



FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.1	Item Title	President
	Date	1/26/24	Reported by	Kimberly Cornett PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>The transition from President Attanasio to President Cornett occurred.</p> <p>Executive Director & Present – Bi-Weekly Hot Topics meetings started November 9th and will continue</p> <p>Appointed Residential Foundational Committee as a Task Committee and vote was approved.</p> <p>Will attend MRLC in Kansas City to participate and received Section awards that the Texas Section Earned.</p> <p>Outstanding Section/Branch for Very Large Sections and Outstanding Section website.</p> <p>Completed Holiday Message from the President and one additional message for the TCE</p>

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

COMMITTEE	Branch/Section Relations Committee (Standing)	CHAIR	Patrick Williams PE Travis Barnett PE
<p>Meetings regarding potential merging of Western Branches (High Plains, Caprock, and West Texas) occurred once this past fiscal year thus far (two times overall), with regular discussions and action items to continue. Next meeting TBD.</p> <p>--- Virtual One-On-One Meetings (separate and in addition to K. Cornett-run Meetings with all Branches invited) with P. Williams/T. Barnett and each Branch will be strived for within the first three months of calendar year 2024. Discussions to include goals, challenges, and new ideas / innovation on attraction/retention. Texas Section Membership Chairs could add value in attending these meetings as well.</p> <p>--- Use ASCE Strategic Plan and ‘Outstanding Branch Award Application Criteria’ as examples of guides for categories each branch can strengthen year over year.</p>			
COMMITTEE	Office and Personnel Committee (Standing)	CHAIR	Kimberly Cornett PE
<p>Met with Executive Director Jenni Peters regarding her annual review and held a virtual discussion for approval of staff annual benefit adjustments.</p>			
COMMITTEE	Past Presidents Council (Standing)	CHAIR	Sean Merrell PE
<p>5 entries were received for the 2024 ASCE Texas Section Outstanding Civil Engineering Achievement (OCEA) award. 16 past presidents voted the Bois D’Arc Lake Program as the OCEA winner. 2 entires were awarded the Award of Merit: The Memorial Park Bridge and the IH-35 4B Waco Construction Project.</p>			
COMMITTEE	Diversity Equity & Inclusion (Standing)	CHAIR	Paola Wagnon EIT Kameron Boggan PE
<p>Current committee actions:</p> <ul style="list-style-type: none"> • Finalize mission statement. • Put together a DEI survey for members. <p>Confirmed Committee members: Russell Carter PE, Griselda Quintero EIT, Atif Taftaf, Matt Shakerian</p> <p>Next meeting will be in February 2024 to determine next action items.</p>			

ITEMS FOR AGENDA	List items requiring action or discussion here.
<p>Vote to accept the 2024 ASCE Texas Section Outstanding Civil Engineering Achievement (OCEA) award winner: The Bois D'Arc Lake Program</p> <p>Vote to accept both 2024 ASCE Texas Section Outstanding Civil Engineering Achievement (OCEA) Award of Merit winners: The Memorial Park Bridge and the IH-35 4B Waco Construction Project.</p>	

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.2	Item Title	Past President
	Date	1/26/24	Reported by	Travis Attanasio PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
Installed Rio Grande Valley officers on 11/08/23 and attended the Multi-Region Leadership Conference in Kansas City, MO on 01/12/24-01/15/24.

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

COMMITTEE	History & Heritage Committee (Standing)	CHAIR	Melinda Luna PE
<ul style="list-style-type: none"> • Attended National ASCE History & Heritage meeting. • Provided regular Articles for the TCE • Assisted branches and the public with questions. Mostly ASCE National 			

COMMITTEE	Honors Committee (Standing)	CHAIR	Michael Gurka PE
<ul style="list-style-type: none"> • I'm working with Kim to promote the 2024 Call for Awards • Website has been updated with my contact information 			

COMMITTEE	Nominating Committee (Standing)	CHAIR	Art Clendenin PE
<ul style="list-style-type: none"> • The Nominating Committee presents this contested election slate (see Nominating Committee report in the Past President's report). The role of the Executive Committee is to discuss and endorse the slate of candidates. The slate will then go back to the Nominating Committee with feedback, if applicable, and on to the Section Board, with comments if applicable. 			

ITEMS FOR AGENDA	List items requiring action or discussion here.

January 9, 2024

Mr. Travis Attanasio, P.E.
Texas Section Past President

Agenda Item 10.2 (?)

Nominations Committee Report
Prepared by Art Clendenin, P.E.

2023-24 Goals

- 1. Continue with contested elections if possible, with at least two choices.*
- 2. Encourage members that do not prevail in the election to run again.*
- 3. Next year's call for nominations began after the LDW to increase the amount of time for candidates to be nominated.*

The 2024 Nomination Committee has met and is pleased to present the following slate of recommended candidates for the following positions:

President Elect-

Ron Reichert- Houston Branch (multiple branch nominee)
Russell Carter, P.E.- Caprock Branch

V.P. Education Elect-

Eva (Schexnider) Reynal, EIT- Houston Branch
Joe Alvarez- Corpus Christi Branch

V.P. Professional Elect-

Michael Bloom, P.E.- Houston Branch

V.P. Technical Elect-

Patricia Frayre, P.E.- Houston Branch

Directors at Large (elect 2 persons):

Siang Zhou, Ph. D.- Rio Grande Valley Branch
Colton Gill, P.E.- Dallas Branch

Treasurer Elect-

Anna Leija Olveda- Dallas Branch

Please note in consideration of the above stated goals- this is considered a contested election, it includes candidates who were considered previously and are running again. Although the earlier window opening this year did not produce candidates early on in the process, we still had candidates that were considered but eliminated due to other commitments at the present time. We also recommended that one of the Director at Large Candidates be considered again for next year's cycle of nominees.


Please note that the above recommended officer slate was not a unanimous decision but has been recommended to the board by vote of 4 in favor and 2 against. The above nominees have met all the usual requirements during the process, and each have personally indicated to me that they are willing to serve if elected.

The 2024 Nomination Committee recommends the above suggested slate of officers to be considered by the EXCOM for the 2024 election.

One last piece of business, the committee will also plan to meet and discuss the election process, tweaks to the guidelines established last year and any adjustments to the “no campaigning” process. This may include additional definitions, webinar processes, and stricter discipline measures as needed. We should have this wrapped up by the Spring Board meeting in April.

Feel free to contact me if you have any questions.

(End of Report)

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.3	Item Title	President Elect
	Date	1/26/24	Reported by	Mark Boyd PhD, PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>Met with K. Cornett debrief of President Elect duties.</p> <p>Participated in 2 Editorial committee calls, up to speed on editorial committee.</p> <p>Met with Sarah DeBerry, up to speed on Strategic planning committee,</p> <p>Reached out to Membership committee, goal to have meeting before Winter ExCom meeting to provide verbal update to the board.</p> <p>Met briefly with Carlos Balderrama to push for full committee meeting ASAP. Preliminary planning for Sponsors/exhibitors and speakers calls, goal to send by end of February.</p>

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


COMMITTEE	CECON Planning Committee (Standing)	CO-CHAIRS	Stephen Archer PE Carlos Balderrama PE
	<ul style="list-style-type: none"> • CECON Planning Committee Roster is complete, kickoff meeting to occur on Monday, January 29th. • Event prospectus to be finalized by Feb 16th, advertising exhibit and sponsorship packages available for purchase. • Preliminary budget developed for '24 event. Budgeting roughly 350 paid attendees and 500 total participants. Expected budget should land within 5% of the 2022 spend when last hosted in Frisco. • Call for Speakers landing page and sign-up form to be issued NLT, Friday, January 26th. • Institute cooperative program to be rolled out by end of January. Budgeting for at least 3, but not more than 4, institutes to participate using this program. • Wednesday evening social at RoughRiders stadium being finalized. To be sponsored by Plastic Pipe Institute again in 2024. • Schedule finalization to occur by Friday, January 26th 		
COMMITTEE	Editorial Committee (Standing)	CHAIR	Rebecca Rice PE
	<ul style="list-style-type: none"> • Monthly meetings with the Directors at Large, President and President Elect, Jenni Peters, and Kimberly Garcia to discuss TCE content. • Track content and ideas for TCE through a shared spreadsheet • Continue to encourage social media engagement to promote TCE. • Reached out to potential volunteers for the Editorial Committee • Promote the Primary Programs utilizing Texas Civil Engineering (TCE) Magazine <ul style="list-style-type: none"> ○ Texas Civil Engineering Conference (CECON) ○ ASCE Region 6 Student Symposium ○ Legislative Drive-in • Highlight Branch activities and feature Section/Branch award recipients 		
COMMITTEE	Membership Committee (Standing)	CHAIR	Clint Hoover PE Joe Alvarez
	<p>No activity. Clint Hoover has been out of the country. Need to meet regularly to discuss branch outreach, and activities to promote the benefits of ASCE members. Goal to meet before 1/26 Winter ExCom meeting to provide brief verbal report of activities and progress.</p>		
COMMITTEE	Strategic Planning Committee (Standing)	CHAIR	Sarah DeBerry PE

The strategic planning committee is going to create a one-pager over what was accomplished for the current strategic plan and a skeletal document and dates for next year's strategic planning start.

ITEMS FOR AGENDA

List items requiring action or discussion here.

None.

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.4	Item Title	VP-Educational
	Date	1/26/24	Reported by	Julia Clarke PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> • Attended the Fall 2022-2023 & 2023-2024 Board of Direction Meeting (September 22, 2023). • Participated in several 2024 and 2025 Student Symposium Planning Meetings. • Participated in the Texas Section Leadership Quarterly Call (December 5, 2023). • Hosted the first quarterly VP-Educational Committees Meeting (December 12, 2023). • Participated in the Student Activities Committee Meeting (December 15, 2023). • Participated in meeting with VP-Educational Elect to discuss roles/responsibilities (December 28, 2024). • Reviewed award proposal drafts for the Outstanding Civil Engineering Student and Young Civil Engineer Awards.

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


COMMITTEE	STEM Committee (Task)	CHAIR	Carlos Martinez PE
	<ul style="list-style-type: none"> • The STEM Committee is assisting with planning and organizing Engineer's Week events for local high schools, between February 19 through February 23. • The Committee is assisting with planning and organizing a STEM Camp for local high schools in the Coastal Bend area. The event is set for March 2, 2024. 		
COMMITTEE	Student Activities Committee (Standing)	CHAIR Competitions Coordinator	Eva Schexnider EIT Shannon Jungman PE
	<ul style="list-style-type: none"> • The Student Activities Committee continues to host regular virtual meetings with Angelo State University to coordinate the 2024 Student Symposium. • The Committee finalized the 2024 Student Symposium sponsorship flyer. • The Committee hosted its first general meeting with student leaders and advisors on December 15, 2023. • The Committee submitted a Region 6 grant application in December 2023 for a representative to attend the 2024 MRLC for Regions 3, 6, and 7 (Friday, January 12, and Saturday, January 13). Unfortunately, the committee representative will not attend the event because the representative did not hear back from Region 6. • The Committee continues working on the Outstanding Civil Engineering Student Award draft proposal. 		
COMMITTEE	Younger Members Committee (Standing)	CHAIR	Farrah Rawashdeh EIT

- The Younger Members (YM) Committee currently comprises at least five (5) volunteers across Texas.
- The Committee established contacts with YM Chairs of eight (8) branches with YMF/YMGs to build rapport, provide support, and strengthen Branch YM relations.
- Farrah Rawashdeh will attend MRLC in Kansas City, MO, to represent Texas Section YM and provide updates/news to the Editorial Committee for publication in February's edition of the TCE.
- The Committee continues to plan and coordinate the 2024 Student Symposium Thursday night social.
- The Committee promotes engagement within YMF/YMGs of Texas via social media (LinkedIn, Facebook, Instagram).
- The Committee is planning and coordinating with CYM on the YMLS Alumni Summit planned for May 2024 in Houston, TX.
- The Committee is aware of planned events for 2024 including: Network Shuffle Event (Virtual), Camping Trip, CECON (Awards Banquet + Technical Tour), and networking events in collaboration with YMs of other organizations (YPT, ASHE, ITE, TSPE).

ITEMS FOR AGENDA

List items requiring action or discussion here.

- Young Civil Engineer Award Proposal (Draft)
- Call for Competition Judges at the 2024 Student Symposium
- Society Award Nominations (Application deadline: Feb. 1)
 - Daniel W. Mead Prize for Younger Members
 - Edmund Friedman Young Engineer Award for Professional Achievement
 - Younger Member Group Award

FORM F-2		OFFICER REPORT		
	Agenda Item Number	5.5	Item Title	VP-Professional
	Date	1/26/24	Reported by	Andres Salazar PhD, PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>Three standing committees continue to work on their activities: Government Affairs, Infrastructure Report Card, and Subject Matter Experts Bureau. See activities for each below in this report.</p> <p>Also, we worked on addressing concerns from the Residential Foundation Committee after the sunset of the Task Committee. A plan was created to allow them to continue to work on an interim term on their activities while the standing committee and the rules for that committee are approved by the Board and in place on a permanent basis.</p>

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


COMMITTEE	CHAIR
Governmental Affairs Committee (Standing)	Michael Bloom PE Adam Eaton PE

<p>1. Status of Programs and Projects:</p> <p>(a) CECON Legislative Panel: Invited over 30 members of the Texas House and Senate to participate. Special sessions called by the Governor and the Impeachment Trial curtailed participation. Conducted panel discussion with Representative John Lujan, Sarah Schlessinger (Texas Water Foundation), and Kathleen Jackson (Texas Public Utilities Commission). Aligns with “Service & Leadership / Advocacy.”</p> <p>(b) Branch GACs: Conducted in person GAC advocacy training for Houston and Corpus Christi Branch leadership. Working to conduct similar sessions with Fort Worth and Dallas. Aligns with “Service & Leadership / Advocacy.”</p> <p>(c) Foster Relationships with Members of Texas Legislature: Tracking the development and release of Interim Charges that will guide committee work this summer. Preparing to meet with committee chairs and vice chairs with infrastructure related charges. Aligns with “Service & Leadership / Advocacy.”</p> <p>(d) National Fly-In: Advertised application process and generated 24 applications. This resulted in 20 invitations to attend. Aligns with “Service & Leadership / Advocacy.”</p> <p>(e) Local Meetings: Conducted various Branch level meetings with elected officials, including Mayor of Houston, City Council Members, and County Commissioners. Aligns with “Service & Leadership / Advocacy.”</p> <p>2. Funding: No additional funding is needed.</p> <p>3. Committee Members: Current roster includes ~54 people: Abrams, Attanasio, Baker, Ballard, Barnett, Black, Bloom, Boyd, Bryant, Carrillo, Cornett, Crawford, Eaton, Edmonds, Esmail, Frank, Frayre, Gonzales, Graham, Griffin, Guillen, Heath, Hoover, Kebede, King, Klenzendorf, Kolawole, Kumar, Landry, Leitch, Merino, Merrell, Messerli, Messina, Montejano, Moya, Narra, Niemeyer, Olveda, Patapati, Pope, Reed-Villarreal, Ruplinger, Sharma, Spracklen, Tarlton, Taylor, Varga, Verrengia, White, Wolde-Kirkos,</p>
--

Wong, Yao, and Zertuche.

Additional Information to Share: None.

COMMITTEE	Texas Infrastructure Report Cards Committee (Standing)	Co-CHAIRS	Griselda Gonzales PE Austin Messerli PE
Monthly Committee Meetings underway. Full committee meetings on 1 st Wednesday of the month. Biweekly meetings with Chairs and staff. Activities include: I. November 1, 2023 - Kick-off meeting with subcommittees. Committee Chair and sub-committee introductions. Assigned each subcommittee to meet and schedule regular times to meet with team. II. December 6, 2023 - Full committee meeting. Sub-committees began meeting and doing literature review. III. January 3, 2024 – Full committee meeting: Committees making progress on meetings, literature review, data collection and compilation of request. Godon Chaffin with National joined meeting. IV. Preparing to receive data request from subcommittees. V. Next Full Committee Meeting 2/7/24.			
COMMITTEE	Subject Matter Experts Bureau (Standing)	CHAIR	Chad Ballard PE
Goal to develop and implement strategies to engage members. Outline procedures to call Subject Matter Expert temporary subcommittees and be able to respond to needs of the Section. No action items or discussion items for the agenda.			
ITEMS FOR AGENDA	List items requiring action or discussion here.		
None.			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.6	Item Title	VP-Technical
	Date	1/26/23	Reported by	Christopher Nance PE
	Purpose	2023-2024 Executive Committee Meeting		


OFFICER ACTIVITIES
<ul style="list-style-type: none"> • Hosted Institute Chairs virtual meeting (12/7/2023) • Produced December webinar • Contacted potential speakers for webinars • Reviewed/workshopped proposal for the creation of standing Residential Foundation Committee

SUMMARY OF WEBINAR ACTIVITIES
Webinars since last VP Technical report: <ul style="list-style-type: none"> • 12/19 ASCE Government Relations & Public Relations Overview

SUMMARY OF INSTITUTE CHAPTER ACTIVITIES
<ul style="list-style-type: none"> • 12/7 Meeting with Chairs to discuss Goals/Issues/Events/MOUs <p>CI – New (revitalizing after being dormant.) Trying to get members/branches notified. Following T&DI’s model. EWRI – Intend on continuing with CECON MOU. Working on improving attendance and TFMA credit requirements (needs prior approval.) GI – Did not attend. SEI – Intend on continuing with CECON MOU. Working on webinars, bylaws. T&DI – Intend on continuing with CECON MOU. Working on expanding branch chapters. UESI – Intend on continuing with separate conference. Working on Bylaws for Dallas Branch Inst. 4 quarterly meetings. Forensics – Brand new. Working on recruitment and publicity.</p>

TECHNICAL INSTITUTE CHAPTERS & GROUPS	CHAIRS
TxCI Chapter	John Mudd PE & Joe Alvarez
TxEWRI Chapter	Curtis Beitel PE & Russell Erskine PE
TxGI Chapter	Robert Lawrence PE
TxSEI Chapter	Marcelo DaSilva PE
TxT&DI Chapter	Surya Bhandari PE
TXUESI Chapter	Jesse Cooper RPLS
Forensics Group	Anna Olveda

ITEMS FOR AGENDA	List items requiring action or discussion here.
<ul style="list-style-type: none"> • Motion to endorse proposal for the creation of Residential Foundations Committee as a standing committee under VP Technical in the Texas Section Rules of Operation (see agenda item 3.4) 	

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.7	Item Title	Treasurer
	Date	1/26/24	Reported by	Glenn Goldstein PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> • Closed out FY23 financials through September 2023 and updated budget to align with the Texas Section's CPA (Ron Meyer PLLC) reconciled reports. Uploaded to SharePoint site for BOD access. • Reviewed FY24 October 2023 and November 2023 financials and updated budget to align with the Texas Section's CPA (Ron Meyer PLLC) reconciled reports. Uploaded to SharePoint site for BOD access. • Reviewed FY24 December 2023 financials and updated budget to align with draft expenditures prepared by the Texas Section's CPA. • Received confirmation that Texas Section's FY23 Form 990 and 990-T tax forms are complete and have been received by Society without comment. • Reviewed Society's annual section dues collection program and changes for FY24. • Reviewed Branch Dues Remittance for July – September 2023. • Reviewed August, October, and November 2023 Remittance Reports received by Society. • Reviewed and approved CECON 2023 reimbursement requests

FINANCIAL REPORTS			
Monthly Financials for November 30, 2023 attached (includes CECON reports from Section's accounts):			
<table border="0"> <thead> <tr> <th></th> <th><u>FY Balance</u></th> <th><u>Budget Expended</u></th> </tr> </thead> </table>		<u>FY Balance</u>	<u>Budget Expended</u>
	<u>FY Balance</u>	<u>Budget Expended</u>	
4.7a Financial Summary			
General			
• YTD Revenue	\$79,853	14%	
• YTD Expenses	\$58,837	10%	
CECON			
• YTD Revenue	\$1,573		
• YTD Expenses	\$10,005		
4.7b Budget v Actual			
General			
Revenue			
• Dues & Allotment	\$75,952	21%	
• Meetings/Conferences	\$1,575	1%	
• Publication Revenue	\$2,326	26%	
• Investment Draw & Other	\$1	0%	
• Designated	\$0	0%	
Expenses			
• Salaries and Services	\$42,196	15%	
• Meetings/Conferences	\$0	0%	
• Publication Expense	\$1,348	11%	
• Services	\$10,995	16%	
• Designated	\$0	0%	
• Admin	\$4,299	8%	

CECON

- Revenue \$1,573
- Expenses \$10,005

4.7c Statement of Financial Position

General

- Total Assets \$623,538
- Total Liabilities \$307,993

CECON

- Total Assets \$270,887
- Total Liabilities \$0

4.7d Dues and Voluntary Contributions

- Income \$75,952 21%

4.7e Investments as of [November 30, 2023](#)

- Edward Jones Investments \$479,499 7.3% YTD

COMMITTEE

Budget & Finance Committee

CHAIR

Glenn Goldstein PE

- Approved selection of a vendor for Texas Section document archiving project

No anticipated items for discussion or action.

ITEMS FOR AGENDA

List items requiring action or discussion here.

No anticipated items for discussion or action.

**ASCE TEXAS SECTION
2023 - 2024 OPERATING BUDGET**

		FY2024		%		NOTES
		AMENDED	ADOPTED	ACTUAL	REALIZED	
		BUDGET	BUDGET	as of	as of	
Reconciliation Status:		2023-2024	2023-2024	11/30/2023	11/30/2023	
REVENUES						
ALLOTMENT DUES VOL DONATION						
4110	NATIONAL ALLOTMENT	40,000	40,000		0%	Typically received in December/January
4120	BRANCH DUES	42,000	42,000	9,452	23%	pass-through
4130	SECTION DUES	275,000	275,000	65,392	24%	# of Subscribing Members x Sec Dues; Section dues increase 2024+
4140	SECTION VOLUNTARY CONT	5,000	5,000	1,108	22%	
TOTAL, ALLOTMENT DUES VOL DONATION		362,000	362,000	75,952	21%	Fall 2022 membership sweepstakes; addt'l drive ideas, including email/letter to new PE (get TBPE List); FY23-24 S/B dues increase
SX MTS/CONFS/SPEC EVENTS						
4210	TX CECON (SUPPORT & PROFIT SHARING)	42,000	42,000	1,573	4%	annual commitment for staff time used (stair step up \$6k in 2023, then \$9k to \$45k in 2024); \$2,750/yr for Staff Travel; \$0k 2020-22 profit share
4211	STUDENT SYMPOSIUMS (GENERAL)	500	500	1.70	0%	Revenue covers expenses at 5211 less support
4211-21	STUDENT SYMPOSIUM 2021 (UT Austin)	0	0			
4211-22	STUDENT SYMPOSIUM 2022 (U of Houston)	0	0			
4211-23	STUDENT SYMPOSIUM 2023 (WT & TTU)	0	0			
4211-24	STUDENT SYMPOSIUM 2023 (San Angelo)	129,960	129,960		0%	
4212	SUBSIDIARY EVENT ASSISTANCE	0	0			
4212-21	CORPUS CHRISTI BRANCH MEETINGS	0	0			
4215	LEGISLATIVE DRIVE-IN	0	0			FY18-19 assume 50 attendees @ \$20/ea; FY19-20 no event planned; FY20-21 assume 75 attendees @ \$25/ea; 2023 tiered reg
4221	OTHER CONFERENCES	500	500		0%	FY17-18 I Week - Harvey Panel & Rpt Release; FY18-19 & FY19-20 I Week Event; FY20-21 I Week and/or IRC Release
4428	YOUNGER MEMBER COMMITTEE	200	200		0%	camping trip
4410	TX SX WEBINARS	8,000	8,000		0%	FY21-22 sponsorship test; FY22-23 tiered pricing + sponsorships; Reminder: Increase Webinar Marketing, Leverage Institute Chapter Webinar MOU
TOTAL, SX MTS/CONFS/SPEC EVENTS		181,160	181,160	1,575	1%	
PUBLICATIONS/COMMUNICATIONS REVENUE						
4331	CAREER CENTER	9,000	9,000	815	9%	Career Center sales
4332	DIGITAL ADVERTISING (NEWSLETTER & WEB)	10,000	10,000	1,511	15%	FY22-23 began 3rd party sales in Feb; FY18-19/FY19-20 TCE print to 100% online; FY20-21/21-22 staff driven
TOTAL, PUBLICATIONS/COMMUNICATIONS REVENUE		19,000	19,000	2,326	12%	(Note FY18-19 revenue drops as well as expenses for TCE print production)
OTHER REVENUE						
4510	INVESTMENT DRAW	23,500	23,500		0%	FY22-23 reduce to recom 5% only; FY17-18 Website (\$10k) IRC Support (\$5k); FY18-19 TCE Digital (\$5k) Balance Budget (\$31.5k); FY19-20 (\$35K) Balance Budget
4540	GENERAL BRANCH FUND DRAW	0	0			FY22-23 work to repay "loans"; FY18-19 1/2 LDW (\$6,750) & 2 MRLC reg (\$300/ea); FY20-21 1/2 LDW (\$6,750) & 2 MRLC reg (\$300)
45XX	STUDENT SYMPOSIUM SAVINGS DRAW	0	0			FY21-22 repaid "loans"; Funds for atypical expenses like lake venue rental, not be covered by sponsorships; FY21-22 20' steel storage container
4530	INTEREST INCOME	0	0	1	NB	
4550	MISCELLANEOUS	2,500	2,500		0%	Includes credit card "cash back" rewards (note: card requires \$75 annual fee)
4231	MERCHANDISE SALES	0	0			net sales (less tax); FYs17-19 books sales; FYs19-23 merch sales not anticipated
TOTAL, OTHER REVENUE		26,000	26,000	1	0%	
DESIGNATED REVENUE						
4620	TCEL GIFT FOR STUDENT COMP. AWARD	1,000	1,000		0%	Student Tech Paper Prize Funds; FY18-19 TCEL will increase their support from \$700 to \$1K
4630	GRANTS	0	0			Committee Grants (GAC, STEM, YM); FY21 combine 4630, 4635, 4640, & 4650; FY23 combine 4660
TOTAL, DESIGNATED REVENUE		1,000	1,000	0	0%	
TOTAL REVENUES		589,160	589,160	79,853	14%	

**ASCE TEXAS SECTION
2023 - 2024 OPERATING BUDGET**

		FY2024				NOTES
		AMENDED BUDGET	ADOPTED BUDGET	ACTUAL as of	% of Budget REALIZED as of	
		2023-2024	2023-2024	11/30/2023	11/30/2023	
Reconciliation Status:				CPA		
EXPENSES						
SALARIES & SUPPORT						
5111	SALARIES-GROSS	200,000	200,000	28,750	14%	3 FTEs (ED, Communications Specialist, Operations Specialist) 1 PTE (summer intern 15 hrs/wk, 12 wks)
5112	SALARIES-SOC SEC	15,000	15,000	2,199	15%	Note: FY19-20 avg. 12% of Gross Salary; FY20-21 avg. 8% of Gross Salary
5113	SALARIES-INSURANCE	50,000	50,000	6,693	13%	FY19-20 avg. 27.5% of Gross Salary; FY20-21 avg. 38% of Gross Salary
5121	SERVICES-CONSULTING/TEMPS	21,000	21,000	4,354	21%	FY20-21 CPA (\$1,100/mo) plus \$1,500 for audit support, IT (\$500/mo); FY21-22 CPA (\$1,100/mo), IT (\$525/mo)
5122	SERVICES-ARCHIVING	3,000	3,000		0%	FY22-23 grant(s) to resume digitizing remaining records
5131	SERVICES-PYR ADM	1,200	1,200	200	17%	\$100/mo for TSPE payroll processing; FY21-22 mgmt company switch admin fees
TOTAL, SALARIES & SUPPORT		290,200	290,200	42,196	15%	
SX MTGS/CONF/SPEC EVENTS						
5210	TX CECON	0	0	10,005	NB	CECON Account (7248) = \$98,840 as of 6/22/18. \$87,889.90 as of 04/30/2019; FY19-20 \$2750 for Staff Travel & Registration
5211	SUPPORT-STUDENT SYMPOSIUM	0	0			FY19-20 \$5k TS financial support, \$75k covered by revenue (4211);
5211-21	STUDENT SYMPOSIUM 2021 (UT Austin)	0	0			
5211-22	STUDENT SYMPOSIUM 2022 (U of HOUSTON)	0	0			
5211-23	STUDENT SYMPOSIUM 2023 (WEST TX A&M)	0	0			2022+ move to larger Regional conference; post-pandemic overall costs increase
5211-24	STUDENT SYMPOSIUM 2024 (ANGELO STATE)	129,175	129,175		0%	FY22-23 Assume deposit will be required for venue(s) + any applicable Steel Container annual expenses
5212	SUBSIDIARY EVENT ASSISTANCE	0	0			
5215	LEGISLATIVE DRIVE-IN	0	0			FY18-19 estimate ↑expenses due to ↑attendance; FY20-21 estimate ↑expenses due to ↑attendance
5220	LEADERSHIP DEVELOPMENT WEEKEND (LDW)	20,000	20,000		0%	Annual LDW Event (25-50% funding provided by General Branch Fund); FY20-21 budget increase post-pandemic; FY22+ approved to \$18k
5221	OTHER CONFERENCES	500	500		0%	misc unplanned activities; FY17-18 I Week & Harvey Report Release; FY19-20 I Week; FY20-21 IRC Release; FY21-22 Beyond Storms report release; GL TBD: TripBuilder Media Multi Event Mobile
5221-03	CORPUS CHRISTI BRANCH MEETINGS	0	0			
5222	EXCOMM MEETING (INCLUDES AV)	1,500	1,500		0%	January and Summer - \$500/ea; Includes: room rental, food, AV; FY22-23 post-pandemic f&b costs increase
5223	BOARD MEETING (INCLUDES AV)	2,000	2,000		0%	Symposium and CECON - est \$1,250/ea; Includes: room rental, food, & limited AV; FY22-23 post-pandemic f&b costs increase
5224	PRESIDENTS RECEPTION (@ MTGS)	2,500	2,500		0%	Symposium, Leadership Dev. Wknd, & CECON - est \$1,250/ea; includes: room rental & food; FY22-23 post-pandemic f&b costs increase
5240	ASCE CONFERENCE CONTRIBUTION	1,000	1,000		0%	2023 TDI in Aus, annual OTC in Hou; FY18-19 \$1K MRLC Dallas, \$1k National Student Steel Bridge Comp (UTEP); FY19-20 In-kind w/ ASCE Pipelines 2020
TOTAL, SX MTGS/CONF/SPEC EVENTS (w/o 5210)		156,675	156,675	0	0%	
PUBLICATIONS/COMMUNICATIONS EXPENSE						
5230-05	HISTORY BOOK	0	0			
5318	WEB SITE-MAINTENANCE	3,800	3,800	785	21%	Hosting \$500/yr & Support \$175/mo, plus \$2-4k misc support tasks for website & TCE subsite
5319	WEB SITE-UPGRADES	8,000	8,000		0%	Website Redesign
5321	COMM SUPPORT	3,200	3,200	563	18%	Buffer (\$144/yr), Adobe Creative Cloud (\$82/mo), Zoom meeting (\$550/year), Dropbox (\$130/yr), Canva (\$15/mo), Issuu (\$54/mo) + Any creative asset licensing (iStock, Shutterstock, Adobe,
TOTAL, PUBLICATIONS/COMMUNICATIONS EXPENSE		15,000	15,000	1,348	9%	
SECTION SERVICES						
5511	BR DUES-PASS THRU	42,000	42,000	9,452	23%	cancels out 4120
5513	OFFICERS-TRAVEL/EXPENSES	5,000	5,000		0%	est 50% of Pres, Pres-E, Past P, and VP Pro travel; see corresponding tab
5514	MULTI REGION LEADERSHIP CONFERENCE	1,000	1,000		0%	\$300/person reg fee. Send 4 annually (ED, Pres Elect, Pres, YM Chair), send more and all staff in held in Texas; FY21-22 virtual; FY22-23 Denver
5521	HISTORY COMMITTEE	0	0			Coming soon: Rt 66 marker; FY15-16 \$300 EP bound. marker; FY17-18 Dallas Old Red Courthouse Centennial Plaque \$1.5k; FY18-19 \$500 TSHA Annual Mtg Sponsor
5522	HONORS COMMITTEE	1,300	1,300		0%	Increase budget by \$1,600 if/when Lifetime Service Awards will be presented (every 5 years, next = 2023 but presented in 2020 instead)
5523	MEMBERSHIP COMMITTEE	2,500	2,500		0%	FY16-17 STAY Grant; FY18-19 Social Media Mktg, CECON Registration giveaways, etc.; FY19-20 used for CECON Raffle Prizes & Printed Materials
5524	PAST PRES. COUNCIL/OCEA	1,500	1,500		0%	FY17-18 Cast Bronze Plaque ~\$1,250 + \$150 for wood plaque
5525	GOVERNMENT AFFAIRS	1,000	1,000		0%	\$125/yr online TX Leg db subscription; FY17-18 \$500 GA Business Cards; FY18-19 \$500 biz cards & \$500 Travel/Training/Recruiting; FY21-22 increased rep mtgs = travel & handouts
5526	STUDENT ACTIVITIES CMTE	0	0			student activity chair or head judge new comp needs, etc, adjustment from prior year lessons learned; Prior new buoys, equipment, shirts or other needs
5527-10	STEM CMTE	2,500	2,500		0%	FY16-17 UEF grant denied; FY17-18, FY18-19 & FY19-20 \$1K for TAME STEM Comp Support & \$1.6K for State STEM Conference; FY22-23 restore to previous activity with new active Chair
5528	YOUNGER MEMBERS CMTE	2,900	2,900	1,543	53%	For MRLC registration (\$300) & Camping Trip; FY22-23+ increased travel w/ new branded tent + promo activities at Section & Regional events
5529	OTHER COMMITTEES	0	0			FY18-19 \$2,000 for Institute Chapter Mtgs & Travel; FY19-20 \$200 for Misc Travel or Recruitment Activities
5532	INFRASTRUCTURE REPORT CARD CMTE	11,000	11,000		0%	FY19-20 Materials & 2021 IRC Prep (Consultant ~\$10k; mailing survey to local government ~\$1.5k); FY20-21 Materials (\$2.5k), Consultant (\$1k), PR Firm (\$3k); next FY2023-25
5533	STRATEGIC PLANNING CMTE	500	500		0%	market/socialize current plan; FY20-21 funding for meetings (2 in-person \$2,500/ea), \$500 printing/production, \$2k facilitator
TOTAL, SECTION SERVICES		71,200	71,200	10,995	15%	
DESIGNATED EXPENSE						
5620	TCEL GIFT FOR STUDENT COMP. AWARD	1,000	1,000		0%	Tech. Paper Prize awards equal TCEL donation at 4260: \$600 - 1st, \$300 - 2nd, \$100 - 3rd
5622	KEITH MCBRIDE SPIRIT OF COMP. AWARD	0	0			\$125 plaque + \$300 prize money; FY18-19 Canoe & ???; FY19-20 Canoe Only; discontinued 2022+ when went Regional, can be used toward other Spirit related award
5625	SAC CHR & COMP COORD TRAVEL ALLOT	0	0			Suggest Stipend for Student Activities Cmte Chair & Comp Coord. to attend Student Symposium [\$1k Travel (x2)] be built into Symposium Budget
5635	GRANTS (OTHER-ASCE)	0	0			Record expense at committee level
5650	GRANTS (NON-ASCE)	0	0			Record expense at committee level
5660	GIFTS - MEMORIAL/OFFICER APPREC/OTHER	600	600		0%	Gifts/Donations honoring leaders who have passed; FY19-20 Combine w/ 5560; Gift for Immediate Past Pres. (TCE?); FY21-22 ordered more Past Pres pins
TOTAL, DESIGNATED EXPENSE		1,600	1,600	0	0%	

**ASCE TEXAS SECTION
2023 - 2024 OPERATING BUDGET**

		<u>FY2024</u>				NOTES
		AMENDED	ADOPTED	ACTUAL	% of Budget	
		BUDGET	BUDGET	as of	REALIZED	
		2023-2024	2023-2024	11/30/2023	11/30/2023	
Reconciliation Status:				CPA		
SECTION ADMIN						
5710	STAFF TRAINING, DUES, SUBSCRIPTIONS	2,000	2,000		0%	FY21-22: TSAE (\$395 (1st) + \$275 (2nd)), ASCE (\$325 ED)
5711	RENT	22,500	22,500	1,875	8%	\$650/FTE: Cont. Ed. (\$40-\$75 per webinar) & Conference (\$400 + travel); FY22-23: 3 FTEs; prior to 2023 \$1k/FTE FY22-23 new office \$1800 all in --> see new office lease for annual increases; Prior monthly base rent = \$2,332+OpEx(\$110/mo)
5720	SECTION OFFICE RELOCATION	0	0			Lease ends 9/30/22; Office move sept/oct 2022
5721	PROPERTY TAX	200	200	5	2%	FY19-20 est \$325 TCAD + \$150 for copier; FY20-21 & FY21-22 est \$450 TCAD + \$150 for copier
5722	EQUIPMENT FUND & EQUIP/FURN R & M	11,000	11,000	1,432	13%	Copy Machine (\$150/mo), Computer lease (\$400/mo), Office 365; etc (\$85/mo), QuickBooks (\$915/yr), Misc./unplanned equip. (\$500)
5729	BANK FEES	500	500	26	5%	Electronic Transfer for Branch Dues Pass Through and other EFT enabled payments @ \$3/Transaction + \$10/mo fee to use EFT services
5731	CREDIT CARD TRANS FEES	4,000	4,000	26	1%	Credit Card Processing Fees
5732	AUDIT	0	0			Section Office is audited every 5th year by contracted 3rd Party; FY 20-21 (total TBD); FY15-16 audit was \$7,500
5733	INSURANCE (B & L)	1,400	1,400		0%	Hartford Policy Annual Premium, Includes Biz Personal Prop. & Liability, & Personal Injury; increases ~\$50/yr
5734	OFFSITE STORAGE/ARCHIVES	1,300	1,300	209	16%	archive secure storage \$105/mo
5735	STAFF-TRAVEL/EXPENSES	6,300	6,300	80	1%	ED: 8 Branches, Fly-In & regional mtgs; All Staff: Leadership Wknd, Site Visits - Doesn't include CECON (See 5210) or Symposium Registration (See Symposium Budget)
5736	MISCELLANEOUS	750	750	40	5%	Food/Coffee for Staff meetings & Holiday Dinner
5741	OFFICE SUPPLIES, SHIPPING, PRINTING	2,000	2,000	354	18%	Toner, Paper, bottle water srvc, supplies, Stamps, shipping, copy machine overages, biz cards, etc.; FY19-20 Combined w/ 5742 & 5743
5745	EX DIR MARKETING BUDGET	350	350		0%	Cover costs of meeting with potential partners/collaborators, and potential members/volunteers
5747	TELECOMM SVCS (PHN EMAIL INTERNET)	2,500	2,500	253	10%	Spectrum Internet (\$130/mo), LinkedPhone (\$17/mo for ED Cell Phn), Teams phone (\$??/mo for 3 lines), ED cellphone allowance (\$50/mo); FY19-20 Combined w/ 5744
TOTAL, SECTION ADMIN		54,800	54,800	4,299	8%	
TOTAL EXPENSES		589,475	589,475	58,837	10%	
OPERATIONAL EXCESS REV (OR EXP)		(315)	(315)	21,016		

		<u>FY2024</u>				NOTES
		AMENDED	ADOPTED	ACTUAL	% of Budget	
		BUDGET	BUDGET	as of	REALIZED	
		2023-2024	2023-2024	11/30/2023	11/30/2023	
INVESTMENTS						
9510	DIVIDEND - INVESTMENTS	8,000	8,000	1,196	15%	
9520	GAIN (LOSS) - INVESTMENTS	30,000	30,000	16,509	55%	
5723	DEPRECIATION EXPENSE	0	0			
NET INCREASE (DECREASE) IN NET ASSETS		37,685	37,685	38,721	103%	

Legend

NB Not budgeted

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

401 West 15th Street, Suite 850 • Austin, Texas 78701 • Phone: (512) 476-4511 • Fax: (512) 476-4508

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 November 30, 2023, and the related statement of activities for the one month and two months then ended, and the accompanying supplementary information for the one month and two 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.

The Organization's financial statements do not disclose the amount of future lease commitments under a long-term operating lease for its office space. Disclosure of that information is required by accounting principles generally accepted in the United States of America; however, management believes it is impractical to develop that information.

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

Austin, Texas
January 17, 2024

A handwritten signature in blue ink that reads "Ronald W. Meyer PLLC". The signature is written in a cursive style and includes the letters "PLLC" at the end.

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

November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1102 · CHECKING - OPERATING	\$ 72,502.95
1117 · EDWARD JONES INVESTMENTS	479,498.64
1151 · WF GENERAL BRANCH FUND SVGS	11,859.67
1153 · INSTITUTE CHAPTER SAVINGS	(26,552.23)
1153-01 · GI - GEOTECHNICAL INSTITUTE	17,394.71
1153-02 · EWRI - ENVIRONMENTAL WATER RESOURCES	3,913.90
1153-03 · CI - CONSTRUCTION	500.00
1153-04 · SEI - STRUCTURAL ENGINEERING	5,200.00
1153-05 · T&DI - TRANSPORTATION & DEVELOPMENT	2,000.00
1153-06 · UESI - UTILITIES ENGINEERING AND SURVEYING	29,101.83
Total 1153 · INSTITUTE CHAPTER SAVINGS	31,558.21
1154 · STUDENT SYMPOSIUM SVGS	6,783.87
Total Checking/Savings	602,203.34
Accounts Receivable	
1190 · ACCOUNTS RECEIVABLE	17,654.75
Total Accounts Receivable	17,654.75
Other Current Assets	
1175 · SECURITY DEPOSIT - OFFICE	1,800.00
1182 · PREPAID POSTAGE - BUSINESS REPLY	1.16
1310 · RECEIVABLE FROM PORTER FUND	504.54
2215 · FUNDS HELD FOR MEMORIAL GIFTS	436.59
2217 · FUNDS HELD FOR ASCE - REGION 6	937.50
Total Other Current Assets	3,679.79
Total Current Assets	623,537.88
Fixed Assets	
1210 · FURNITURE AND EQUIPMENT	15,945.13
1220 · ACCUMULATED DEPRECIATION	(15,945.13)
Total Fixed Assets	-
TOTAL ASSETS	\$ 623,537.88

See accountant's report.

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

November 30, 2023

Nov 30, 23

LIABILITIES & NET ASSETS

Liabilities

Current Liabilities

Accounts Payable

2100 · ACCOUNTS PAYABLE

\$ 37,134.02

Total Accounts Payable

37,134.02

Credit Cards

2144 · Visa

1,527.94

Total Credit Cards

1,527.94

Other Current Liabilities

2210 · FUNDS HELD FOR GEN BRANCH FUND

39,646.33

2213 · FUNDS HELD FOR INSTITUTE CHAPTERS

57,790.91

2230 · DUE TO CECON

171,893.63

Total Other Current Liabilities

269,330.87

Total Current Liabilities

307,992.83

Total Liabilities

307,992.83

Net Assets

3100 · NET ASSETS WITHOUT RESTRICTIONS

278,397.35

Net Increase/(Decrease) in Net Assets

37,147.70

Total Net Assets

315,545.05

TOTAL LIABILITIES & NET ASSETS

\$ 623,537.88

See accountant's report.

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

November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1107 · WF CECON	\$ 98,992.98
Total Checking/Savings	98,992.98
Other Current Assets	
1193 · DUE FROM GENERAL	-
Total Other Current Assets	171,893.63
Total Current Assets	270,886.61
TOTAL ASSETS	\$ 270,886.61
LIABILITIES & NET ASSETS	
Liabilities	
	\$ -
Total Liabilities	-
Net Assets	
3100 · NET ASSETS WITHOUT RESTRICTIONS	279,318.47
Net Increase/(Decrease) in Net Assets	(8,431.86)
Total Net Assets	270,886.61
TOTAL LIABILITIES & NET ASSETS	\$ 270,886.61

See accountant's report.

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

For One Month and Two Months Ended November 30, 2023

	Nov 23	Oct - Nov 23
Operating Income/Expense		
Income		
DUES AND ALLOTMENT		
4120 · BRANCH DUES	\$ 3,658.00	\$ 9,452.00
4130 · SECTION DUES	25,565.91	65,391.63
4140 · SECTION VOLUNTARY CONTRIBUTION	130.00	1,108.00
Total DUES AND ALLOTMENT	29,353.91	75,951.63
SECTION MEETINGS/CONFERENCES		
4211 · STUDENT SYMPOSIUM GENERAL	0.83	1.70
Total SECTION MEETINGS/CONFERENCES	0.83	1.70
PUBLICATION REVENUE		
4331 · CAREER CENTER	172.50	814.70
4332 · DIGITAL ADVERTISING	567.16	1,511.40
Total PUBLICATION REVENUE	739.66	2,326.10
OTHER REVENUE		
4530 · INTEREST INCOME	1.00	1.00
Total OTHER REVENUE	1.00	1.00
Total Income	30,095.40	78,280.43
Expense		
SALARIES AND SERVICES		
5111 · SALARIES	14,375.00	28,750.00
5112 · PAYROLL TAXES	1,099.68	2,199.36
5113 · BENEFITS	3,820.86	6,692.71
5121 · SERVICES - CONSULTING/TEMPS	2,610.60	4,353.65
5131 · SERVICES - PAYROLL ADMIN	100.00	200.00
Total SALARIES AND SERVICES	22,006.14	42,195.72
PUBLICATION EXPENSE		
5318 · WEBSITE - MAINTENANCE	159.00	785.00
5321 · COMMUNICATIONS SUPPORT	338.86	562.72
Total PUBLICATION EXPENSE	497.86	1,347.72
SECTION SERVICES		
5511 · BRANCH DUES PASS-THRU	3,658.00	9,452.00
5528 · YOUNGER MEMBERS COMMITTEE	-	1,542.85
Total SECTION SERVICES	3,658.00	10,994.85
SECTION ADMINISTRATION		
5711 · RENT	-	1,875.00
5721 · PROPERTY TAX	-	4.57
5722 · EQUIPMENT FUND & EQUIP/FURN R&M	662.87	1,431.75
5729 · BANK FEES	13.00	26.00
5731 · CREDIT CARD TRANSACTION FEES	-	26.18
5734 · OFFSITE STORAGE/ARCHIVES	209.00	209.00
5735 · STAFF - TRAVEL/EXPENSES	-	79.91
5736 · MISCELLANEOUS	39.94	39.94
5741 · OFFICE SUPPLIES, SHIPPING, PRINTING	238.67	353.52
5747 · TELECOMM SVCS (PHONE EMAIL INTERNET)	118.48	253.19
Total SECTION ADMINISTRATION	1,281.96	4,299.06
Total Expense	27,443.96	58,837.35
Operating Increase/(Decrease) in Net Assets	2,651.44	19,443.08
9510 · DIVIDEND - INVESTMENTS	612.11	1,195.84
9520 · GAIN (LOSS) - INVESTMENTS	28,940.65	16,508.78
Net Increase/(Decrease) in Net Assets	\$ 32,204.20	\$ 37,147.70

See accountant's report.

Texas Section American Society of Civil Engineers
Statement of Activities (CECON)
For One Month and Two Months Ended November 30, 2023

	Nov 23	Oct - Nov 23
Ordinary Income/Expense		
Income		
SECTION MEETINGS/CONFERENCES		
4210 · TX CECON	\$ -	\$ 1,573.00
Total SECTION MEETINGS/CONFERENCES	-	1,573.00
Total Income	-	1,573.00
Expense		
SECTION MEETINGS/CONFERENCE EXP		
5210 · TX CECON	5,529.00	10,004.86
Total SECTION MEETINGS/CONFERENCE EXP	5,529.00	10,004.86
Total Expense	5,529.00	10,004.86
 Net Increase/(Decrease) in Net Assets	\$ (5,529.00)	\$ (8,431.86)

See accountant's report.

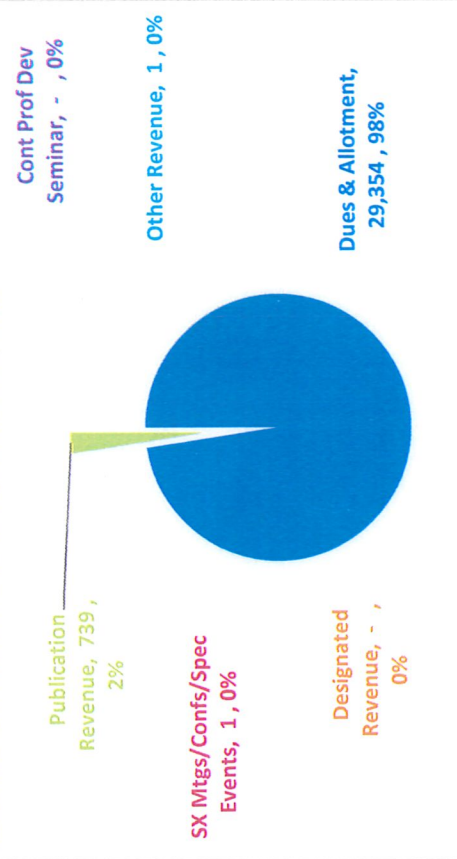
**TEXAS SECTION-ASCE
FINANCIAL SUMMARY (GENERAL)
FOR ONE MONTH AND TWO MONTHS ENDED NOVEMBER 30, 2023
WITH COMPARISON TO NOVEMBER 2022**

Account	ACTUAL				BUDGET							
	2022-2023 Current Period	2023-2024 Current Period	2022-2023 Year-To- Date	2023-2024 Year-To- Date	2022-2023 Annual Budget	2023-2024 Annual Budget	2022-2023 Percent Realized (Ideal -	2023-2024 Percent Realized (Ideal -	2022-2023 Budget Remaining	2023-2024 Budget Remaining		
OPERATING REVENUE												
Dues & Allotment	28,688	29,354	80,683	75,952	334,900	362,000	24.09%	20.98%	254,217	286,048		
SX Mtgs/Confs/Spec Events	210	1	210	2	173,950	139,160	0.12%	0.00%	173,740	139,158		
Publication Revenue	221	739	854	2,326	17,000	19,000	5.02%	12.24%	16,146	16,674		
Cont Prof Dev Seminar	-	-	-	-	-	-	0.00%	0.00%	-	-		
Other Revenue	-	1	-	1	23,300	26,000	0.00%	0.00%	23,300	25,999		
Designated Revenue	(122)	-	(122)	-	1,000	1,000	-12.20%	0.00%	1,122	1,000		
TOTAL REVENUE	28,997	30,095	81,625	78,281	550,150	547,160	14.84%	14.31%	468,525	468,879		
OPERATING EXPENSE												
Salaries & Support	22,160	22,006	44,319	42,196	291,600	290,200	15.20%	14.54%	247,281	248,004		
SX Mtgs/Confs/Spec Events	3,715	-	4,617	-	174,500	156,675	2.65%	0.00%	169,883	156,675		
Publication Expense	217	498	967	1,348	5,800	15,000	16.67%	8.99%	4,833	13,652		
Prof Dev Seminar	-	-	-	-	-	-	0.00%	0.00%	-	-		
Section Services	3,868	3,658	10,866	10,995	60,800	71,200	17.87%	15.44%	49,934	60,205		
Designated Expenses	-	-	-	-	4,700	1,600	0.00%	0.00%	4,700	1,600		
Section Administration	3,738	1,282	5,910	4,299	62,000	54,800	9.53%	7.84%	56,090	50,501		
TOTAL EXPENSE	33,698	27,444	66,679	58,838	599,400	589,475	11.12%	9.98%	532,721	530,637		
OPERATIONAL EXCESS REVENUE/(EXPENSE)	(4,701)	2,651	14,946	19,443	(49,250)	(42,315)						
BUDGET OVEREXPENDED/ (UNDEREXPENDED)									(64,196)	(61,758)		

See accountant's report.

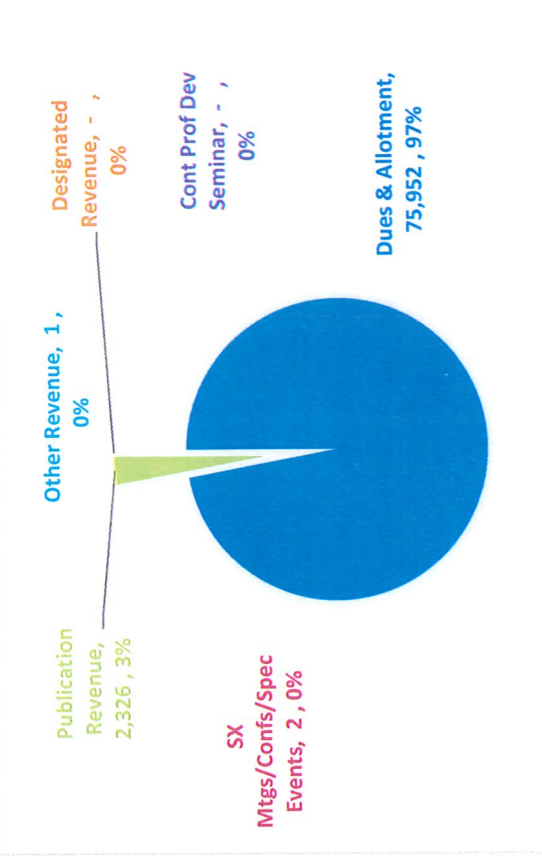
TEXAS SECTION-ASCE
 FINANCIAL SUMMARY (GENERAL)
 FOR ONE MONTH AND TWO MONTHS ENDED NOVEMBER 30, 2023

REVENUE FOR MONTH ENDED NOVEMBER 30, 2023



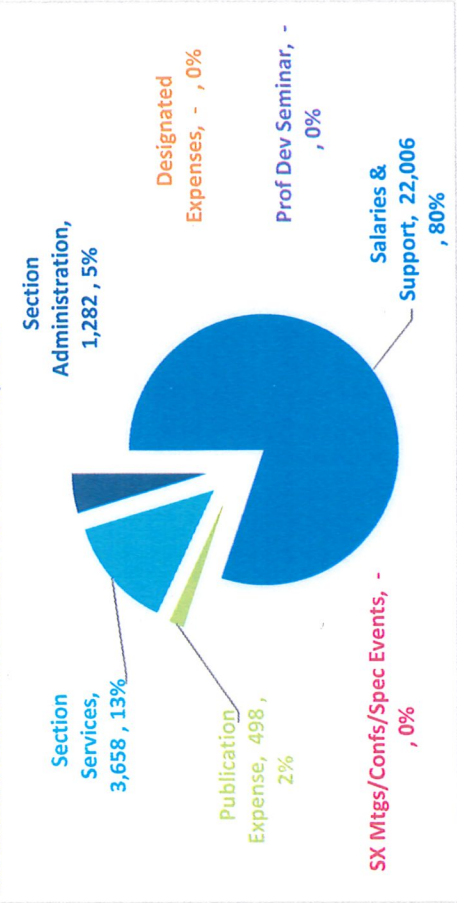
TOTAL REVENUE FOR MONTH \$ 30,095

REVENUE FOR YTD ENDED NOVEMBER 30, 2023



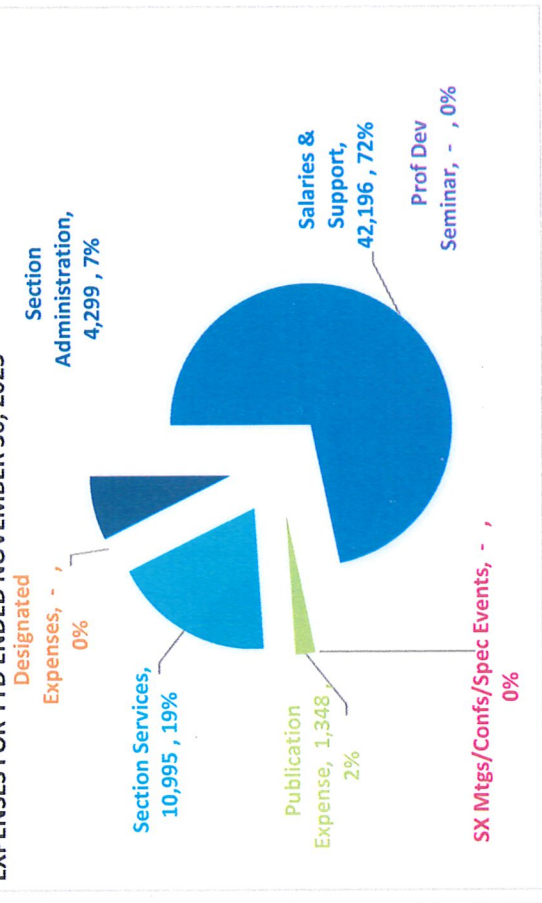
TOTAL REVENUE YEAR-TO-DATE \$ 78,281

EXPENSES FOR MONTH ENDED NOVEMBER 30, 2023



TOTAL EXPENSES FOR MONTH \$ 27,444

EXPENSES FOR YTD ENDED NOVEMBER 30, 2023



TOTAL EXPENSES YEAR-TO-DATE \$ 58,838

**TEXAS SECTION-ASCE
FINANCIAL SUMMARY (CECON)
FOR ONE MONTH AND TWO MONTHS ENDED NOVEMBER 30, 2023
WITH COMPARISON TO NOVEMBER 2022**

Account	ACTUAL				BUDGET							
	2022-2023 Current Period	2023-2024 Current Period	2022-2023 Year-To- Date	2023-2024 Year-To- Date	2022-2023 Annual Budget	2023-2024 Annual Budget	2022-2023 Percent Realized (Ideal - 16.67%)	2023-2024 Percent Realized (Ideal - 16.67%)	2022-2023 Budget Remaining	2023-2024 Budget Remaining		
OPERATING REVENUE												
SX Mtgs/Confs/Spec Events	105,898	-	136,548	1,573	45,000	42,000	303.44%	3.75%	(91,548)	40,427		
TOTAL REVENUE	105,898	-	136,548	1,573	45,000	42,000	303.44%	3.75%	(91,548)	40,427		
OPERATING EXPENSE												
SX Mtgs/Confs/Spec Events	129,140	5,529	130,553	10,005	-	-	0.00%	0.00%	(130,553)	(10,005)		
TOTAL EXPENSE	129,140	5,529	130,553	10,005	-	-	0.00%	0.00%	(130,553)	(10,005)		
OPERATIONAL EXCESS REVENUE/ (EXPENSE)	(23,242)	(5,529)	5,995	(8,432)	45,000	42,000						
BUDGET OVEREXPENDED/ (UNDEREXPENDED)									39,005	50,432		

See accountant's report.

Texas Section American Society of Civil Engineers
Statement of Activities - Budget vs. Actual (General)
For One Month and Two Months Ended November 30, 2023

	Nov 23	Oct - Nov 23	Budget	Remainder	% Act - Bud
Income					
DUES AND ALLOTMENT					
4110 · NATIONAL ALLOTMENT	0.00	0.00	40,000.00	40,000.00	0.00%
4120 · BRANCH DUES	3,658.00	9,452.00	42,000.00	32,548.00	22.50%
4130 · SECTION DUES	25,565.91	65,391.63	275,000.00	209,608.37	23.78%
4140 · SECTION VOLUNTARY CONTRIBUTION	130.00	1,108.00	5,000.00	3,892.00	22.16%
Total DUES AND ALLOTMENT	29,353.91	75,951.63	362,000.00	286,048.37	20.98%
SECTION MEETINGS/CONFERENCES	0.83	1.70	139,160.00	139,158.30	0.00%
PUBLICATION REVENUE					
4331 · CAREER CENTER	172.50	814.70	9,000.00	8,185.30	9.05%
4332 · DIGITAL ADVERTISING	567.16	1,511.40	10,000.00	8,488.60	15.11%
Total PUBLICATION REVENUE	739.66	2,326.10	19,000.00	16,673.90	12.24%
SEMINAR REVENUE	0.00	0.00	0.00	0.00	0.00%
OTHER REVENUE					
4510 · INVESTMENT DRAW	0.00	0.00	23,500.00	23,500.00	0.00%
4530 · INTEREST INCOME	1.00	1.00	0.00	-1.00	0.00%
4550 · MISCELLANEOUS	0.00	0.00	2,500.00	2,500.00	0.00%
Total OTHER REVENUE	1.00	1.00	26,000.00	25,999.00	0.00%
DESIGNATED REVENUE					
4620 · TCEL/SAC	0.00	0.00	1,000.00	1,000.00	0.00%
Total DESIGNATED REVENUE	0.00	0.00	1,000.00	1,000.00	0.00%
Total Income	30,095.40	78,280.43	547,160.00	468,879.57	14.31%
Expense					
SALARIES AND SERVICES					
5111 · SALARIES	14,375.00	28,750.00	200,000.00	171,250.00	14.38%
5112 · PAYROLL TAXES	1,099.68	2,199.36	15,000.00	12,800.64	14.66%
5113 · BENEFITS	3,820.86	6,692.71	50,000.00	43,307.29	13.39%
5121 · SERVICES - CONSULTING/TEMPS	2,610.60	4,353.65	21,000.00	16,646.35	20.73%
5122 · SERVICES - ARCHIVING	0.00	0.00	3,000.00	3,000.00	0.00%
5131 · SERVICES - PAYROLL ADMIN	100.00	200.00	1,200.00	1,000.00	16.67%
Total SALARIES AND SERVICES	22,006.14	42,195.72	290,200.00	248,004.28	14.54%
SECTION MEETINGS/CONFERENCE EXP					
5211-24 · SUPPORT-STUDENT SYMPOSIUM 2024	0.00	0.00	129,175.00	129,175.00	0.00%
5220 · LDW-LEADERSHIP DEVELOPMENT WEEKEND	0.00	0.00	20,000.00	20,000.00	0.00%
5221 · OTHER CONFERENCES	0.00	0.00	500.00	500.00	0.00%
5222 · EXCOMM MEETING	0.00	0.00	1,500.00	1,500.00	0.00%
5223 · BOD MEETING EXPENSES	0.00	0.00	2,000.00	2,000.00	0.00%
5224 · PRESIDENT'S RECEPTION	0.00	0.00	2,500.00	2,500.00	0.00%
5240 · ASCE CONFERENCE CONTRIBUTION	0.00	0.00	1,000.00	1,000.00	0.00%
Total SECTION MEETINGS/CONFERENCE EXP	0.00	0.00	156,675.00	156,675.00	0.00%

See accountant's report.

Texas Section American Society of Civil Engineers
Statement of Activities - Budget vs. Actual (General)
For One Month and Two Months Ended November 30, 2023

	<u>Nov 23</u>	<u>Oct - Nov 23</u>	<u>Budget</u>	<u>Remainder</u>	<u>% Act - Bud</u>
PUBLICATION EXPENSE					
5318 · WEBSITE - MAINTENANCE	159.00	785.00	3,800.00	3,015.00	20.66%
5319 · WEBSITE - UPGRADES	0.00	0.00	8,000.00	8,000.00	0.00%
5321 · COMMUNICATIONS SUPPORT	338.86	562.72	3,200.00	2,637.28	17.59%
Total PUBLICATION EXPENSE	<u>497.86</u>	<u>1,347.72</u>	<u>15,000.00</u>	<u>13,652.28</u>	<u>8.98%</u>
SECTION SERVICES					
5511 · BR DUES - PASS THROUGH	3,658.00	9,452.00	42,000.00	32,548.00	22.50%
5513 · OFFICERS - TRAVEL/EXPENSES	0.00	0.00	5,000.00	5,000.00	0.00%
5514 · MULTI REGION LEADERSHIP CONFERENCE	0.00	0.00	1,000.00	1,000.00	0.00%
5522 · HONORS COMMITTEE	0.00	0.00	1,300.00	1,300.00	0.00%
5523 · MEMBERSHIP COMMITTEE	0.00	0.00	2,500.00	2,500.00	0.00%
5524 · PAST PRESIDENTS' COUNCIL/OCEA	0.00	0.00	1,500.00	1,500.00	0.00%
5525 · GOVERNMENT AFFAIRS	0.00	0.00	1,000.00	1,000.00	0.00%
5527-10 · STEM COMMITTEE	0.00	0.00	2,500.00	2,500.00	0.00%
5528 · YOUNGER MEMBERS COMMITTEE	0.00	1,542.85	2,900.00	1,357.15	53.20%
5532 · INFRASTRUCTURE REPORT CARD CMTE	0.00	0.00	11,000.00	11,000.00	0.00%
5533 · STRATEGIC PLANNING COMMITTEE	0.00	0.00	500.00	500.00	0.00%
Total SECTION SERVICES	<u>3,658.00</u>	<u>10,994.85</u>	<u>71,200.00</u>	<u>60,205.15</u>	<u>15.44%</u>
DESIGNATED EXPENSE	0.00	0.00	1,600.00	1,600.00	0.00%
SECTION ADMINISTRATION					
5710 · STAFF TRAINING, DUES, SUSCRIPTIONS	0.00	0.00	2,000.00	2,000.00	0.00%
5711 · RENT	0.00	1,875.00	22,500.00	20,625.00	8.33%
5721 · PROPERTY TAX	0.00	4.57	200.00	195.43	2.29%
5722 · EQUIPMENT FUND & EQUIP/FURN R & M	662.87	1,431.75	11,000.00	9,568.25	13.02%
5729 · BANK FEES	13.00	26.00	500.00	474.00	5.20%
5731 · CREDIT CARD TRANSACTION FEES	0.00	26.18	4,000.00	3,973.82	0.65%
5733 · INSURANCE	0.00	0.00	1,400.00	1,400.00	0.00%
5734 · OFFSITE STORAGE/ARCHIVES	209.00	209.00	1,300.00	1,091.00	16.08%
5743 · STAFF - TRAVEL/EXPENSES	0.00	79.91	6,300.00	6,220.09	1.27%
5736 · MISCELLANEOUS	39.94	39.94	750.00	710.06	5.33%
5741 · OFFICE SUPPLIES, SHIPPING, PRINTING	238.67	353.52	2,000.00	1,646.48	17.68%
5745 · EX DIR MARKETING BUDGET	0.00	0.00	350.00	350.00	0.00%
5747 · TELECOMM SVCS (PHN EMAIL INTERNET)	118.48	253.19	2,500.00	2,246.81	10.13%
Total SECTION ADMINISTRATION	<u>1,281.96</u>	<u>4,299.06</u>	<u>54,800.00</u>	<u>50,500.94</u>	<u>7.85%</u>
Total Expense	<u>27,443.96</u>	<u>58,837.35</u>	<u>589,475.00</u>	<u>530,637.65</u>	<u>46.81%</u>
Operating Increase/(Decrease) in Net Assets	<u>2,651.44</u>	<u>19,443.08</u>	<u>-42,315.00</u>	<u>-61,758.08</u>	<u>-45.95%</u>
9510 · DIVIDEND - INVESTMENTS	612.11	1,195.84	8,000.00	6,804.16	14.95%
9520 · GAIN (LOSS) - INVESTMENTS	28,940.65	16,508.78	30,000.00	13,491.22	55.03%
Net Increase/(Decrease) in Net Assets	<u>\$ 32,204.20</u>	<u>\$ 37,147.70</u>	<u>\$ (4,315.00)</u>	<u>\$ (41,462.70)</u>	<u>-860.90%</u>

See accountant's report.

Texas Section American Society of Civil Engineers
Statement of Activities - Budget vs. Actual (CECON)
For One Month and Two Months Ended November 30, 2023

	<u>Nov 23</u>	<u>Oct - Nov 23</u>	<u>Budget</u>	<u>Remainder</u>	<u>% Act - Bud</u>
Income					
SECTION MEETINGS/CONFERENCES	<u>0.00</u>	<u>1,573.00</u>	<u>42,000.00</u>	<u>40,427.00</u>	3.75%
Total Income	0.00	1,573.00	42,000.00	40,427.00	3.75%
Expense					
SECTION MEETINGS/CONFERENCE EXP					
5210 · TX CECON	<u>5,529.00</u>	<u>10,004.86</u>	<u>0.00</u>	<u>-10,004.86</u>	0.00%
Total SECTION MEETINGS/CONFERENCE EXP	<u>5,529.00</u>	<u>10,004.86</u>	<u>0.00</u>	<u>-10,004.86</u>	0.00%
Total Expense	<u>5,529.00</u>	<u>10,004.86</u>	<u>0.00</u>	<u>-10,004.86</u>	0.00%
Net Increase/(Decrease) in Net Assets	<u><u>-5,529.00</u></u>	<u><u>-8,431.86</u></u>	<u><u>42,000.00</u></u>	<u><u>50,431.86</u></u>	-20.08%


See accountant's report.

Texas Section American Society of Civil Engineers
Selected Footnotes to the Financial Statements
November 30, 2023

Due from Operating Fund


The Operating Fund owes the following amounts to designated accounts as described below:

- Student Symposium savings is owed \$8,000 based on a temporary loan transferred to the Operating account on October 19, 2020.
- Institute Chapter savings is owed \$30,000 total:
 - \$25,000 based on a temporary loan transferred to the Operating account on June 18, 2020.
 - \$5,000 based on a temporary loan transferred to the Operating account on November 2, 2020.
- General Branch Fund savings is owed \$2,595.63 based on a \$10,000.00 temporary loan transferred to the Operating account on June 18, 2020, less approved draws \$6,750.00 and \$654.37 from the account to cover Leadership Development Weekend (LDW) 2021 expenses and support West Texas Branch delegate travel for LDW 2021, respectively.

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.8	Item Title	Directors at Large
	Date	1/26/24	Reported by	Rebecca Rice PE
	Purpose	2023-2024 Executive Committee Meeting		

OFFICER ACTIVITIES
<ul style="list-style-type: none"> • Monthly meetings with the Directors at Large, President and President Elect, Jenni Peters, and Kimberly Garcia to discuss TCE content. • Continue to seek content for the TCE that will engage our membership • Discussed membership survey to be completed in 2024

COMMITTEE	Tellers Committee	CHAIR	Victor Murillo PE
No current updates.			
ITEMS FOR AGENDA			
None.			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.1	Item Title	Executive Director
	Date	1/26/24	Reported by	Jenni Peters CAE
	Purpose	2023-2024 Executive Committee Meeting		

REPORT	Staffing and Office Space		
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As a team, Section staff has continued to work on redistributing tasks based on each team members strenghts, while staying productive and working hard to support our volunteers. With a focus on being proactive, the staff team is keeping current programs top of mind, helping them excel within the Section's Strategic Plan. As new projects arise, I will continue to work with the staff team to evaluate them early on, in relation to our current program workload, taking hard looks at current offerings to see where we can make room by combining or sunsetting other activities.

The Section's standing and task committees are encoutaged to continue to utilize the SharePoint folders as a document and archive resource. There is a folder for ALL activities and committees, and link reminders are included with meeting agendas. The staff team will continue to remind volunteers of this resource and we have seen increased usage as volunteer awareness increases and users get more familiar with the SharePoint online platform.

REPORT	Communications and Marketing		
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Communications Specialist **Kim Garcia** prepared a detailed communications report (attached), including analytics for the TexASCE.org website, *Texas Civil Engineer* (TCE) digital magazine, and email communications to members and non-members.

A few highlights from her report:

1. Time spent on the Section website has almost doubled during each visitor session
2. After several years at #1 in the *TCE* Top Charts, Lightweight Cellular Concrete technical feature article has been out-viewed in the last quarter of 2023 by a History & Heritage article, "Quake Stricken in Texas"
3. LinkedIn continues to be our top social platform in terms of engagement and followers. After a long period of steady or slow follower growth, Instagram saw a bit of a spike in Q4 2023.

In her role, Kim serves as the staff point of contact for the Editorial Committee and is supporting their efforts in curating quality content to continue growing the *TCE*.

Kim also serves as staff point of contact for the CECON Planning Committee and is responsible for upkeep of the www.TexasCECON.org site, which will soon dawn the 2024 logo, theme art, and theme color scheme. CECON 202s planning is underway and on track to meet the various planning component target launch dates.

REPORT	Budget and Non Dues Revenue Streams		
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The Section's primary sources of non-dues revenue continue to include 1) Career Center postings, 2) digital advertising sales, and 3) administrative support of events like Student Symposium and CECON. Technical Webinars dropping off this list since the 2021-22 pricing and sponsorship webinars series testing, only bringing in a quarter of the budgeted revenue for FY2023. On the flipside, Digital Advertising revenue caught back up after several years of ups and downs. Since the switch to Multiview (Feb 2023) for the Section's lone all-encompassing member email newsletter, "TexASCE NEWS", advertising has become more convenient and accessible for our Supporters and Partners. Having found its footing and recognition within the membership, the newsletter has an average of 49.7% Unique Opens within the quarter, which is more than 10 percentage points above the 2023 non-profit membership organization average.

REPORT	Other activities		
<p>Digital Archiving: The Section has begun the process to digitize physical archive files that can be kept in digital format only per the Section and non-profit best practice records retention rules. The 12 “bankers boxes” in the office will be processed first, followed by 4-5 boxes pulled from long-term storage. These first 2 rounds of digitizing will use up the \$3000 budget approved for this project in the 2023-2024 budget. Additional funds will be requested as feasible within budget surplus tis fiscal year, otherwise, the next phase will be pushed to FY2024-2025, when we will pick the project back up in November 2024. The Section has an estimated 175 boxes of archive files that all need revisiting to determine archiving need: digitizing, physical copies kept in long-term storage, or purging/recycling.</p> <p>Branch & Community Outreach: In my role as Executive Director, I am charged with building and maintaining industry outreach, which includes Global, National, Regional, Branch, Chapter, and fellow industry-related organizations. I have attended Society, Regional, Branch, & Section activities around the State to promote membership and Section activities, while meeting and developing relationships with members and partners. Visits since the Fall 2023 Board meeting include: Region 6 Board meeting, TCEF Board meeting, and MRLC 2024, with plans to participate in ASCE Fly-In 2024 and SEICon 2024. I have also kept up relationships with leaders from groups like: TWDB, PUCT, TSPE, TBPELS, TCEQ, TAME, TCEL, Workforce Texas, InfraDay, TxAPWA, CCT, PPI, Lime Association, TCPA, ACEC, Texas Hurricane Center, and IAI.</p> <p>CECON Support: As part of my work to help maintain and establish relationships with other professionals and industry partners, I secured several session speakers, including two Keynotes. I will continue to research and curate speakers, authors, and content producers across all the Section’s programs and resources, from webinars to TCE, CECON to Symposium.</p>			
ITEMS FOR AGENDA			
<p>Help me expand our industry partners: What industry organizations and events/conferences are you aware of or have a contact withing that I could reach out to add to our calendar and Collaborators?</p>			

ASCE Texas Section Quarterly Communications Report for January 2024 Executive Committee Meeting

Kim Garcia, Marketing Communications Coordinator

1. **Website – 2023 Quarterly Summary** (Sept. 1, 2023 - Dec. 31, 2023)

The Section Website (www.TexASCE.org) received more than 13,000 Unique Visitors in 2023. It is lower compared to last year's quarter (Sept. 1, 2022 – Dec. 31, 2022), which could be attributed to an increase in repeat visitors related to higher member and attendee retention. The homepage did receive more than 3,000 views. Visitors spend an average of 61 seconds on the site, an increase from 31 seconds of the previous year.

• **Top 5 TexASCE.org viewed pages in 2023:**

1. Student Symposium (1,148 views)
2. "Quake Stricken in Texas" TCE article (941 views)
3. "Lightweight Cellular Concrete" TCE article (790 views)
4. Join ASCE Texas Section - Learn About Our Membership (716 views)
5. Texas Civil Engineering News (712 views)

Metric Use: Unique Visitors are the number of unduplicated individual users who visit the website over the course of a specified time. It is a new metric to measure the insights regarding the growth and evolution of the site's audience. Views are the number of app screens or web pages users saw. Repeated views of a single screen or page are counted.

2. **TCE Digital – 2023 Quarterly Summary** (Sept. 1, 2023 - Dec. 31, 2023)

Since the switch to Multiview (Feb 2023) for our single all-encompassing member newsletter "TexASCE NEWS", Advertising has become more convenient and accessible for our Partners. It has an average of 49.7% Unique Opens within the quarter.

The Section has also transitioned from Constant Contract to Higher Logic/ Thrive for email communication. Thrive is the platform integrated with Society's member database and the online member community, ASCE Collaborate. With this integration, members distribution lists are real-time and automatically separated into Branches, Chapters, and other online communities making certain newsletter easy to target.

• **Top 5 TCE Digital Articles in 2023**

1. Quake Stricken in Texas (941 views)
2. Lightweight Cellular Concrete (790 views) *
3. Parker Trusses in Texas (384 views)
4. Mapping Out the Old San Antonio Road (338 views)
5. Shallow Foundation Design and Its Advantages (301 views) *

**Technical Feature*

Metric Use: Unique Opens represents the number of individual people who opened the email. It is a metric to use when determining the performance of the campaign. We can acquire insights into the audience's engagement levels and the overall performance of the campaign by analyzing the percentage of unique emails opened by subscribers.

3. **Media Relations – 2023 Summary**

The Section continues its feature page in the statewide publication "Texas Contractor Magazine," monthly. Our recent January release was featured on their website.


4. Social Media – 2023 Summary (Sept. 1, 2023 - Dec. 31, 2023)

LinkedIn: 332 Unique Visitors which is a 32.3% performance increase compared with the previous 30 days. 1,218 Organic Reactions from all LinkedIn posts within the timeframe.

Twitter: 7.5k post impressions with a monthly average 1.85% engagement rate.

Instagram: Over 900 accounts were reached with a gain of 60 followers.

Facebook: Over 3.1k accounts were reached and with a total of 931 content interactions.

FORM F-2	SECTION OFFICE REPORT			
	Agenda Item Number	6.2	Item Title	Operations
	Date	1/16/24	Reported by	Mike Sosa
	Purpose	2023-24 Winter Executive Committee Meeting		

REPORT	Annual Reports		
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Annual reports were collected by ASCE through [the online portal](#).

14 of the 15 Branches have submitted their reports for 2022-23 and the last Branch has started their report as of January 10, 2024. Once that is submitted, ASCE will be able to process the annual allotment to the Section.

REPORT	Tax Returns		
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Tax returns for FY2022-23 are due to the IRS on February 15, 2024, barring an extension request submitted to the IRS. Please provide your draft form 990 to ASCE for review by January 15. As of this report, 3 of 4 Large Branches have submitted their draft form 990 to ASCE for review and we are just waiting for an update for the Austin Branch.

Financial reports for FY2022-23 were due to ASCE by November 30, 2023. As of this report, 7 of 11 Small Branches have submitted their financial form to ASCE. Mike is working with ASCE Finance to help the last 4.

The Texas Section's CPA, Ron Meyer, submitted the draft Form 990 to the Executive Director, Board of Direction, and ASCE Finance Dept for review and comment on January 3, 2024. ASCE provided their review and no additional comments on January 12. The final form will be submitted to the IRS prior to the February 15 deadline.

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

REPORT	Subsidiary Bylaws		
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Recommended for approval: None

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 – 09/25/2020 - \$10
- Dallas – 11/07/2012 - \$10
- El Paso – 04/12/2018 - \$10
- Fort Worth – 09/22/2023 - \$10
- High Plains – 11/24/2003 - \$6
- Houston – 05/06/2019 - \$10
- Northeast Texas – 03/05/2020 - \$10
- Rio Grande Valley – 07/09/2021 - \$10
- 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 Branches/Institute Chapters upon request.

ITEMS FOR AGENDA	None
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FORM F-2		OFFICER REPORT	
	Agenda Item Number	6.3	Item Title Trust Funds
	Date	1/26/2024	Reported by Jenni Peters, CAE
	Purpose	Winter 2023-2024 Executive Committee Meeting	
REPORT	Texas Civil Engineering Foundation (TCEF)		Joseph Minor PE Curtis Beitel PE
<p>TCEF (Foundation) Trustees: Joe Minor PE, Curtis Beitel PE, Dick Furlong PE, Tim Newton PE, Jack Furlong PE, Dan Hartman PE, Larry Goldberg PE, Ricky Bourque PE, Audra Morse PhD PE, Brian Manning PE, and Travis Attanasio PE (Ex-Officio)</p> <p>TCEF Trustees met in-person during CECON 2023 and online on January 11, 2024.</p> <p>TCEF is under an agreement with the ASCE Texas Section to manage an online presence including a donation form. This new Foundation landing page and online donation form is live at www.TexasASCE.org/tcef. Marketing to solicit donations is in the works.</p> <p>Check & Savings balance as of June 20, 2023 = \$5,800.69. No newer update.</p> <p>Tax Status: No updates. A Form 990-N was submitted to the IRS by CPA Ron Meyer on January 17, 2022. Future filings will occur every three years.</p> <p>Annual Report: No updates.</p> <p>Texas Section Past Presidents Educational Trust Fund</p> <ul style="list-style-type: none"> TCEF's Texas Section Past Presidents Educational Trust Fund Trustees: Jack Furlong PE and Curtis Beitel PE. <p>Current trustees' terms were extended to through 2022 and continuing to identify potential additional trustees to replace term limited members in 2024.</p> <ul style="list-style-type: none"> Fund balance as of June 20, 2023 = \$198,436. No newer update. 			
REPORT	John B. Hawley Memorial Trust Fund		Brandon Klenzendorf PE
<p><i>The Hawley Fellowship was established in 1961 to promote graduate study and research in hydraulic and environmental engineering.</i></p> <p>Trustees: Brandon Klenzendorf PhD, PE; Rohit R. Goswami PhD, PE; and Travis Attanasio PE</p> <p>Fund balance of \$347,513 as of September 30, 2023 (was \$347,544 as of May 26, 2023)</p> <p>Fellowships: No update. No scholarship or fellowship distributed in 2023.</p> <p>Tax Status: Form 1041 for the year ended September 30, 2023 is complete with an overpayment applied towards next year's estimated tax of \$3,603. The Fund is working with CPA Ron Meyer on annual reporting, tracking a 2020 overpayment, now at \$2,721.</p> <p>Annual Report: 2023 report attached.</p>			



REPORT	J. Walter Porter Memorial Trust Fund	Ottis Foster PE
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The 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.

Trustees: Ottis Foster PE, Natalie Guzman PE, Anna Olveda
 Mr Foster rolling off soon and Natalie Guzman resigned as of Nov 2023, see agenda item below.

Fund balance as of Dec 31, 2023 = \$78,846 (June 21, 2023 = \$74,626).
 The Trustees are working with Edwards Jones investment advisor Kelly Mahmoud to evaluate their fund's investment selections to better accommodate the fund's goal of generating about \$6000 every 2 years.

Fellowship: No update.
 A \$5,000 fellowship was awarded in 2022. The trustees plan to award \$5,000 every other year going forward. Trustees will continue to monitor the fund through 2023 to decide if they will proceed with awarding the next \$5,000 scholarship in 2024.

Tax Status: No update.

Annual Report: Q4 2023 Quarterly report attached.

ITEMS FOR AGENDA	
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Porter Fund requests the Board provide trustee nominations to replace Ottis Foster, who rolls off in September 2024 and fill a vacant 3rd Trustee position from a recent resignation. The new Trustee should be in or from a career in water resources. The new trustees will serve a 6-year term, Oct 2024 through Sept 2030.

TCEF's Texas Section Past Presidents Educational Trust Fund trustees Jack Furlong and Curtis Beitel are scheduled to roll off in 2024 due to term limitations. TCEF Trustee will be identifying nominees for these two upcoming vacancies.

Trustees

J. Brandon Klenzendorf, JKlenzendorf@Geosyntec.com, (512) 354-3281 (Term to expire 2025)
Rohit Goswami, rohitrg@gmail.com, (561) 613-3627 (Term to expire 2027)
Travis Attanasio, travis.asce@gmail.com, (817) 539-6239 (Term to expire 2029)

Background

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

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

Financial Summary for 1 Oct 2022 – 30 Sep 2023

Financial Institution	Edward Jones
Current Balance	\$347,513 (as of 30 September 2023)
Annual Rate of Return	11.32% (Last 12 months)

Expenses Summary for 1 Oct 2022 – 30 Sep 2023

Accounting Fee(s)	\$682.40 (invoice 35892 dated 30 November 2022 for \$110 and invoice 36412 dated 31 January 2023 for \$572.40); additional fee of \$629.70 (invoice 39341 dated 31 October 2023) has been paid for FY2023-2024.
Taxes Paid	None
Scholarship Award	No award given out.
Total Expenses	\$682.40 for FY2022-2023

Summary of Investments

Investments are distributed in managed mutual funds following the guidance of the Texas Section ASCE Investment Policy. The approximate market breakdown is 74% equity, 21% fixed income, 5% cash.

The combined return from all categories (except cash) was 11.32% during the reporting period.

Fiduciary Notes, Tax Filing Status, and Projected Tax Liabilities

The annual fiduciary documentation and tax filings are based on the fiscal year (FY) from 1 October through 30 September. For example, the present report is for 1 October 2022 – 30 September 2023, referred to below as FY 2022-2023.

Tax filings are generally due early January of the calendar year following the FY. Currently, one tax filing is overdue (see Planned Future Actions section). Tax and penalties are not expected associated with upcoming late filings. Trustees have consulted with Ron Meyer CPA. Mr. Meyer advises that since investment gains in the Edward Jones accounts were not realized in prior FY, it is likely that all future tax obligations have been satisfied with prior payments, and that a tax refund may be due to the trust fund once tax filings are caught up. According to Mr. Meyer (via email on 31 October 2023), the “John B. Hawley Memorial Trust’s Form 1041 for the year ended September 30, 2023 is complete with an overpayment applied towards next year’s estimated tax of \$3,603.” It is possible that certain transactional realizations, such as dividend distributions, may result in minor tax liabilities for the upcoming tax filings. It is possible no penalties will be associated with late filings, subject to confirmation.

Trustee Actions during Reporting Year

Two fellowship awards were originally planned for 2023; however, no fellowship funds were awarded. The trustees did update the account checking information with new signature authorizations and updated trustee information for the fund with IRS filing. Trustees will need to reconvene and plan more consistent activities moving forward.

Trustees met with Edward Jones representatives on 30 October 2023 regarding current economic conditions and consider revising the investment strategy for this account.

Planned Future Actions

- 1) Coordinate with Ron Meyer CPA to complete required tax filing for FY 2022-2023 filings as well as to submit associated payments (if any), or more likely requests for tax refund (should that be advisable).
- 2) Announce request for applications to be able to award a fellowship for upcoming Spring 2024 Semester.
- 3) Award up to four \$5,000 fellowships in 2024 and subsequently return the foundation to an annual award schedule. At the current rate of return (and assuming lower future tax burden) the fund should be able to make an annual award indefinitely.
- 4) Draft Operating Procedures for the management of the fund. May include a requirement for fellowship recipients to participate in the ASCE Texas Civil Engineering Conference (CECON).

Requests for Texas Section-ASCE Board of Direction

None



January 12, 2024

Note: Dollars reported are rounded to the nearest dollar.

Trustees

Ottis Foster, Chair, Ofosterpe@gmail.com, 254.733.6954, term expires in 2024

Vice-Chair, Resigned, term expired in 2026

Anna Leija-Olveda, Secretary/Treasurer, Anna@wafflemat.com, 210.241.6142, term expires in 2028

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

Financials shown throughout this report are rounded to the nearest dollar.

Financial Institution: Edward Jones

Balance Dec 31, 2023: \$78,846

Balance Dec 31, 2022: \$71,116

Balance Dec 31, 2021: \$87,556

Balance Dec 31, 2020: \$78,084

Reported Rate of Return for 2023: +11.2 % (Nice!)

See attached 4th Quarter 2023 Financial Statement from Edward Jones

Account Activity Summary: The account gained \$7,983 due to market gains per the E Jones 4th Q 2023 report. Withdrawals in 2022 were \$252, which I recall was a payment to accountant Ron Meyer CPA.

Summary of Investments

Holdings are currently as follows:

Cash...\$5,399

American Balanced C (BALCX), 953 shares, \$31.74 /share

Hartford balanced Income C (HBLCX), 1814 shares, \$14.05/share

Hartford Core Equity C (HGICX), 307 shares, \$40.91/share

MFS INTL Diversification C (MDIGX), 240 shares, \$21.32/share

Trustee Actions Since March 2023 Report

We regret to report that Trustee Natalie Guzman resigned in October.



Planned Future Actions

Immediate plans are to identify a Trustee to replace Natalie Guzman, and a 2nd to replace Chair Ottis Foster when his term expires this year (2024). Several names have been proposed and will be considered soon.

Requests for ASCE Texas Section Board of Direction

None at this time.

Supplemental Information

The Porter Fund Q4 Statement thru December 2023 is attached.