

ITE Western District
2016 Annual Board Meeting
July 10, 2016



Held at the Hotel Albuquerque, Albuquerque, New Mexico

CALL TO ORDER AND INTRODUCTIONS

Western District President Cathy Leong called the meeting to order at 8:00 a.m. Attendees at the meeting were:

BOARD MEMBERS:

Cathy Leong, President
Mark Spencer, Vice President
Dongho Chang, Secretary-Treasurer
Carlos Ortiz, Past President
Jennifer Rosales, International Director
Alyssa Rodriguez, International Director
Walter Okitsu, International Director

COMMITTEE CHAIRS AND GUESTS:

Dalene Whitlock, District Administrator
Joey Paskey, *WesternITE* Managing Editor
Paula Flores Benway, ITE International President
Michael Sanderson, International VP Candidate
Amit Kothari, Technical Committee Chair
Danielle Scharf, Student Initiatives Committee Chair
Doug Smith, PR Committee Chair
Neelam Dorman, Candidate for Secretary-Treasurer, Career Guidance Committee Chair
Jonathan Hofert, Candidate for Secretary-Treasurer
Justin Link, WesternITE Web Manager
Jim Barrera, Albuquerque 2016 LAC Co-Chair
Joe De La Garza, San Diego 2017 LAC and Membership Committee Chair
Paul Stanis, SF Bay Area President, Monterey 2019 LAC
Kimberly Leung, Richard T. Romer Student Endowment Fund Committee Chair
Randy McCourt, LAC Coordination Liaison, Oregon Section
Robert Sweeting, WesternITE Advertising Manager
Tom Mericle, Legislative Committee Chair
Rock Miller, Advisory Committee
Zaki Mustafa, Advisory Committee
David Lucas, Secretary, Arizona Section
Karen Aspelin, Candidate for International Director
Ken Ackeret, Traffic Bowl Chair

Josh McNeill, So. Cal Secretary
Erik Zandvliet, So Cal Section Administrator
Emilio Murga and Jamieson Gorospe, SLS Planning Committee

The Western District Annual Board Meeting was held on July 10, 2016 at the Hotel Albuquerque, Albuquerque, New Mexico. Board Members, Committee Chairs, and guests attended the meeting.

I. CALL TO ORDER AND INTRODUCTIONS

II. APPROVAL OF AGENDA

A. Approval of Agenda

MOTION: Motion to approve the agenda passed.

III. ITEMS OF RECORD AND CONSENT AGENDA

A. Items of Record:

1. Young Professional Achievement Award - \$500 Award
2. Updated District Org Chart
3. Communications Oversight Committee
4. Revised Committee Chair duties for WesternITE Managing Editor, Advertising Manager and Webmaster
5. \$500 Advance for 2018 Keystone LAC

B. Consent Agenda:

ACTION: Postpone approval of Mid-Year meeting minutes. Dongho Chang to provide Mid-Year Board Meeting Minutes electronically.

IV. PRESIDENT'S REPORT

- A. WesternITE and Communications:** President Cathy Leong highlighted the Spring printed edition of the WesternITE and the special editions published for the Bylaws revision and at the Annual Meeting. She also noted the monthly E-newsletters that were sent to all members. She thanked Justin Link for bringing a fresh new look to the website with the photo contest, which will use the photos for our website every quarter.

- B. **Section/Chapter Visits:** Cathy noted her travels included Riverside-San Bernardino, Mid-Year meeting at Ontario, Student Leadership Summit at Cal Poly Pomona, and Intermountain Section meeting at Jackson Hole.
- C. **Travel Policy Revisions:** Cathy introduced travel policy revisions that would more equitably support travel for all committee chairs. The proposed revisions to the Travel Reimbursement Policy would result in the pooling of all the travel funds associated with the District’s Committee Chairs. The resulting travel budget of \$4,000 would be to support travel by all 13 chairs to the Mid-Year and Annual Board meetings.

MOTION: Walter Okitsu, 2nd Dongho Chang to approve the revisions to the Travel Reimbursement Policy with the deletion of the proposed addition regarding WesternITE Advertising Manager reimbursement for attendance at a vendor show. Motion passed.

- D. **Tax Exempt Status and Filing Taxes:** Cathy highlighted ITE HQ email regarding tax exempt status and HQ request that all Sections and Chapters file taxes this year. With the assistance of Colleen Agan, she provided the District’s guidance to the Sections and Chapters with regards to these two issues. She asked that all Sections and Chapters comply with ITE International’s request for them to file taxes in 2017 and provided detailed FAQs regarding how to do this. In addition, she indicated that the District will be requiring that all Sections and Chapters include whether they filed taxes in their Annual Activities Report. Finally, she let them know that ITE International would most likely be pursuing tax exempt status for all of the Sections and Chapters in 2018. Tuesday’s Leadership breakfast will be a focused conversation on this issue.

V. VICE PRESIDENT’S REPORT

- A. **Awards:** Vice President, Mark Spencer, reported that all awards, certificates, and plaques have been ordered and prepared.
- B. **Tax Form Submittal:** Mark reported that we have a new tax accountant who is located near our District Administrator. District’s taxes and 1099’s were filed on time and the process will get smoother as the accountant becomes more acquainted with the District.
- C. **Committee Travel Budget:** Committee travel was discussed in Mark’s report.
- D. **Leadership Directory Update:** Mark will be emailing out the Leadership Directory following the results of the elections.

VI. SECRETARY-TREASURER’S REPORT

- A. **2015-2016 Fiscal Year-to-Date Financial Report:** Secretary-Treasurer Dongho Chang reported on the District’s year-to-date income (for the period of October 2015– June 2016). Notable surpluses from the Las Vegas meeting and WesternITE advertising resulted in a year-to-date income of \$ 98,775.10. Year-to-date expenses totaled \$55,106.11. The current assets of the District are \$260,255.59 as of July 9, 2016.
- B. **2016-2017 Proposed Budget (final vote under New Business)**

ACTION: Dongho Chang to send electronic copy of Secretary-Treasurer’s report to Dalene Whitlock.

VII. PAST PRESIDENT'S REPORT

- A. **Lifetime and Individual Achievement Awards:** Past President Carlos Ortiz reported that there were total of nine candidates. The recipients of the awards had been notified and he had presentations for both awards.

VIII. INTERNATIONAL DIRECTORS' REPORTS

- A. Senior International Director Jennifer Rosales summarized her written report. She highlighted HQ finances and the efforts under way to establish budget stability. Executive Director, Jeff Paniati reported 2015 ended with projected loss of \$1.7 million. Status of 2016 budget is reported to be within target with projected deficit of \$50,000. ITE membership renewal is at 84% with goal of 90%. HQ is on target for meeting membership budget numbers for the year.
- B. Middle International Director Alyssa Rodriguez reported that Nashville was the first meeting where she felt difference is being made. She noted HQ was transparent and going in the right direction. She said the dues structure is complicated and should be tackled so that there is some consistency in District and HQ dues.
- C. Junior International Director Walter Okitsu summarized his written report. He noted that HQ will stop paying the \$2,000 award for the International Traffic Bowl student team travel, but will continue to cover four Annual Meeting registrations per team in 2017. Walter noted that Nomination Committee is overhauling the International VP candidate campaign process. Changes are being made to reduce travel and remove the petition process. Ken Ackeret, the Chair of the Transportation Professional Certification Board, noted that Highway Safety Manual has been incorporated into the certification.

IX. ITE INTERNATIONAL REMARKS

- A. ITE International President Paula Flores discussed the results of the membership survey. She noted that the Strategic Initiatives Committee is digging into the survey data and that they will provide recommendations to the Board on strategic direction and planning for the future. This includes governance model, branding (80% of respondents said no change is needed in name or logo), professional development, and collaboration with other organizations (e.g. NACTO). She indicated that Vision Zero task force is being formed. The task force will be taking a proactive approach with Vision Zero Network to develop a safety tool box. She noted that ITE Application Supplement to the NACTO Transit Street Design Guide is being developed relatively quickly for the International meeting. She noted that John Kennedy is looking at the future revamping of the trip generation manual as it has been developed the same way for the past 80 years.
- B. Candidate for ITE International Vice President Michael Sanderson indicated it has been a pleasure to travel and meet members across the US. Travel this year has been about half of what is taken in a normal election campaign. Michael noted that there is rethinking on how elections are held in ITE, which is expensive and disruptive. Michael noted the influence that Western District is having at other Districts, such as discussion on Endowment Fund and Student Leadership Summit. He also noted that we can learn from others. He noted the Canadian District with their web site and budgeting. Their meeting had progressive content with Vision Zero, multimodal/active transportation, and roundtable discussions. Michael thanked Hibbett Neel and John Kennedy for their work during the ITE HQ transition. Michael

relayed that 2018 International Annual Meeting will be in Minneapolis.

- C. International Membership, Colleen Agan, was not present. She provided a detailed membership data in her written submittal. It is intended to show yearly report card and track membership retention numbers. Cathy Leong noted that we have difficulty every year getting a check for the Van Wagoner Award. HQ may not be sure where the accounting for funds are located. Jenny Grote had previously researched the matter with HQ.

ACTION: Alyssa Rodriguez will talk with International and track down status of the Van Wagoner endowment.

X. DISTRICT ADMINISTRATOR'S REPORT

- A. **District Bylaws.** Western District Bylaws revisions were published in WesternITE and voting opened on June 11. If they are approved by the voters, the amended Bylaws will take effect 30 days after they are filed with the Institute.
- B. **Election Update.** District's election policy was reviewed and revisions were presented to eliminate the need for ranking candidates when there are only two nominees. Dalene Whitlock noted that it would be prudent for the District to issue periodic reminders regarding Western District elections/ballots since International ballots are issued around the same time.

MOTION: Walter Okitsu, 2nd by Mark Spencer to adopt the revised Election Polices with the following edit:

"If one or two candidates are nominated for any position, the names of the candidates should be forwarded to the Western District Board members for consideration without ranking."

Motion Passed

ACTION: Joey Paskey to develop automated process to remind members that they will be receiving their ballots within the 60 day window. This includes WesternITE and Enews.

- C. **Bylaws and Charters.** A new student chapter is being established at Gonzaga University and the Alaska Section recently adopted changes to their Bylaws that had previously been reviewed by the Districts oversight committee. The revised Bylaws are provided for approval by the Board.

MOTION: Walter Okitsu, 2nd by Alyssa Rodriguez to approve Gonzaga University Student Chapter Charter as proposed in the packet and approval of the Bylaws in the package with amendment that the requirement that President, Secretary, and Treasurer be elected by ASCE and ITE be dropped. Motion Passed

MOTION: Walter Okitsu, 2nd by Karen Aspelin to approve the Alaskan Section Bylaws as proposed in the packet. Motion Passed

XI. WesternITE MANAGING EDITOR'S REPORT

- A. *WesternITE* Managing Editor Joey Paskey highlighted *WesternITE* Publication overview and remind everyone to send content for Enews and *WesternITE*. Reminders about reports/content for the next *WesternITE* will be sent out September 1st, reports/content will be due on September 20th, and the newsletter will be printed on October 15th.

XII. WesternITE ADVERTISING MANAGER'S REPORT

- A. *WesternITE* Advertising Manager Robert Sweeting provided a summary of his report as follows:
- About \$3,000 less in revenue than last year. There about 12 less position announcements.
 - Professional Services Directory was changed to Products and Services Directory to help marketing for vendors and their products/services.
 - Currently have 23 PSD and Enews sponsorship sold out until February 2017.
 - Total advertising is expected to meet budget and is currently totaling \$15,100.

XIII. WEBSITE MANAGER'S REPORT

- A. Website Manager Justin Link provided a summary of his written report. The photo contest for the headers on the website allowed the District to obtain permission to use the photos. It was noted that feedback on the updated website has been positive. Justin is working with Kondala Mantri to reformat and add technical compendia from last few years to the website.

XIV. COMMITTEE REPORTS

- A. **Technical Committee** Chair Amit Kothari submitted a written report which outlined the winners of the Wayne T. Van Wagoner Award, Section Activity Awards, and Annual Meeting Best Paper Award. He also provided an update on the Student Chapter Data Collection Fund project.

Cathy noted that some checks being sent out to students are not being deposited. We will reissue checks twice and needs to be cashed before the end of fiscal year. Since students move and have address change, there needs to be better coordination on getting the right address for the student that meet the text limit of Billpay. We also moved up the deadline for awards and it will be due at the end of April.

ACTION: Dongho Chang to send Amit Kothari and Danielle Scharf the address line and character restriction limits on Billpay

ACTION: Amit Kothari to include in the Data Collection Fund RFP the address line character restriction limits on Billpay

- B. Membership Committee:** Membership Committee Chair Joe De La Garza provided a breakdown of the totals of members and membership types.
- He noted that voting members have decreased by about three percent in the May 2015 to May 2016 period.
 - Total membership for the year over year decreased by 4.6% or 200 members.

ACTION: Joe De La Garza to

- **Work with Colleen Agan to have HQ provide consistent numbers and graphs.**
- **Work with Colleen Agan to run membership numbers by age for the last three years.**

- C. Legislative Committee:** Legislative Committee Chair Tom Mericle provided a summary of his report. He noted that most legislative sessions have adjourned for the year and that legislative activity was low with only few items to track.
- D. California State Bill 743 Task Force:** Erik Ruehr indicated the Task Force has written a detailed comment letter, but is not expecting major changes to the guidelines. There are concerns that not all comments are being addressed. A two year opt in period for lead agencies is anticipated.
- E. Career Guidance Awards:** Chair Neelam Dorman reported that Josh McNeill has been assisting and that three student/young professional career development sessions planned for the Annual Meeting as well as awards that will be presented.
- F. Student and Faculty Initiatives Committee:** Student & Faculty Initiatives Committee Chair Danielle Scharf provided a summary of her report. 2015 had been a record year with 26 annual reports being submitted. There have been 23 annual reports submitted in 2016. Dalene noted that we do not have a signed copy of Fresno State's Bylaws. There was a robust discussion on funding for the Student Initiatives being paid by the student endowment fund.

ACTION: Danielle Scharf to reach out to Fresno State and get signed Bylaws to Dalene Whitlock.

- G. Student Endowment Fund Committee:** Richard T. Romer Student Endowment Fund Committee Chair Kimberly Leung presented the status of the Endowment Fund. The Endowment Fund account has over \$64,000 with Wells Fargo and over \$411,000 with D.A. Davidson. Kimberly suggested transferring \$30,000 from Wells Fargo to DA Davidson. Board was in agreement with this approach. Kimberly reported that DA Davidson investment from Multi Cap Class C shares to Class A shares. Class A shares are almost the same as class C, but has lower fees.

ACTION: Kimberly Leung to provide a simple table on where we stand on each account for the next meeting.

- H. **Public Relations Committee:** Chair Doug Smith reported that not much progress has been made since the Mid-Year meeting. They are working on getting message out, developing video of the award winners, contacting employer of the awardees, and have the video before the meeting so that it can be part of the award. He hopes to get video out in August for this year.
- I. **Traffic Bowl Committee:** Chair Ken Ackeret provided a written report summarizing his activities associated with the Traffic Bowl. Nine students teams have signed up. The goal from previous year has been to identify up and coming members and give them an opportunity to MC instead of using the same individuals each year. Devin Moore will judge the prequalifying round. Professional Traffic Bowl judges will be Ray Davis and Paula Benway. There are number of updated new questions. The traffic Bowl competition will be using the updated Jeopardy Quiz software. The software allows for pictures to be used instead of just text clues.
- J. **LAC Liason:** Randy McCourt provided an update on providing series of guides with preliminary programs and layout. These are on the website on the LAC page and helps with coordination such as room layouts. The new budget spreadsheets will help with consistency in reporting. Guides also help with PDH and copyright transfers, AV and negotiating prices. Randy noted that we have been having discussions with HelmsBriscoe regarding ITE's expectations. HelmsBriscoe needs to be looking out for ITE's interest since they get compensated through our contracts. Our representative located in Florida has not been helpful.

ACTION: Randy McCourt to have a discussion with Amy Martell of HelmsBriscoe to assign us a new representative.

XV. FUTURE ANNUAL MEETINGS

- A. **2020 Annual Meeting:** Proposal presentation for the 2020 Western District Annual Meeting was made jointly from the Hawaii Section and the Southern California Section. The joint bid was made to host in Waikiki on the island of Oahu. Board selected Hawaii for 2020 in Executive Session.
- B. **2021 Annual Meeting:** Randy McCourt reported that Portland is developing a brand new facility next to the convention center and the Oregon Section is 90% onboard for hosting the joint District and International meeting. The Board discussed whether to award the 2021 meeting immediately or go through the standard process with the understanding that the 2021 meeting will be a joint meeting with International.

MOTION: Motion by Walter Okitsu to designate the 2021 Annual Meeting as a joint meeting with ITE International. Motion Passed

ACTION: Incoming President Mark Spencer will invite Oregon Section and other interested parties to submit bids for the 2021 Annual Meeting prior to the Mid-Year Meeting.

XVI. ANNUAL MEETINGS' REPORTS

- A. Albuquerque 2016:** LAC Co-Chair Jim Barrera expects excess revenue of \$8,000. There were 82 students, 400 total attendees, 300 full registrations, and 23 vendors.
- B. San Diego 2017:** LAC General Chair Joe De La Garza indicated that they have set the meeting date from June 25-28, 2017 and the location will be the Hilton San Diego Resort near Sea World.
- \$229/night, \$28/night parking, \$425 for registration.
 - Family night options are still being explored.
 - Technical tours to Traffic Management Center, Trolley, Bikeshare, and ICM.
 - Joe requested \$2,000 advance funding need for deposits.

Motion: Walter Okitsu and 2nd by Carlos Ortiz to advance \$2,000 to 2017 San Diego LAC. Motion passed.

- C. Keystone 2018:** LAC General Chair Ben Waldman provided a summary of the LAC activities to date, including hosting a joint meeting with the Texas District (TexITE).
- Contract has been signed thanks to Randy's negotiating on ITE's behalf. \$500 deposit paid to the hotel by the Western District as part of the LAC's advance.
 - Need to set up bank account. Requests \$2,000 advance. Texas District will be contributing \$2,500.
 - Reviewing family night event at Breckenridge fun center or onsite with nice dinner.
 - Working on budget with sample from Rapid City.
 - Finalizing LAC committee, bring members from TexITE, and roles between Local and Texas.
 - SCOTE/NCUTCD will be meeting during the week prior to our Annual Meeting

Motion: Walter Okitsu and 2nd by Alyssa Rodriguez to advance \$2,000 to 2018 Keystone LAC. Motion passed.

- D. Monterey 2019:** LAC General Chair Justin Link provided a summary of the LAC activities to date.
- Contract has been signed. \$209/night. 989 room nights with 600 room night minimum.
 - Meeting with onsite AV provider.
 - Family night won't be at the Aquarium due to financial reasons.
 - Have \$1,000 advance from SF Bay Section.

XVII. NEW BUSINESS

- A. Student Leadership Summit Update.** The Board heard an update presentation by the Cal State Fullerton planning team Emilio Murga and Jamieson Gorospe.
- The summit will be held January 13-15.
 - Cathy noted that summit date is earliest that it has been held and is on a holiday weekend.

- District has \$1,000 line item for support of the summit.

B. Section/Chapter Leadership Handbook: Alyssa Rodriguez will be developing a handbook/material for Sections and Chapters that will provide key orientation and information on the Western District.

ACTION: Alyssa Rodriguez to present draft Section and Chapter Orientation Handbook at midyear meeting.

C. 2015-2016 Budget Review and Approval. The draft budget for the next fiscal year was presented by Dongho Chang. Board discussion included the incorporation of the Committee Travel Budget revisions per the Board's prior discussion, support of International Vice President candidate travel, and LeadershipITE contributions.

MOTION: Walter Okitsu, 2nd Carlos Ortiz to approve the draft FY 2016/2017 budget with the following amendments:

- Deletion of line item 806 (Advertising Coordinator Expenses) and line item 815 (Westernite Editor Travel Reimbursement) and increasing of line item 639 (Committee Travel) to \$4,500
- Deletion of line item 846 (International Vice President Campaign Reimbursement)
- Addition of 850 (LeadershipITE Funding) as a permanent budget line item as opposed to conditional
- Revision of line item 405/453 from \$15,000 to \$10,000 (Endowment Donation)

Motion passed.

XVIII. NEXT BOARD MEETING

The next board meeting will be held on January 27, 2017 (Oakland, CA). Hotel rooms are available at the Oakland Marriott for \$149 per night.

XIX. ADJOURN

MOTION: Walter Okitsu, 2nd Alyssa Rodriguez to adjourn the Board Meeting. Motion passed.

The meeting adjourned at 4:30 p.m.