021</b>	<b>% Change from '19-20</b>	<b>Adopted Budget 2019-2020</b>
<b>PUBLICATIONS</b>	<b>\$ 9,564</b>	<b>-0.5%</b>	<b>\$ 9,614</b>
Web Site-Maintenance	\$ 5,500	478.9%	\$ 950
Comm Support	\$ 3,800	11.8%	\$ 3,400
History Book	\$ 264	0.0%	\$ 264
TCE-Outsourcing	\$ -	-100.0%	\$ 5,000
<b>SECTION SERVICES</b>	<b>\$ 75,050</b>	<b>0.3%</b>	<b>\$ 74,850</b>
Br Dues-Pass Thru	\$ 45,000	0.0%	\$ 45,000
Officers-Travel/Expenses	\$ 7,500	-6.3%	\$ 8,000
Strategic Planning Cmte	\$ 7,500	-	\$ -
Infrastructure Report Card Cmte	\$ 6,500	-48.0%	\$ 12,500
Stem Cmte	\$ 2,000	-20.0%	\$ 2,500
Multi Region Leadership Conference	\$ 1,650	83.3%	\$ 900
Past Pres. Council/Ocea	\$ 1,500	7.1%	\$ 1,400
Honors Committee	\$ 1,300	8.3%	\$ 1,200
Younger Members Cmte	\$ 600	0.0%	\$ 600
Government Affairs	\$ 500	0.0%	\$ 500
History Committee	\$ 500	-37.5%	\$ 800
Membership Committee	\$ 500	0.0%	\$ 500
Journalism Award (EIJ)	\$ -	-100.0%	\$ 250
Other Committees	\$ -	-100.0%	\$ 200
Student Activities Cmte	\$ -	-100.0%	\$ 500
<b>DESIGNATED</b>	<b>\$ 3,925</b>	<b>0.0%</b>	<b>\$ 3,925</b>
Sac Chr & Comp Coord Travel Allot	\$ 2,000	0.0%	\$ 2,000
TCEL Gift For /Student Comp. Award Activiti	\$ 1,000	0.0%	\$ 1,000
Gifts - Memorial/Officer Apprec/Other	\$ 500	0.0%	\$ 500
Keith Mcbride Spirit Of Comp. Award	\$ 425	0.0%	\$ 425
<b>SECTION ADMIN</b>	<b>\$ 73,310</b>	<b>20.4%</b>	<b>\$ 60,865</b>
Rent	\$ 27,750	6.7%	\$ 26,000
Equipment Fund & Equip/Furn R & M	\$ 9,000	15.4%	\$ 7,800
Staff-Travel/Expenses	\$ 8,300	-4.6%	\$ 8,700
Audit	\$ 8,000	-	\$ -
Credit Card Trans Fees	\$ 3,500	7.7%	\$ 3,250
Telecomm Svcs (Phn Email Internet)	\$ 3,500	6.1%	\$ 3,300
Staff Training, Dues, Subscriptions	\$ 3,300	0.0%	\$ 3,300
Section Office Relocation	\$ 3,000	50.0%	\$ 2,000
Office Supplies, Shipping, Printing	\$ 2,100	10.5%	\$ 1,900
Insurance (B & L)	\$ 1,600	11.5%	\$ 1,435
Offsite Storage/Archives	\$ 1,260	0.0%	\$ 1,260
Miscellaneous	\$ 750	25.0%	\$ 600
Property Tax	\$ 600	26.3%	\$ 475
Bank Fees	\$ 350	1.4%	\$ 345
Ex Dir Marketing Budget	\$ 300	-40.0%	\$ 500
<b>Expenses Total</b>	<b>\$ 619,759</b>	<b>13.0%</b>	<b>\$ 548,534</b>
<b>TOTAL BUDGET</b>	<b>\$ 466</b>		<b>\$ 266</b>

# ASCE TEXAS SECTION 2020 - 2021 OPERATING BUDGET TREEMAP



# ASCE TEXAS SECTION 2020 - 2021 OPERATING BUDGET TREEMAP




*FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.8	Item Title	Directors at Large
	Date	10/2/20	Reported by	Alik McCoy PE
	Purpose	2020-2021 Board of Direction Meeting		

<b>GOALS FOR 2020-2021</b>
<ul style="list-style-type: none"> <li>Consistently work on a backlog of technical feature articles that highlight a variety of topics, specifically related to the ASCE technical institutes. Work to bring back a separate institute feature for each TCE release.</li> <li>Recruit general committee members from various branches to help spread the workload and expand the network of contacts for content</li> <li>Work on obtaining advertisements</li> </ul>

<b>QUESTIONS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>Status of ongoing programs and projects. (Do they align with the <a href="#">Strategic Plan</a>? Should they be sunset?)</li> <li>Are any new programs/projects desired? (They should align with the <a href="#">Strategic Plan</a>)</li> </ol>

COMMITTEE	Editorial	CHAIR	Alik McCoy PE
<p>The Editorial Committee would like input from the Board on the following topics. I did not list them as goals for the 2020-2021 year, but we can add them depending on interest/support from the Board.</p> <ul style="list-style-type: none"> <li>Discuss an annual print version for the TCE highlighting popular articles and topics from the year</li> <li>Making the Excellence in Journalism Award an as-earned award instead of an annual award</li> </ul>			
COMMITTEE	Tellers		Larijai Francis PE
N/A			
ASSIGNMENT	TBD	PRESIDENT'S ASSISTANT	Michael Schneider PE
N/A			
ASSIGNMENT	TBD	PRESIDENT ELECT'S ASSIST	Yan Linwood PE
N/A			
ITEMS FOR AGENDA	Agenda Item 4.5 – <i>Texas Civil Engineer &amp; EIJA</i>		
Request input from board members, see above.			

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.1	Branch <b>Austin Branch</b>
	Date	10/2/20	Reported by Katherine Lauer EIT
	Purpose	2020-2021 Board of Direction Meeting	

**BRANCH GOALS FOR 2020-2021**

The Austin Branch intends to continue our student outreach, mentorship, and engagement with the University of Texas (UT) at Austin's civil engineering program. We also plan to provide support to civil engineering students at Texas State University should they request assistance in launching a student-led ASCE branch.

We will shift from in-person monthly luncheons to virtual monthly meetings with technical speakers that present a broad range of civil engineering topics to engage our members. The shift from in-person to virtual events will continue throughout 2020 and may continue into 2021. The Austin Branch's annual Continuing Education Workshop has been rescheduled from Spring 2020 to a virtual conference in October 2020. We aim to hold another Continuing Education Workshop in 2021.

The Austin Branch plans to hold virtual social events to encourage member participation. K-12 outreach events will also go virtual.

We plan to assist UT Austin ASCE in holding the 2021 Student Symposium. The event will be a day of technical presentations with the intent to attract attendance from engineering professionals.

The Austin Branch will emphasize increasing charitable contributions to the community in 2020-2021. A portion of all meeting registration fees will go to the Central Texas Food Bank.

**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	2020-2021	DIRECTOR'S TERM	2020-2022
<p><u>Education Outreach</u></p> <p>The Austin Branch has provided mentors for students in UT Austin's civil engineering senior design course for many years. We will continue to cultivate relationships with students and professors through both the mentorship program and involvement with UT ASCE, although all communication will be administered virtually in 2020. This includes coordination with UT ASCE in preparation for the 2021 Student Symposium. The branch encourages UT students to apply for branch scholarships and is looking for ways to reach out to students virtually.</p> <p>In past years, K-12 outreach has included multiple STEM events at the Blanton Museum, Johnson City Science Mill, and local elementary schools. We do not expect these events to go forward this year and are looking into doing virtual challenges and requesting grants for activity kits to send to students.</p> <p><u>Younger Member Forum</u></p> <p>The Younger Members Forum (YMF) of the Austin Branch is composed of our younger engineering professionals and those that are young at heart. YMF has involved many of our engineers in events and socials to promote the growth and engagement of younger members. This includes hosting events such as happy hours with other organizations, camping trips, homebuying courses, PE review courses, and creek</p>			

cleanups. YMF is exploring how to transition events to a virtual platform for 2020-2021. The Austin Branch has provided a Zoom account for the Austin Branch, YMF, EWRI, and SEI.

YMF's annual golf tournament is canceled for 2020. Proceeds from the event typically go towards funding various ASCE programs, including scholarships and a donation to Sammy's House. YMF moved forward with awarding scholarships to high school seniors in Spring 2020.

YMF will create a committee this year to plan the 2022 MRLC conference held in Austin.

ITEMS FOR AGENDA	None.
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FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.2	Branch <b>Brazos Branch</b>
	Date	10/2/20	Reported by Robert (Bobby) Lys, Jr. P.E.
	Purpose	2020-2021 Board of Direction Meeting	

**BRANCH GOALS FOR 2020-2021**


Survive the COVID 19 pandemic with as little disruption as possible  
 Provide virtual meeting to our members so they can receive PDH during the shutdown  
 Return to normal in person meetings as soon as we feel we can safely do this.

**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	2020-2021	DIRECTOR'S TERM	2019-2021
<p>Section President Roth installed our leadership in September. Based on the COVID-19 lockdown, all people in a leadership positions were asked to be nominated for the current year. All agreed and were re-elected to their current positions for the 20-21 term</p> <p>We have had several leadership virtual and conference call meetings to discuss how we are to proceed in these times. We have decided to follow ASCE Global to not have any in person meetings until at least Jan 2021. We decided to explore how Houston Branch is doing their virtual meetings. We are also reaching out to our local TSPE branch to see if TSPE state has any direction on meetings. We plan within the next month to decide how we will be meeting.</p>			
ITEMS FOR AGENDA	(for office use)		
Enter information by overwriting this text. List items requiring action or discussion here.			



FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.3	Branch <b>Caprock Branch</b>
	Date	10/2/20	Reported by Russell R. Carter PE
	Purpose	2020-2021 Board of Direction Meeting	

**BRANCH GOALS FOR 2020-2021**

Elect officers.  
 Meet either Virtually or in Person based on COVID Limitations.  
 Joint Meeting with Texas Tech University Student Chapter


**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?

<b>BRANCH REPORT</b>	2020-2021	<b>DIRECTOR'S TERM</b>	2019-2021
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Working to maintain a branch by getting a full slate of officers.  
 Meetings by zoom or in person as COVID allows.  
 Schedule Joint Meeting with Texas Tech University Student Chapter.

<b>ITEMS FOR AGENDA</b>	None.
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FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.5	Branch <b>Corpus Christi</b>
	Date	10/2/20	Reported by Joe W. Alvarez
	Purpose	2020-2021 Board of Direction Meeting	


**BRANCH GOALS FOR 2020-2021**

The Corpus Christi Branch plans to continue virtual meetings and has enhanced communication abilities to provide the same platform to other committees of the branch. The CC Branch plans to move forward with offering a wide variety of speakers at virtual meetings, which may not necessarily have been made possible if not for being placed in the current situation with the pandemic. One of the dynamic speakers lined up will be Anthony Fasano, P.E. of the Engineering Management Institute (EMI).

**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	2020-2021	DIRECTOR'S TERM	2020-2022
<p>The Corpus Christi Branch Virtual Kickoff Meeting was held on September 22, 2020 at high noon. The meeting began with the annual installation of officers conducted by Madam President Susan Roth, P.E. of Austin. Carlos Martinez, P.E. was officially installed as President of the Corpus Christi Branch. Victor Murillo, P.E. will be serving as Vice President, Justin De La Rosa, P.E. as Secretary and Kendal Morrow as Treasurer. Allan Hayes will continue his honorable service as the History &amp; Heritage Committee Co-Chairman, also serving as Co-Chairman will be Tom Stewart, P.E. Newcomers this year include Justin Buchen as Younger Member (YM) Chairman, Amelie Leroux as Newsletter Editor, and Grecia Diaz as Student Liason for the Texas A&amp;M University-Kingsville Student Branch. The CC Branch plans to continue the great working relationship with the Texas A&amp;M University-Kingsville Javelina Student Branch and are committed to guiding the students in the path to membership and continued service as the future of ASCE. A civil engineering program has begun to take shape at Texas A&amp;M University-Corpus Christi. The CC Branch will move to create a relationship with program leaders and facilitate an opportunity to create a path of the eventual formation of a TAMUCC Student Branch.</p>			
ITEMS FOR AGENDA	(for office use)		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.6	Branch <b>Dallas Branch</b>
	Date	10/2/20	Reported by Phillip Alcorn, PE
	Purpose	2020-2021 Board of Direction Meeting	

**BRANCH GOALS FOR 2020-2021**

We have not met in person since March 2020 but that has not prevented us from continuing to hold our monthly meetings on the second Monday of each month. We moved to a virtual, pre-recorded format in April 2020 which we host on the ASCE Dallas YouTube page. We plan to continue virtual meetings at least through the end of the year as they've proven to be quite successful.

We're also looking into new and creative ideas to boost and retain our younger membership.

**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	2020-2021	DIRECTOR'S TERM	2019-2021
<p><b>Previous Meeting Summary:</b> September 14, 2020 Main Session: Ed Motley; Topic: Developing a New Water Supply – Lake Ralph Hall There were 198 PDH certificates sent out; 247 views at the premier; and 407 total views</p> <p><b>Upcoming Meeting:</b> October 12, 2020 Main Session: Auro Majumdar; Topic: Love Field Airport Update</p> <p><b>Awards/Honors:</b> The ASCE Dallas Branch conferred the first Anthony Luce Award of Honor in 2020 and is committed to conferring this distinctive award every five years. The Anthony Luce Award of Honor was created under the leadership of the 2019-2020 ASCE Dallas Branch Board and Past-Presidents. Anthony continued to serve as President and lead the Dallas Branch until the time of his passing. His commitment to the Branch and professionalism amid these trying times for himself and his family were extraordinary attributes that stood out to the entire Dallas Branch leadership team that was serving with him.</p> <p><b>Scholarships:</b> The Branch continues to sponsor the GB Mann Scholarship. The scholarship is awarded to qualified high school seniors intending to major in civil engineering in college. We are proud to announce three recipients of the scholarship for 2020.</p> <p><b>Education Outreach:</b> While our in-person bi-monthly presentations at Woodrow Wilson HS and Hillcrest HS in Dallas have been placed on hold, we are shifting focus to a virtual combined effort between both high schools to mentor Civil Engineering and Architecture Design (CEA) project teams as they model residential and commercial designs.</p> <p><b>Planned/Ongoing Activities:</b></p> <ul style="list-style-type: none"> <li>• Virtual project mentorship with Wilson HS and Hillcrest HS</li> <li>• Social Distanced Younger Member Social Hours (once in-person gatherings resume)</li> <li>• Tour of the new Texas Rangers stadium in Arlington (once in-person gatherings resume)</li> </ul>			

- Christmas is for Caring Fundraising for Denton State Supported Living Center – Nov to Dec 2020

**Officer Elections:**

This slate was approved by the current Dallas Branch Board and Dallas Branch Members  
Slate of Candidates for the year 2020-2021 ASCE Dallas Branch Board of Directors:


Vice President - Nancy Cline, P.E.  
Secretary - Reece Taylor, P.E.  
Treasurer (2-yr Term) - Patrick Williams, P.E.  
Technical Director - Surya Bhandari, E.I.T.  
Branch Director - Nicholas Phillips, E.I.T

Succession of Officers for the year 2020-2021 Board of Directors in Accordance with the ASCE Dallas Branch Rules of Operation and Bylaws:

President - Jonathan Brower, P.E.  
President-Elect - Edward Penton, P.E.  
Past President - Julie Jones, P.E.  
Texas Section Director (2nd year of 2-yr Term) - Phillip Alcorn, P.E.

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

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.9	Branch <b>Fort Worth</b>
	Date	10/02/20	Reported by Kimberly Cornett, PE, CFM
	Purpose	2020-2021 Board of Direction Meeting	


**BRANCH GOALS FOR 2020-2021**

- Provide Connection of Members to Section and Global Initiatives
- Provide Continue Education Opportunities to Members
- Engage new members by Increasing Social Media and Volunteer Opportunities (website?)
- Continue to support UTA and TSU Student Chapters

**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	2020-2021	DIRECTOR'S TERM	2019-2021
	<ul style="list-style-type: none"> <li>• Continue to Host Monthly Meetings via Zoom Until the 1<sup>st</sup> of the 2021 – Evaluate and continue per County and CDC Regulations - Limited to 3 hosts so looking to allow others to do announcements and such.</li> <li>• October Golf Tournament was cancelled due to COVID-19 concerns. We are considering charging for the meeting to use for scholarship fund for the two universities that we support. This is a joint meeting with ITE, so we have a larger crowd most of the time. We are limited by Zoom to 100.</li> <li>• Complete By-Law revisions for review and approval</li> <li>• Promote scholarships to students and hope to get more submittals</li> <li>• Evaluating a new website and email notification system</li> </ul>		
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.10	Branch <b>Houston</b>
	Date	10/2/20	Reported by Luis A. Gonzalez PE
	Purpose	2020-2021 Board of Direction Meeting	


**BRANCH GOALS FOR 2020-2021**

Adopt and Adapt Goals set for 2019-2020 (adapt for virtual platform)  
**Goal 1:** Increase interaction among members and guests at Branch events.  
**Goal 2:** Promote membership engagement and retention of students from the local ASCE student chapters.  
**Goal 3:** Improve communication with local elected officials to engage in a meaningful dialogue concerning civil engineering projects.  
**Goal 4:** Expand our community service involvement throughout the Greater Houston Area.

**QUESTIONS FOR BRANCH REPORT**

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

BRANCH REPORT	2020-2021	DIRECTOR'S TERM	2020 - 2022
<p>Goal 1:</p> <ul style="list-style-type: none"> <li>• Move meetings to be in person once safe.</li> <li>• Promote membership attendance at branch meeting with reduced member pricing.</li> <li>• Resume technical sessions on a virtual platform.</li> <li>• Host a virtual social not organized by the younger members.</li> <li>• Create ad-hoc committee to assist with virtual program planning.</li> </ul> <p>Goal 2:</p> <ul style="list-style-type: none"> <li>• Promote student participation by allowing to attend virtual meetings for free.</li> <li>• Highlight students who virtually attended branch meetings to attendees. Provide a list of student attendees with follow-up email and encourage members to connect on LinkedIn. (have not decided on this)</li> <li>• Email students from membership roster with details about branch meeting schedule and how to connect with ASCE Houston Chapter.</li> </ul> <p>Goal 3:</p> <ul style="list-style-type: none"> <li>• Encourage members to enroll as Key Contacts.</li> <li>• Once safe resume in person meetings with elected officials.</li> </ul> <p>Goal 4:</p> <ul style="list-style-type: none"> <li>• Create a page on website with links for places to volunteer.</li> <li>• Focus on K-12 outreach and reaching schools to virtually talk about civil engineering.</li> <li>• Resume in person volunteer activities once it is safe.</li> </ul>			
ITEMS FOR AGENDA	None.		

FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.11	Branch <b>Northeast Texas Branch</b>
	Date	10/2/20	Reported by David Stanley PE
	Purpose	2020-2021 Board of Direction Meeting	


**BRANCH GOALS FOR 2020-2021**

Our NET Branch goal for 20-21 is to utilize the current status of virtual meetings to consistently reach our Branch Members across our large area. We plan to continue to utilize a hybrid virtual/in-person meeting approach moving forward to increase engagement.

**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	2020-2021	DIRECTOR'S TERM	2020-2022
<p>We facilitated a meeting at both UT-Tyler and LeTourneau University (NET Branch Student Chapters) in which student involvement was exceptional. An additional technical presentation meeting was held in Tyler and Longview, but the financial investment of both events was not beneficial as only a small number of members attended.</p> <p>Daniel Story, incoming Branch President, has improved payment process via a PayPal account that allows credit card payments in person and the ability to send payment statements to those unable to pay at the meeting.</p> <p>Since the Pandemic, we have hosted just one virtual meeting, on a platform hosted by our presenter. Our October 2020 meeting is scheduled to be hosted virtually utilizing platforms available to our Branch Officers. We have discussed using a Region 6 Grant to purchase AV equipment to facilitate hybrid in-person/virtual meetings once COVID restrictions loosen. Our hope is that hybrid meetings will allow distant members to increase their involvement.</p> <p>We have a new Younger Member, Rowdy Dailey, who is passionate about increasing our Branch's Younger Member Group and getting more involved with our Texas Section YMGs.</p> <p>The Annual Clay Shoot fundraiser did not occur this year due to COVID. The Branch awarded two \$500 scholarships to a UT-Tyler and LeTourneau University student. Six applications were received which is a tremendous improvement from previous years.</p>			
ITEMS FOR AGENDA	None.		


FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.12	Branch Rio Grande Valley Branch
	Date	9/25/20	Reported by Jessica M. Maldonado, PE, PMP
	Purpose	Fall 2019-2020 Board of Direction Meeting	

<b>BRANCH GOALS FOR 2020-2021</b>
<p>We intend to get back on track and modify our role responsibilities as required to maintain branch operations and member engagement during this pandemic.</p> <p>The RGV branch intends to continue working with UTRGV student chapter aimed to increase students to take their FE exam prior to graduation by support university study sessions and competitions.</p> <p>Will resume monthly luncheons with technical speakers via virtual platform. We did not continue after March due to COVID.</p>

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

<b>BRANCH REPORT</b>	2019-2020	<b>DIRECTOR'S TERM</b>	2018-2020
<p><b>Softball Tournament</b> This year we decided to coordinate a large fundraiser to get students, our members and their co-workers involved. However the event was not finalized or scheduled due to COVID.</p> <p><b>Multi-Region Leadership Conference 2020</b> This year our Vice President, volunteered to participate in the 3 day Leadership Conference in Detroit.</p> <p><b>2020 Annual Christmas Party</b> Each year we accept nominations for Civil Engineer of the Year and Innovative Project of the Year. This year we recognized Randall Winston, PE (SWG Engineering, LLC.) for Civil Engineer of the Year and SWG Engineering, LLC. also was awarded Innovative Project of the Year. Our members had a great time ending the night with a game of Civil Engineering Loteria!</p> <p><b>E-Week Proclamations</b> This year we were able to have the City of Edinburg, Pharr and McAllen issue out Proclamations during E-Week that stated the importance of the civil engineering industry and our role as leaders to our community.</p>			
<b>ITEMS FOR AGENDA</b>	(for office use)		
None.			




FORM F-2	SECTION DIRECTOR REPORT		
	Agenda Item Number	7.14	Branch <b>Southeast Texas</b>
	Date	10/02/20	Reported by Liv Haselbach PhD, PE
	Purpose	Fall 2020 Board of Direction Meeting	

<b>BRANCH GOALS FOR 2020</b>
<ul style="list-style-type: none"> <li>• Help with Student Chapter Golf Tournament: rescheduled from April 4 to Aug 29 (Hurricane Laura) to Sept 19 to “date TBD.”</li> <li>• Help with concrete canoe (in whatever form that may take) and other Student Chapter activities.</li> <li>• Reactivating Lunch and Learns and technical tours when we can meet in groups again.</li> <li>• Some sort of officer installation when we can.</li> <li>• We have had to cancel the fall Welcome Back BBQ for Lamar students and the fall tailgate at Lamar.</li> <li>• A December holiday meeting if allowed.</li> <li>• Hopefully the annual Meet and Greet (ASCE and Lamar Students) in January 2021 and other regular activities for 2021 will be able to start again.</li> <li>• ASCE Texas webinars</li> </ul>

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

<b>BRANCH REPORT</b>	2019-2020	<b>DIRECTOR'S TERM</b>	2019-2021
<p>March 2020: Attendance at student symposium (Mark Mann is the ASCE Student Chapter Practitioner Advisor) Also final distribution of the remaining Dream Big videos to the regional schools.</p> <p>(April to date: Most activities including lunch and learns postponed due to COVID19.)</p> <p>Board meetings have continued, but most attend virtually (3/23, 4/24, 5/31, 7/16, 8/7)</p> <p>April 24, 2020 virtual attendance at Lamar Senior Design Capstone Presentations (Thank you!)</p> <p>May 31, 2020: Annual Crawfish Boil</p> <p>August 8, 2020: Annual picnic on Galveston Island</p>			
<b>ITEMS FOR AGENDA</b>	None.		

FORM F-2	OFFICER REPORT			
	Agenda Item Number	8.1	Item Title	Executive Director
	Date	10/2/20	Reported by	Lindsay A. O' Leary PE, CAE
	Purpose	2020-2021 Board of Direction Meeting		

SPECIAL	<b>Message for Incoming Board Members</b>		
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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)

REPORT	<b>Staffing and Office Space</b>		
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Please see the Office/Personnel Committee update within the President's Report regarding Section staff reviews and activities. Note two Section staff anniversaries: We celebrated Mike's 3-year anniversary in June 2020 and November 2020 will mark my 4-year anniversary.

The Section **office remains closed** due to the pandemic. Staff team members are working remotely from their respective homes and continue to be available by phone and email. Staff 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-December, in accordance with Austin and Travis County orders, and 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. In July we changed our contract website maintenance service provider from *Austin Web & Design* to *Alt Creative*. This transition has already led to a significant increase in service quality.

The staff team's plan to reorganize **server files** is on hold until CECON 2020 Virtual planning is completed. The goal of our server file re-organization is to streamline files and provide access to various Section leaders and committees via Microsoft SharePoint or similar. *The IT Guys* will continue helping us with this project.

The Section executed a 2-year lease renewal for the **office space** at 1524 S. IH-35, Suite #180, Austin, TX 78704. Our 5-year lease expires on September 30, 2020; the 2-year renewal will expire September 30, 2022. The office has been at this location since 2005 and although rent has increased annually, Past President Susan Roth assisted with negotiating the 2-year renewal to secure a minimal increase in rent and fees.

REPORT	<b>Communications and Marketing</b>		
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Earlier this year, our former *Communications Specialist* Bailey Pattison launched the new [CECON website](#), complete with rebranding that better associates "ASCE Texas" ownership with the "CECON" event.

To get a feel for what our members and readers are interested in online, please see the attached list of **top Texas Civil Engineer articles**, year to date, provided by Jennifer "Jenni" Peters, *Communications Specialist*. Jenni will provide a detailed **communications report** for our Spring 2021 Board meeting which will include website and social media analytics as well as a summary of email communications to membership.

REPORT	<b>Budget and Non Dues Revenue Streams</b>		
<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. The webinar revenue for <b>October 2019 through August 2020 is \$10.9k</b> (FY19-20 Target = \$10k).</li> <li>Non-dues revenue generated through our online <b>Career Center</b> was lower than anticipated this spring and summer. The online job board tends to do well when the Texas construction and engineering market is up. I anticipate this revenue stream may drop due to the current economic climate. <ul style="list-style-type: none"> <li>The Career Center generated <b>\$8.2k between October 2019 and August 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 sold <b>\$3.2k in digital ads between October 2019 and September 14, 2020</b> and are increasing our marketing efforts to promote this platform to potential advertisers.  The transition to digital ad sales is not feasible for our long-time advertising sales consultant, Lori Brix (<i>Silent Partners</i>). This summer, the staff team transferred advertising sales and solicitations to in-house. To view all digital advertising options available including the new online Business Directory, view our Media Kit at <a href="http://www.texasce.org/mediakit/">www.texasce.org/mediakit/</a>.</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 September 18, 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 2020 Virtual budget reflects an increase in the annual Section support fee, from \$20k to \$30k. This support fee was paid to the Section in August 2020. The budget for the virtual increase does not include an anticipated profit, however both the attendance and sponsorship/exhibitor goals are conservative. <b>With the right marketing, CECON 2020 Virtual has the potential to be very successful. Help us spread the word and invite your colleagues to join us November 4-6, 2020.</b></li> </ul> </li> </ol>			
REPORT	<b>Other activities</b>		
<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, Texas Contractor, Geoprofessional Business Association (GBA), Texas Hurricane Center, TWDB, TxDOT, and SEAoT.</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, Bob Stevens, and Tiffany Reed-Villarreal. This conference will be held in Houston.</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), Augustine Verrengia PE (Leadership Austin Emerge Program), and Sabrina Guerra (McAllen Independent School District).</li> <li>I serve as Chair of UT Austin's Civil, Architectural, and Environmental Engineering (CAEE) External Advisory Committee. I also serve on the Texas Contractor's Advisory Board.</li> </ul>			
ITEMS FOR AGENDA	None		



## **TCE Top 10 Articles**

**YTD 2020**

Total Site Page Views: **64,605**


TCE News Total Page Views: **10,448 (16.17%)**

*(Pageviews / Unique)*

- 1) [Lightweight Cellular Concrete](#) (1,311 / 1,162)
- 2) [Diaphragm Wall Construction](#) (576 / 512)
- 3) [I-10 Connect Project](#) (439 / 375)
- 4) [Austin Engineering Blitz 2019](#) (358 / 319)
- 5) [2020 Symposium Recap](#) (330 / 274)
- 6) [Turning Grey Infrastructure Green](#) (277 / 251)
- 7) [Trinity Railway Express Crossing the Trinity River](#) (272 / 247)
- 8) [Meet Tiffany Villareal PE, ENV SP, M. ASCE](#) (244 / 187)
- 9) [Were Wooden Pipes used in Texas?](#) (239 / 217)
- 10) [Galveston Bay's Wagon Bridge](#) (230 / 202)

Honorable Mention: [Section News](#) category home page (264 / 183)



FORM F-2	SECTION OFFICE REPORT			
	Agenda Item Number	8.2	Item Title	Operations
	Date	10/2/20	Reported by	Mike Sosa
	Purpose	2020-2021 Board of Direction Meeting		

REPORT	Annual Reports and Tax Returns		
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**Annual reports** will be collected by ASCE through an online form again in 2020. Branch Presidents and Section Directors will receive email notifications about annual reports from Mike Sosa and Nancy Berson at ASCE. **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 received on March 11<sup>th</sup>, this allotment is slightly greater than the anticipated amount of \$44,000 for 2020.

**Tax returns** for 2018 were due February 15, 2020. 14 of the 15 branches have submitted their 990 to the IRS or ASCE financial report form to ASCE as of May 18, 2020. The Fort Worth Branch is currently working on a late submittal.

The Texas Section's CPA, Ron Meyer, filed a request for an extension with the Internal Revenue Service (IRS) in January. Section leaders were able close out fiscal year accounting and the Section's CPA, Ron Meyer, drafted and submitted the Form 990 to the IRS on August 10, 2020. The draft was reviewed by Lindsay and subsequently provided to the Board for review. It was also provided to ASCE's Finance Department for their review and comment prior to submittal to the IRS.

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 15<sup>th</sup>).

REPORT	Conflict of Interest / Ethical & Fiduciary Obligation		
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Each board member will be asked to complete a **Conflict of Interest form** during the October 2<sup>nd</sup> Board meeting for their 2020-2021 term. See Ops Attachment 1. The Section office maintains these records.

Each board member is considered a Fiduciary of the association by the Internal Revenue Service (IRS). See the Executive Director's report for more information. This will also be discussed during the October 2<sup>nd</sup> Board meeting.

In addition, each member of ASCE is bound by the association's [Code of Ethics](#).

REPORT	Subsidiary Bylaws		
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Current Status (branch name – date of last bylaws approval – branch dues rate)

- Austin – 04/12/2018 - \$10
- Brazos – 03/05/2020 - \$10
- Caprock – 05/14/2011 - \$6
- Central Texas – 06/02/2001 - \$6
- Corpus Christi – *anticipated* 09/25/2020 - \$10
- Dallas – 11/07/2012 - \$10
- El Paso – 04/12/2018 - \$10
- Fort Worth – 04/20/2006 - \$10
- High Plains – 11/24/2003 - \$6
- Houston – 05/06/2019 - \$10
- Northeast Texas – 03/05/2020 - \$10
- Rio Grande Valley – 10/10/2000 - \$6
- San Antonio – 10/07/2010 - \$10

- Southeast Texas – 03/05/2020 - \$10
- West Texas – 04/12/2018 - \$10

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

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

ITEMS FOR AGENDA	Agenda Item 2.0 – Abbreviated Board Orientation Agenda Item 3.3 – Review COI form and disclose potential conflicts
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Discuss Conflict of Interest (COI) form and legal & fiduciary responsibilities of board members.



**AMERICAN SOCIETY OF CIVIL ENGINEERS | TEXAS SECTION**  
**CONFLICT OF INTEREST POLICY, ACKNOWLEDGEMENT AND DISCLOSURE FORM**

“A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)”

All officers, directors, members and employees of the Texas Section of the American Society of Civil Engineers, when acting on behalf of the Section, shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of the Texas Section or the Society.

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I have read and agree to abide by the above policy. To the best of my knowledge and belief, except as disclosed on this form, neither I nor any person with whom I have or have had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential Conflict of Interest or be contrary to the best interests of the Section or the Society. I agree immediately to disclose to the Section any potential Conflict of Interest that should arise hereafter.

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Officer/Director Signature

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Date

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Print Name

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ASCE Texas Section Title & Fiscal Year  
(ex. President, 2019-20)


Please identify any potential Conflicts of Interest here:

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FORM F-2	OFFICER REPORT			
	Agenda Item Number	8.3	Item Title	Trust Funds
	Date	10/2/20	Reported by	Lindsay A. O'Leary PE, CAE
	Purpose	2020-2021 Board of Direction Meeting		

REPORT	<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 and Larry Goldberg will become trustees starting in October (6-year terms). Trustees are still searching for replacement trustees for vacant and soon to be term limited trustee positions. Bud, Cres and Ron Lemons will be term limited and will be rotating off after 12 years.
- **Fund balance** as of August 28, 2020 = \$93,600 (June 30, 2020 = \$86,000)
- 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	<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 August 28, 2020 = \$333,300 (May 29, 2020 = \$307,000)
- **Fellowships:** Trustees plan to solicit applications for three (3) \$5,000 fellowship in 2021. Two (2) fellowships were awarded in 2019, following several years without awards, and 2 were originally planned for 2020. Due to a sudden and unexpected turnover in the trustee group, the current trustee group will need to convene and plan more consistent activities moving forward.
- **Tax Status:** Trustees are arranging for quarterly tax returns and payments, working with the Texas Section's CPA, Ron Meyer PLLC.
- **Annual Report:** The FY2019-2020 Report is in progress and will be provided to Executive Committee for their Winter 2020-2021 meeting.

REPORT	<b>J. Walter Porter Memorial Trust Fund</b>		Ron Lemons PE
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- **Trustees:** Ron Lemons PE (outgoing), Brett Pope PE, Ottis Foster PE, Natalie Guzman PE (incoming)
- **Fund balance** as of as of June 26, 2020 = \$68,340 (June 28, 2019 = \$70,780). The only expenditures during past 12 months were related to getting all past taxes up to date and paying accountant for assistance.
- **Fellowship Status:** Trustees plan to award a \$5,000 fellowship every other year and will not award a fellowship in 2020. One fellowship was awarded in 2019 and one will be awarded in 2021.
- **Tax Status:** All taxes are paid in full including the 2019 taxes.
- **Annual Report:** The FY2019-2020 Report to ASCE Texas Section Board of Direction is attached.
- **Additional Activities:** Trustees adopted an Operations Procedures document as a resource for future Trustees.

ITEMS FOR AGENDA	None.
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**Trustees**

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

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

**Background**

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

Texas Civil Engineering Foundation			
Financial Report 2019-2020			
<b>Total Funds carried forward from September 14, 2019 report:</b>			<b>\$88,740.51</b>
<b>Business Checking Account:</b>			
<b>Balance carried forward from September 14, 2019 report:</b>			<b>\$2,729.04</b>
<b>Monthly Transfer to Savings</b>			<b>-\$1,000.00</b>
<b>Expenses</b>			<b>-\$154.00</b>
<b>Revenue (not Presidents Fund Related)</b>			<b>\$1,500.00</b>
<b>Revenue (Presidents Fund Related)</b>			<b>\$0.00</b>
<b>Balance carried forward in Checking Account:</b>			<b>\$3,075.04</b>
<b>Business Savings Account:</b>			
<b>Balance carried forward from September 14, 2019 report:</b>			<b>\$3,750.43</b>
<b>Monthly Transfer from Checking</b>			<b>\$1,000.00</b>
<b>Interest Payments</b>			<b>\$0.78</b>
<b>Balance carried forward in Savings Account:</b>			<b>\$4,751.21</b>
<b>Presidents Fund (Edward Jones):</b>			
<b>Balance carried forward from September 14, 2019 report:</b>		as of Sept. 14, 2019	<b>\$82,261.04</b>
<b>Additional Deposits</b>			<b>\$0.00</b>
<b>Investment Gain / Loss</b>			<b>\$11,371.57</b>
<b>Balance carried forward in Presidents Fund:</b>		as of Aug. 28, 2020	<b>\$93,632.61</b>
<b>SUMMARY:</b>			
<b>1. Checking Account:</b>	<b>\$3,075.04</b>		
<b>2. Savings Account w/o PF:</b>	<b>\$4,751.21</b>		
<b>3. Presidents Fund (Edward Jones):</b>	<b>\$93,632.61</b>		
<b>Total Funds:</b>	<b>\$101,458.86</b>		

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



**Trustee Actions during Fiscal Year**

Continued developing options for collecting additional funds for the Endowment to meet the minimum investment t begin distributing a portion of the earnings in support of the Texas Section.

**Planned Future Actions**

Finalize adding additional trustees to replace term limited members.

**Requests for ASCE Texas Section Board of Direction**

Act on the attached resolution appointing Trustees and respective terms.

**Supplemental Information**



### Trustees

Ron Lemons, [rml@freese.com](mailto:rml@freese.com), 817.239.9981, (Term expires in 2020)

Brett Pope, [brett.pope@terracon.com](mailto:brett.pope@terracon.com), 512.368.0455, (Term expires in 2022)

Ottis Foster, [ofosterpe@gmail.com](mailto:ofosterpe@gmail.com), 254.733.6954, (Term expires in 2024)

### Background

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

### Financial Summary

Financial Institution:	Edward Jones
Beginning Balance	\$70,780.06 (balance on 6.28.19)
Current Balance	\$68,340.15 (balance on 6.26.20)
Rate of Return	-4.19% – 2020 year to date 9.97% - 2020 2nd quarter 2.86% - last 12 months
See Attached Financial Statement from Edward Jones	
Fellowship Award	No fellowship was awarded (see Planned Future Actions)

### Summary of Investments

Investments were moved to 70% stocks and 30% bonds in 5-star funds in 2018. This is more aggressive than normal but the Trustees felt that we needed to grow the fund. The Porter Fund investments shown on the attached Financial Statement now have 4-star or 5-star ratings. Trustees were pleased with investment returns. However, with the significant stock market decline in March 2020 linked to the Coronavirus pandemic, the Trustees discussed the investments with input from Edward D Jones advisor



Kelly Mahmoud in April. During the April assessment, the decline in stock value had resulted in about a 60% stock and 40% bond investment mix, which the Trustees concluded was more conservative and appropriate for this time of market uncertainty. The investment mix was subsequently left unchanged.

#### **Trustee Actions during Fiscal Year**

The only expenditures this fiscal year were related to getting all past taxes up to date and paying our accountant for assistance. The trustees developed Operations Prodecures, which are attached.

#### **Planned Future Actions**

The current plan is to be more aggressive with growth of the fund over the next few years and award a fellowship of about \$5,000 every other year. No fellowship was awarded in 2020. A fellowship was awarded in 2019 and the next fellowship is planned to be awarded in 2021. We did not have much fund growth in the last 12 months because of the recent stock market issues. The planned amount of future fellowships or frequency of award may need to be revisited depending upon the growth of the fund.

#### **Requests for ASCE Texas Section Board of Direction**

Trustee Lemons term expires in 2020. The Trustees request that the Texas Section Board of Direction name a replacement and recommend the replacement be from Houston or North Texas.

#### **Supplemental Information**

Porter Fund Statement thru June 26, 2020 is attached. Also, a copy of the Porter Fund Operations Procedures are attached.



RON LEMONS &  
DONALD E WILLHOUSE ET AL TTEES  
U/A DTD 12/01/1978  
J WALTER PORTER MEMORIAL FUND  
1524 S IH-35 SUITE 180  
AUSTIN TX 78704-2615

**Let's Stay in Touch**

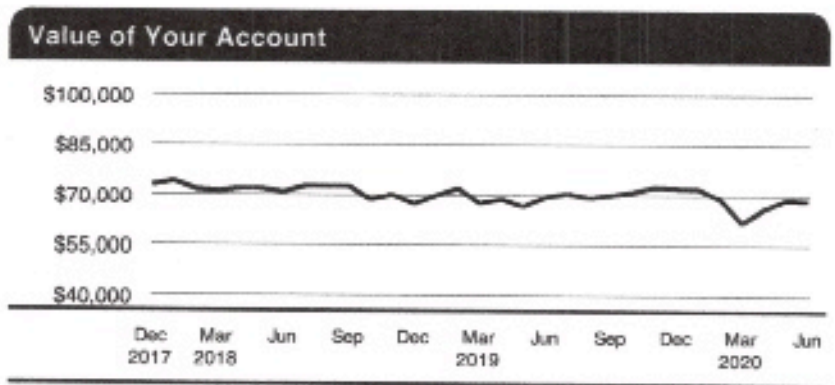
Your financial advisor and branch office administrator are committed to being available for you. When you can't meet in person, your financial advisor may conduct your appointment by web conference via your computer, tablet or mobile device. Secure messaging through Online Access and text messaging are also convenient ways to stay connected. Ask your Edward Jones team for more information.

**Living Trust - Select**

**Portfolio Objective - Account: Balanced Toward Growth**

Your Select Account Client Profile - Please see the end of this statement to review your Client Profile, which reflects your current financial information, investment time horizon and risk tolerance.

Account Value	
<b>\$68,340.15</b>	
1 Month Ago	\$68,707.26
1 Year Ago	\$69,563.24
3 Years Ago	\$0.00
5 Years Ago	\$0.00



Value Summary		
	This Period	This Year
Beginning Value	\$65,972.77	\$72,200.07
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	-854.70
Fees and Charges	0.00	0.00
Change in Value	2,367.38	-3,005.22
<b>Ending Value</b>	<b>\$68,340.15</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide).



**Rate of Return**

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	9.97%	-4.19%	2.86%	---	---

**Your Personal Rate of Return:** Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan.1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit [www.edwardjones.com/rateofreturn](http://www.edwardjones.com/rateofreturn).

**Asset Details (as of Jun 26, 2020)**

additional details at [www.edwardjones.com/access](http://www.edwardjones.com/access)

**Assets Held At Edward Jones**

				Balance
Cash				\$3,736.36
<b>Mutual Funds</b>	<b>Price</b>	<b>Quantity</b>	<b>Value</b>	<b>Rate of Return*</b>
American Balanced C	27.24	953.471	25,972.55	5.98%
Hartford Balanced Income C	13.97	1,814.224	25,344.71	4.60%
Hartford Core Equity C	29.49	307.192	9,059.09	6.96%
MFS INTL Diversification C	19.03	222.146	4,227.44	-6.06%
<b>Total Account Value</b>			<b>\$68,340.15</b>	



**Asset Details (continued)**

\*Your Rate of Return for each individual asset above is as of June 26, 2020. Returns greater than 12 months are annualized.

Your Rate of Return in the Asset Details section above measures the investment performance of each of your individual assets. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing your Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit [www.edwardjones.com/performance](http://www.edwardjones.com/performance)

**Summary of Other Products and Services**

Loans and Credit	Account Number	Balance	Approved Credit	Available Credit	Interest Rate
Amount of money you can borrow for J Walter Porter Memorial Fund	613-25016-1-7	\$0.00	\$32,301*	\$32,301	6.00%

\* Your approved credit is not a commitment to loan funds. It is based on the value of your investment account which could change daily. The amount you may be eligible to borrow may differ from your approved credit. Borrowing against securities has its risks and is not appropriate for everyone. If the value of your collateral declines, you may be required to deposit cash or additional securities, or the securities in your account may be sold to meet the margin call. A minimum account value is required if you have loan features on your account. Your interest will begin to accrue from the date of the loan and be charged to the account. Your interest rate will vary depending on the assets under care of your Edward Jones Pricing Group. For more information on how your interest rate is calculated, contact your financial advisor or please visit: [www.edwardjones.com/disclosures/marginloans](http://www.edwardjones.com/disclosures/marginloans)

**Investment and Other Activity by Date**

Date	Description	Quantity	Amount
6/16	Long Term Capital Gain on American Balanced C on 953.471 Shares @ 0.137		\$131.10
6/16	Dividend on American Balanced C on 953.471 Shares @ 0.052		49.87
6/16	Short Term Capital Gain on American Balanced C on 953.471 Shares @ 0.009		9.06



## Select Account Client Profile

This Client Profile reflects your current financial information, investment time horizon and risk tolerance. This information helps Edward Jones recommend an appropriate Portfolio Objective for your account. The Client Profile also provides you with important disclosure information regarding your Select Account.

No action is required at this time. However, after reviewing the information below, you may want to consider discussing it with your financial advisor. The information below is effective as of June 19, 2020.

**Net Worth: This information is on file for your account. Contact your financial advisor for details.**

Assets minus liabilities but excluding the value of your primary residence.

### Accumulation Years: 26+ Years

The time frame until you expect to need the funds (e.g., years until your retirement begins). Depending on your account type, certain limitations to this time frame may apply.

### Distribution Years: > 20 years

The time frame over which you expect to distribute the funds (e.g., years in retirement). Depending on your account type, certain limitations to this time frame may apply.

### Your Risk Tolerance: Medium

Risk tolerance describes your comfort level with investment risk and the potential for declines in portfolio value in exchange for higher potential returns. For example, if your risk tolerance is high, you may be more comfortable with the potential for significant declines in value to potentially achieve higher investment returns. For joint accounts, contact your financial advisor for information regarding the applicable risk tolerances for each owner.

### Understanding Your Portfolio Objective

When investing for your long-term financial goals in the Select Account, the combination of your risk tolerance, accumulation years and distribution years results in a recommended Portfolio Objective for your account. Based on your individual circumstances, there may be situations when alternative Portfolio Objectives are available to you, in addition to the specific Portfolio Objective recommended by Edward Jones.

### Account Portfolio Objective: Balanced Toward Growth

Your Portfolio Objective gives you and your financial advisor overall guidance on how to invest your assets to achieve your goal. If your account is assigned to a goal with Edward Jones, your Portfolio Objective for this account may differ from the goal Portfolio Objective based on other accounts and assets you have designated for that goal.

### Important Information About Your Account

You have selected an alternative account Portfolio Objective that is more conservative than the recommended Portfolio Objective. The recommended Portfolio Objective was based upon your risk tolerance and investment time horizon. This alternative Portfolio Objective has a higher allocation to fixed-income securities than the recommended Portfolio Objective. While the alternative Portfolio Objective is likely to experience less volatility and less potential for losses than the recommended Portfolio Objective, the alternative Portfolio Objective is also likely to generate less potential return over time. It is important to understand that Edward Jones' investment recommendations will be made based on your selected Portfolio Objective for this account, not our recommended Portfolio Objective.





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**About Edward Jones**

Edward D. Jones & Co., L.P., is dually registered with the Securities and Exchange Commission (SEC) as a broker-dealer and an investment adviser. Edward Jones is also a member of Financial Industry Regulatory Authority (FINRA).

**Statement of Financial Condition** — Edward Jones' Statement of Financial Condition is available at [www.edwardjones.com/about/financial-reports.html](http://www.edwardjones.com/about/financial-reports.html), your local office or by mail upon written request.

**About Your Account**

**Account Information** — Your account agreement(s) contain the conditions that govern your account. Contact your financial advisor if you have any changes to your financial situation, contact information or investment objectives.

**Account Accuracy** — If you believe there are errors on your account, promptly notify your financial advisor or Client Relations. To further protect your rights, including rights under the Securities Investor Protection Act (SIPA), re-confirm any oral communication by sending us a letter within 30 days. If you think there is an error with, or you have a question about, your electronic transfers, contact Client Relations.

**Complaints about Your Account** — If you have a complaint, call Client Relations or send a letter to Edward Jones, Attn: Complaints Investigations, 12555 Manchester Rd., St. Louis, MO 63131.

**Pricing** — For the most current prices of your investments, contact your financial advisor or visit Online Access. While we believe our pricing information is reliable, some information is provided by third parties and we cannot guarantee its accuracy.

**Systematic and Money Market Transactions** — Additional transaction details may be available upon written request to Edward Jones, Attn: Trade Operations Dept.

**Fair Market Value for Individual Retirement Accounts** — Your account's fair market value as of Dec. 31 will be reported to the Internal Revenue Service (IRS) as required by law.

**Withholding on Distributions or Withdrawals** — Federal law requires Edward Jones to withhold income tax on distribution(s) from your retirement accounts and other plans, unless you elect not to have withholding apply by completing the appropriate form and returning it to the address specified on the form. Your election will remain in effect until you change or revoke it by completing and returning a new form. If you elect not to have withholding or do not have enough income tax withheld from your distributions, or if payments of estimated taxes are not sufficient, you may be responsible for payments of estimated taxes and/or incur penalties as a result. State withholding, if applicable, is subject to the state's withholding requirements.

**Fees and Charges** — The "Fees and Charges" amount shown in your Value Summary includes the following:

- Account fees (e.g., advisory program asset-based fees and retirement account fees);
- Fees and charges for services (e.g., check reorders and wire transfers); and
- Margin loan interest

This amount does not include transaction-based fees and charges on the purchase or sale of a security or other product (e.g., systematic investing fees, commissions, sales charges, and markups/markdowns). These fees and charges are shown in the activity section(s) of your statement or on your trade confirmations. For more information, contact your financial advisor.

**Rights to Your Money Market Fund, Bank Deposit and Free Credit Balances** — The uninvested cash in your account ("Free Credit Balance") is payable on demand. You may instruct us to liquidate your Insured Bank Deposit or Money Market fund balance(s). We will disburse the proceeds to you or place them in your accounts. Your instructions must be made during normal business hours and are subject to the terms and conditions of the account agreement(s).

You can find important disclosures and other information relating to your account(s) at [edwardjones.com/disclosures](http://edwardjones.com/disclosures).

**CONTACT INFORMATION**

Client Relations		Online Access	Other Contacts
Toll Free Phone 800-441-2357	Monday – Friday 7 a.m. – 7 p.m. CT	Online Account Access <a href="http://edwardjones.com/access">edwardjones.com/access</a>	Edward Jones Personal MasterCard® 866-874-6711
201 Progress Parkway Maryland Heights, MO 63043		Edward Jones Online Support 800-441-5203	Edward Jones Business MasterCard® 866-874-6712
			Edward Jones VISA Debit Card 888-289-6636

S1EDJ001 Rev 06/19

# ASCE Texas Section

# **PORTER FUND**

## **OPERATIONS PROCEDURES**

Revision Date – April 4, 2020

- **Contents**

- Timeline for Activities
- Trustees
- Fellowship Award
- Annual Meeting of Trustees
- Annual Report
- Tax Returns
- Investments
- Appendix
  - Trust Agreement Of J. Walter Porter Memorial Fund
  - Announcement and Application – J. Walter Porter Fellowship
  - Template - Porter Fund – Application Judging
  - Sample Annual Report
  - Past Porter Trustees

- **Timeline for Activities**

- October
  - The most senior member of Trustees calls an annual meeting - officers are elected, the last annual report is reviewed, investments and financials are discussed, plans for Porter Fund activities for the next year are discussed, and a decision is made about giving a fellowship the following year. If a fellowship is to be given, the schedule in the following Fellowship Award section will be used.
- November
  - Chair schedules Trustee meeting

- The Secretary-Treasurer will coordinate the inclusion of the financial advisor to discuss investments and financials.
  - Vice Chair establishes a calendar for awarding a fellowship including solicitation request, judging and awarding. Vice Chair will run the entire fellowship process including calling and chairing all required meetings.
- January
    - Secretary-Treasurer will make contact with the Texas Section accountant and establish a timeline for filing all tax forms. Secretary-Treasurer will run the entire tax filing process including calling and chairing all required meetings.
- July
    - Chair will prepare annual report using the form required by the Texas Section. It will be submitted to the Trustees for review before submitting to the Texas Section by August 15.

## • Trustees

- The Trustees shall be appointed by the Texas Section Board of Directors.
- Normally the Trustees will be appointed to a 6-year term and may be reappointed.
- The terms of the Trustees will be staggered and, ideally, a new Trustee will be appointed in every even numbered year to maintain staggered terms.
- In the Summer of even numbered years, the Trustees will make recommendations to the Texas Section Board of Directors about the qualifications of the Trustee that the Board will appoint at the Fall meeting. The Trustees will not recommend individual candidates, just recommended qualifications. Trustees should be from different branches and if possible, should represent different geographic regions of the state. They should also represent different technical expertise.
- Normally, the Trustee with the longest tenure will be chair, the next longest tenured Trustee will be vice-chair and the Trustee with the least tenure will be secretary-treasurer.
- The most senior member of Trustees calls an annual meeting in October. Officers are elected, the last annual report is reviewed, investments and financials are discussed, plans for Porter Fund activities for the next year are discussed, and a decision is made about giving a fellowship the following year.
- The chair will be responsible for the overall activities of the Trustees and will call and preside at all meeting except as noted otherwise.

- The vice-chair will be responsible for the process of soliciting fellowship applicants and judging the applicants. The Vice-Chair will call and chair all required meeting concerning the award of a fellowship.
- The secretary-treasurer will be responsible for overseeing the Funds financials including working with the investors and coordinating the annual tax statements with the accountants. The Secretary-Treasurer will call and chair all meetings concerning financials and taxes.

## ● Fellowship Award

- A fellowship award should be advertised at a minimum of every 2 years for an amount decided on by the trustees depending on the performance of the trust fund.
- Prior to advertisement, trustees should obtain the latest copy of student chapter contacts from the Texas Section.
- The Fellowship Announcement and Application (See Appendix) should be updated and submitted to the student chapters, advertised on the Texas Section website, newsletter, and social media pages.
- Applications should be judged based on the following criteria, which can be modified by the Trustees as deemed appropriate. However, the criteria in the trust agreement of the J. Walter Porter Fund (see Appendix) must be included.

Criteria	Max Pts
TEXASCE Member	10
Texas Based Research	10
Program Study / Research	20
Educational Background	20
Work Experience	20
Recommendations	20

- Trustees should grade applications individually then discuss as a group until a consensus is made.
- Payment should be made to the school's appropriate Office of Scholarships on behalf of the awarded student.
- As a stipulation of receiving the scholarship, the awarded student is required to make a commitment to attend the annual ASCE Texas meeting (currently the ASCE Texas CECON) to present their research and be recognized at the awards banquet.
  - CECON Registration and travel expenses may be considered at the trustees' discretion.
  - The Trustees shall coordinate with CECON or the appropriate Conference organizer to schedule the presentation by the awarded student.
- The following schedule should be considered:
  - Oct/Nov – Trustee decision on fellowship award and corresponding amount
  - Nov/Dec – Obtain student chapter contacts and send Fellowship Announcement
  - Jan/Feb – Send Fellowship reminder to student chapter contacts
  - Mid Feb – Application Due

- Early Mar – Evaluate and select award winner
- Sept – Recognize Award winner at CECON Awards Banquet

## ● Annual Meeting of Trustees

- The Trustees will hold an annual meeting not later than October of each year (if possible at the ASCE Texas annual meeting, currently the ASCE Texas CECON). The meeting can be held in person, by video, or by telephone. The meeting will be called by the most senior Trustee. The agenda will include:
  - Election of Trustee Officers for the next year - Chair, Vice-Chair, and Secretary-Treasurer
  - Review the last annual report
  - Review of investments and funds financials
  - Develop plans for Porter Fund activities for the following year
  - Decision about awarding a fellowship in the following year
  - Other business

## ● Annual Report

- The Chair shall prepare an annual report to submit to the ASCE Texas Section in July of each year.
- The report shall be submitted on the form required by the ASCE Texas Section and shall include other supplemental information requested by ASCE Texas Section.
- The report shall be reviewed by the other Trustees.
- The report shall be submitted to the Texas Section in August.
- A sample report is included in the Appendix.

## ● Tax Returns and Payments

- The Secretary-Treasurer is responsible for the timely preparation and filing of tax returns.
  - In the absence of a Secretary-Treasurer, or non-performance of this task, the Vice-Chair shall be responsible, and then the Chair.
  - However, this duty may be assigned to or assumed by another Trustee if so directed by the Chair or mutually agreed to by the Trustees.

- Tax returns should be filed by the end of February for the previous year, but by no later than April 15.
- A certified public accountant should be retained each year to prepare and file the tax returns, unless mutually agreed to otherwise by the Trustees in a Trustee meeting duly recorded.
- The Secretary-Treasurer shall make sure that quarterly payments to the IRS are accomplished as required, and that other payments due to the IRS are also made accordingly.
  - Normally, the investment firm holding the Porter Funds will arrange for paying taxes or other obligations assumed by the Fund by freeing funds from the investments.
  - Decisions about how funds will be freed for such purpose from the Fund may be made by the Investment Firm in consultation with and consent from the Trustees.
  - The Secretary-Treasurer may represent the Trustees in communications with the Investment Firm, but shall include the Trustees in related email or other documented communications.
- The Secretary-Treasurer is responsible for assuring that invoices or other monetary obligations incurred by the Fund are promptly and appropriately paid. Payments made by the fund shall occur only with full knowledge and agreement of the Trustees as indicated by email or other documented communications.
- Changes to this protocol may be made by mutual agreement of the Trustees as indicated by email or other documented communications, and the Executive Director and or President of the Texas Section ASCE shall be made aware of such changes by email or other documented communication.
- The Secretary-Treasurer should keep the Trustees, and the Executive Director of the Texas Section of ASCE, fully aware of tax and other financial information that is important to their duties and responsibilities relative to the Porter Fund.

## ● Investments

- The funds shall be kept by an investment firm agreed to by the Trustees.
  - Trustees should disclose a conflict of interest if recommending an investment firm to which they may be associated for reasons other than the investment firm's reputation.
- Trustees shall meet (in this document, meetings may be held electronically or in person) and discuss at least yearly the investments of the Fund, preferably by March 1, and additionally within 3 months of a new Trustee joining the Board.
  - It may be prudent and beneficial for a representative from the investment firm to attend the meeting.
- The Secretary-Treasurer should meet semi-annually with the Investment Firm for advice regarding wise stewardship of the funds and should relay pertinent information to the Trustees for their consideration.

- The Fund should invest in funds as recommended or agreed to as appropriate by a reputable representative of the Investment Firm, unless the Trustees mutually agree by email or other documented communications otherwise. Trustees are encouraged to recommend investment funds for consideration by the Trustees and the Investment Firm.
- To preserve the Fund for future generations, the Fund should grow yearly at least at the federally-posted rate of inflation, and funds should not be dispersed for scholarships or other approved purposes, except for the payment of duly-incurred debts, unless the increase is greater than the rate of inflation.
- The Secretary-Treasurer should keep the Trustees, and the Executive Director of the Texas Section of ASCE, fully aware of investment and other financial information that is important to their duties and responsibilities relative to the Porter Fund.



**TRUST AGREEMENT  
J. WALTER PORTER MEMORIAL FUND**

Applications for the Porter Fellowship will be received by the Trustees when the income from the endowment fund will provide a significant monetary award during the tenure of the fellowship, and the fellowship shall be awarded only when Trustees determine that sufficient funds are available and that there is a sufficiently deserving candidate. The stipend of the Porter Fellowship shall be a gift to the recipient and need not be repaid. Each recipient shall file a short formal report with the Trustees at the conclusion of his tenure on the accomplishments of the objectives of his program of study and/or research, present a paper at a regular meeting of the Texas Section on the results of the study and research, and fulfill any other requirements which the Trustees may hereafter establish.

III.

The property to constitute this Trust Fund shall consist of the investment securities given the Texas Section by Mrs. J. W. Porter for the purpose of establishing the J. WALTER PORTER MEMORIAL FUND and such other funds and property as may be from time to time transferred to the Trustees by the Texas Section, or by any person, firm or corporation, and be accepted by the Trustees.

IV.

The Trust shall be administered by three (3) or more Trustees, each to be appointed to a six (6) year term by the Board of Directors of the Texas Section, with the understanding that both engineering education and engineering practice shall be represented. The terms of the Trustees shall be staggered so as to provide continuity in the administration of the Trust. The Trustees shall elect the Chairman and the Secretary-Treasurer for the Trust.

Each Trustee shall serve until he resigns or is removed as Trustee or as a member of the Texas Section, or until his successor is elected by the Board of Directors of the Texas Section at the end of his term. A Trustee may be elected for as many successive terms as the Board of Directors of the Texas Section deems advisable.

**TRUST AGREEMENT  
J. WALTER PORTER MEMORIAL FUND**

The Trustees shall administer the Trust and make such rules and regulations as they deem advisable and proper. The decisions of the Trustees shall be final and binding on all parties. A majority of the Trustees shall constitute a quorum and a decision by a majority of the Trustees present, in person or by proxy, at any meeting where there is a quorum shall be and constitute an exercise of the trust powers and discretions conferred upon the Trustees, and the decisions and acts of such majority shall constitute and be taken as the decisions and acts of all of the Trustees. Meetings of the Trustees may be held whenever notice has been given to all of the Trustees, or such notice has been waived. Any member of the Trustees may vote at any meeting by proxy as well as personally, and shall be considered present at the meeting if such proxy is received, but such proxy must clearly state the matters for which the proxy is given and the vote which the Trustee desires to cast.

Should the Board of Directors of the Texas Section ever deem it advisable, they shall have the power to appoint a bank with trust powers to act as Trustee of this Trust Fund in place of, or in addition to, the individual trustees.

V.

The Trustees, except as hereinafter limited, shall have the power and authority to distribute the income from the Trust Fund from time to time for the purposes hereinbefore set forth, in such amounts and at such times as they may deem advisable and proper. Any income not so distributed may be accumulated and added to the principal of the Trust Fund until such time as the Trustees determine it should be distributed. The Trustees shall also have the power and authority to distribute such portions of the principal of the Trust Fund for the purposes hereinbefore set forth, if the Trustees determine that this is necessary, but this shall only be under unusual circumstances.

The Trustees shall continue to hold the property constituting this Trust until it is terminated, as provided in Article X. Should the Trustees ever

**TRUST AGREEMENT  
J. WALTER PORTER MEMORIAL FUND**

determine that the original purposes of the Trust can no longer be achieved, then the Trustees may authorize and direct the trust funds to be used for such charitable, religious, scientific, literary or educational purposes as the Trustees may deem compatible with the original Trust purposes, and the Trust shall continue to exist for such new purposes.

**VI.**

During the term of this Trust, the Trustees shall have all of the rights and powers given trustees under the Texas Trust Act as the same exists at the date of this instrument, regardless of subsequent repeal or amendment of such Act, and all rights and powers hereinafter granted to trustees under any amendment to the Texas Trust Act, insofar as such rights and powers are not inconsistent herewith, and in addition are empowered:

(A) To retain as part of the principal of this Trust any investment or properties in the same form as received, but with full authority to change and vary the form of any investment from time to time and to sell, lease, transfer, exchange, partition, convey or otherwise dispose of any trust property on such terms as the Trustees may deem best, and such investments or disposition of property shall not be limited to those which are permitted under the Texas Trust Act;

(B) To collect all monies accruing to this Trust, to invest and reinvest all principal and undistributed income in such savings accounts, stock, bonds, notes, common trust funds, leases or other property, real or personal, as Trustees may deem best to yield as high a rate of interest as is consistent with reasonable security of principal, but without limitation to investments permitted under the Texas Trust Act;

(C) To cause to be registered in the name of the Trustees, as such Trustees, or in the name of the Trust Fund, any savings accounts, stocks, bonds and/or other securities from time to time held in trust, and to vote in person or by proxy any such

**TRUST AGREEMENT  
J. WALTER PORTER MEMORIAL FUND**

stock or securities; and

(D) To execute, acknowledge and deliver any and all documents necessary or proper to carry out the purposes of this Trust.

The Trustees shall not be responsible for any loss arising out of any investments made by them in the exercise of their judgment and discretion, and shall not be liable for bad judgment or the loss in or depreciation of any investment, but shall be liable only for their own defalcations. No bond or other security shall be required of any Trustee, unless specifically required by the Board of Directors of the Texas Section.

**VII.**

No individual member of the Texas Section shall receive any fee for his services as Trustee, but he shall be entitled to reimbursement for any expenses incurred by him in the administration of this Trust Fund. The Trustees shall have power and authority to incur any expenses which they may consider necessary and proper for the proper administration of this Trust, and such expenses shall be paid out of the Trust Fund. If the Board of Directors of the Texas Section determine that a bank or persons with special qualifications should be appointed as Trustee or Trustees, the Board of Directors may fix the compensation of such Trustee or Trustees.

**VIII.**

The Secretary-Treasurer of this Trust shall prepare an annual report of the administration of this Trust which shall be approved by the Trustees and submitted to the annual meeting of the Texas Section.

**IX.**

If it is ever determined by the Trustees or the Board of Directors of the Texas Section that the purposes for which this Trust is created can be better served by a non-profit corporation, then, upon the proper incorporation proceedings having been completed, the Trustees shall transfer and deliver to such non-profit corporation all of the property and assets of this Trust Fund.

**X.**

This Trust shall not be terminated unless the Trust funds are

**TRUST AGREEMENT  
J. WALTER PORTER MEMORIAL FUND**

exhausted, or a non-profit corporation is formed to fulfill the purposes of this Trust as provided above, or the Board of Directors of the Texas Section deems it necessary and advisable to terminate the Trust. If there are any assets remaining in the Trust Fund upon such termination, such assets shall be distributed exclusively for charitable, religious, scientific, literary, or educational purposes, as the Board of Directors of the Texas Section, in its discretion, shall determine.

XI.

The administration of this Trust Fund shall be conducted in accordance with provisions of the Internal Revenue Code and its regulations regarding exempt organizations.

XII.

This Trust Agreement may be altered or amended at any time and from time to time by a written instrument signed by the then Trustees, after approval of a majority of the Trustees.

IN WITNESS WHEREOF, this Agreement has been executed by the President and Executive Secretary of the Texas Section, A.S.C.E.

  
JOSE J. CORREA  
PRESIDENT

  
ROBERT D. TURPIN  
EXECUTIVE SECRETARY

## ANNOUNCEMENT

### J. WALTER PORTER FELLOWSHIP 2018-2019

#### TEXAS SECTION AMERICAN SOCIETY OF CIVIL ENGINEERS

The J. Walter Porter Memorial Fund was established in 1978 to finance **periodic fellowships for graduate study and/or research in Water Resources Engineering** to individuals who demonstrate outstanding ability and promise of excellence in engineering.

A stipend of \$5,000 associated with the Fellowship shall be considered as a gift to the recipient. **The recipient shall be a member of Texas Section, ASCE at the time of application, and the graduate study and/or research must be done in Texas.** Other obligations include filing a short formal report with the Trustees at the conclusion of the academic year, and preparing a paper on the results of the study and/or research for possible presentation at the 2019 Texas Civil Engineering Conference (CECON).

One Fellowship will be awarded this year. Applications should be received by the Secretary-Treasurer of the Trustees by February 15, 2019 and should include the following information (see attached outline):

1. Description and objectives of program study and/or research.
2. Educational background.
3. Work experience.
4. Two letters of recommendation by persons familiar with the applicant's educational and professional background, and the applicant's potential to benefit from the program. These two letters should be sent electronically to the Secretary-Treasurer of the Trustees.

[porterfellowship@texasce.org](mailto:porterfellowship@texasce.org)  
J. WALTER PORTER MEMORIAL FUND TRUSTEES  
Ron Lemons, PE, M.ASCE, Trustee  
Donald E. Willhouse, P.E., F.ASCE, Trustee  
Brett Pope, PE, M.ASCE, Secretary-Treasurer

**ANNOUNCEMENT AND APPLICATION  
J. WALTER PORTER FELLOWSHIP**



**Application  
J. Walter Porter Fellowship**

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**PERSONAL INFORMATION**

Applicant Name

Current Address

City  State  ZIP

Home Phone  Cell Phone

E-mail

Permanent Address

City  State  ZIP

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**EDUCATION AND PROFESSIONAL MEMBERSHIP**

University/College Attended	Graduated	Date	Diploma/Degree
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>

NOTE: A transcript may be requested by the selection committee.

ASCE Member?  Yes  No      Texas Section?  Yes  No

NOTE: You may verify your membership status with the Texas Section, ASCE office at (512) 472-8905.



**ANNOUNCEMENT AND APPLICATION  
J. WALTER PORTER FELLOWSHIP**

Applicant Name

Page 2

DESCRIPTION AND OBJECTIVES OF STUDY AND/OR RESEARCH





**ANNOUNCEMENT AND APPLICATION  
J. WALTER PORTER FELLOWSHIP**

Applicant Name

Page 3

**EXPERIENCE**

Provide employment history, beginning with the most recent.

Organization Name

Dates  From  To

Address  City  State  ZIP

Supervisor  (Name and Title)

Duties

Organization Name

Dates  From  To

Address  City  State  ZIP

Supervisor  (Name and Title)

Duties

Organization Name

Dates  From  To

Address  City  State  ZIP

Supervisor  (Name and Title)

Duties



**ANNOUNCEMENT AND APPLICATION  
J. WALTER PORTER FELLOWSHIP**

Applicant Name

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**ADDITIONAL INFORMATION**

NOTE: You may attach your resume or other information, if desired

**RECOMMENDATIONS**

Submit two (2) letters of recommendation from professors or others acquainted with your previous work that provide:

- 1) Educational/Professional Background
- 2) Potential to benefit from this Fellowship

Please have these letters submitted directly to the e-mail below with your name in the subject line of the e-mail.

**SUBMITTAL**

All applications, supporting material(s) and recommendations should be submitted to the

Secretary-Treasurer by  
February 15, 2019 at:

***PorterFellowship@tcasrc.org***



# 2019 - Porter Fund - Application Judging

## Trustee - Lemons

Criteria	Max Pts												
TEXASCE Member	10	10	10	10	10	10	10	10	10	10	10	10	10
Texas Based Research	10	10	10	10	10	10	10	10	10	10	10	10	10
Program Study / Research	20	18	15	20	20	20	20	20	20	20	20	20	18
Educational Background	20	15	18	20	20	18	18	15	18	18	18	18	18
Work Experience	20	10	20	15	20	20	20	20	18	18	18	15	14
Recommendations	20	20	15	15	18	18	18	15	18	18	18	15	15
Score	100	83	88	90	96	75	94	88	94	88	85	85	85
Rank		7	4	3	1	8	2	4	2	4	6	6	6

## Result Summary

Lemons	83	88	90	96	75	94	88	94	88	85
	7	4	3	1	8	2	4	2	4	6
Pope	76	96	98	94	73	98	92	98	92	93
	7	3	1	4	8	1	5	1	5	6
Willhouse	30	90	78	100	70	75	95	75	95	80
	8	3	5	1	7	6	2	6	2	4
Score Avg	63.0	91.3	88.7	96.7	72.7	89.0	91.7	89.0	91.7	86.0
Rank by Score Avg	8	3	5	1	7	4	2	4	2	6
Rank Avg	7.3	3.3	3.0	2.0	7.7	3.0	3.7	3.0	3.7	5.3
Rank by Rank Avg	7	4	2	1	8	2	5	2	5	6

# SAMPLE ANNUAL REPORT



American Society of Civil Engineers | Texas Section  
2019 Annual Report – J. Walter Porter Memorial Trust Fund

## Trustees

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

Ron Lemons, [rmil@freese.com](mailto:rmil@freese.com), 817.239.9981, (Term expires in 2020)

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

## Background

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

## Financial Summary

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

## Summary of Investments

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

## Trustee Actions during Fiscal Year

The Trustees awarded a \$5,000 fellowship.

## SAMPLE ANNUAL REPORT



American Society of Civil Engineers | Texas Section  
2019 Annual Report – J. Walter Porter Memorial Trust Fund

### Planned Future Actions

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

### Requests for ASCE Texas Section Board of Direction

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

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

### Supplemental Information

Porter Fund Statement thru June 28, 2019 is attached.

# Past Porter Trustees

Name	Term of Service
C. Clayton Yeager PE	1996-2002
Steven L. Johnson PE	1998-2004
James E. Caffey PhD PE	2000-2006
T. Anthony Reid PE	2002-2008
Roberto Martinez PE	2004-2010
W. Terry Winn Jr PE	2006-2012
Vernon A. Wuensche PE	2007-2013
Daniel B. Hartman PE	2008-2014
Carol E. Haddock PE	2010-2018
Donald E. Willhouse PE	2012-2019
Ronnie M. Lemons PE	2014-2020
Brett A. Pope PE	2018-2022
Ottis C. Foster PE	2019-2024