District 6 Mid-Year Board Meeting
Hilton Ontario Airport
700 North Haven Avenue (909-980-0400)
Friday January 28, 2005
9 a.m. to 5:00 p.m.

WELCOME

The District 6 ITE Board welcomes its committee chairs, Council chairs and leadership from Sections and Chapters to attend its Annual Board meeting. The District 6 executive board consists of the President, Vice-President, Secretary-Treasurer, Past President and three International Directors who are the persons responsible for motions, voting and formal business of District 6. There are two ex-officio members of the Board (District Administrator and WesternITE Editor). All committee chairs, ITE Council Chairs/Vice Chairs, Candidates and Section/Chapter leadership from District 6 are welcome to contribute to discussion on items of business within the limits of time.

* Indicates where possible motions might be considered.

DRAFT MEETING AGENDA

9 a.m. CALL TO ORDER AND INTRODUCTIONS (Mustafa)

APPROVAL OF AGENDA *

DISCUSSION ITEMS

I. ITEMS OF RECORD/CONSENT AGENDA (Mustafa) – 9:10 AM
   A. Items of Record *
      1. Accept Resignation of WesternITE Technical Editor (August 16, 2004)
      3. Appointment of Tom Clausen to the Advisory Committee (11/04)
      4. Appointment of Randy McCourt to Chair D6 Nominating Committee (9/04)
      5. Appointment of Nate Larsen as LAC Chair for the 2009 Denver Annual Meeting
      6. Appointment of Nate Larsen as WesternITE Technical Editor (12/04 – 12/07)
      7. Appointment of Pat Gibson (9/04) as District 6 Endowment fund administrator
      8. Completion of Contract with West Coast Hotel for 2005 Annual Meeting in Kalispell, Montana
      9. Randy McCourt’s replacement of Nomination committee members from Past Section/Chapter Presidents (due to either a) conflicts/unable to serve or b) non-responsiveness).

         Nevada – Alyssa Reynolds
         Hawaii – Pete Pascua
Arizona – Scott Nodes
Utah – Lee Cabell
Montana – Michael Sanderson
Northern CA – Steve Brown
CO/WY – Nate Larsen

10. Issuance of Data Collection Fund awards

1 - U. of Idaho, Data Collection for Percent Right Turn on Red
2 - Portland State U., Establishing Pedestrian Walking Speeds
3 - U. of California Davis, Capacity Determination of Class I Bicycle Facilities
4 - Montana State U./Portland State U., Trip Generation Characteristics of Drive-Thru Coffee Stands (DOUBLE)

B. Consent Agenda *
   1. Approval of June 20, 2004 Board Meeting Minutes
   2. Approval of Changed ITE Student Chapter Advisors
   3. Approval of Update to District 6 Travel Policy
   4. Approval of President Roles and Responsibilities
   5. Approval of Audit and Tax Accountant Roles and Responsibilities

II. PRESIDENT’S REPORT (Mustafa) – 9:20 AM
   A. Section/Chapter Items and Visits
   B. Miscellaneous Correspondence
   C. Presidential Proclamations
   D. Endowment Fund for Student Initiatives (9:25 to 10:00AM)

III. VICE-PRESIDENT’S REPORT (Ackeret) – 10:00 AM
   A. Financial Report for FY 03/04 ending September 30, 2004 – Adherence to Budget
   B. Council and Committee Chairs Travel Budget Coordination Report
   C. District Leadership Directory
   D. Advanced Call for District Awards
   E. Close of FY02/03 Tax Year/Accounting Issues

IV. SECRETARY/TREASURER’S REPORT (Whitlock) – 10:15AM
   A. Report on Current District Finances and Asset Balance
   B. Status of Accountant Progress on FY03/04 taxes
   C. Status for 6-month Financial Report
   D. District 6 Dues Status
V. PAST PRESIDENT’S REPORT (McCourt) – 10:35 PM
   A. Joint Meeting proposal with International
   B. Benefits of ITE on Web
   C. Montana LAC Coordination
   D. Historic Committee Chair Listing - Draft
   E. WeWrite/Get Street Smart Children’s Books on Traffic
   F. D6 Strategic Plan (10:45-11:15)

BREAK

The Board shall convene to Executive Session for the following items:
   Report on Nominations for District 6 Officers and International Director

The Board shall reconvene in General Session
   G. Announcement of Slate of 2005 District 6 Candidates
   H. Formal Notification of Candidates, WesternITE Coordination, Mailing List
      Requests and Coin Flip

VI. INTERNATIONAL DIRECTORS’ REPORTS (Noyes, Miller, Grindley) – 11:35 AM
   A. International Director's Report (Noyes)
   B. International Director’s Report (Miller)
      1. 2006 Hawaii Annual Meeting
      2. Candidate Mailing Labels
   C. International Director’s Report (Grindley)

12:00 Noon *** LUNCH SERVED *** Following lunch being served, other director reports
   will continue

VII. INTERNATIONAL PRESIDENT’S/VICE-PRESIDENT’S COMMENTS
     (Harpst/Romer) – 1:00 PM

VIII. DISTRICT ADMINISTRATOR’S REPORT (Grote) – 1:10 PM
   A. General Report
   B. District 6 Policy Document Summary
   C. Accountant Search Update
   D. Charters and Bylaws Research and Record Keeping

IX. WESTERNITE MANAGING EDITOR’S REPORT (Kerenyi) – 1:30 PM
   A. General Overview and Status
   B. 16 Page Performance
   C. Status of Account Receivables for PSD and PSA vs Expenses
   D. Continuing display ad

X. WEBSITE MANAGER’S REPORT (Pascal) – 1:45 PM
   A. General Overview and Status
   B. Site Usage
   C. PSD Advertisements

XI. COMMITTEE REPORTS (2:00 PM)
A. ADVISORY COMMITTEE REPORT (Townsend)
   1) Endowment Fund
   2) Charter/Bylaws
   3) LAC Handbook Update

B. TECHNICAL COMMITTEE REPORT (Aspelin)
   1) Section Activity Reports
   2) Awards
   3) Technical Project
   4) Data Collection Fund

C. MEMBERSHIP COMMITTEE REPORT (Butzer)

D. LEGISLATIVE COMMITTEE REPORT (Stringer)

E. CALIFORNIA TRAFFIC ENGINEERING REGISTRATION COMMITTEE REPORT (Okitsu)
   1) PE Status in California and Oregon

F. CAREER GUIDANCE COMMITTEE REPORT (Rosales)
   1) Mentoring Program Status
   2) Young Professional Award

G. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL (Reynolds)
   1) Student Initiatives Measures of Effectiveness
   2) Status/Progress Report on Student Initiatives of 2004 and for 2005

H. VENDOR’S COMMITTEE (NORSTEN)
   1) Coordination with Montana, Hawaii and Portland LACs

I. REQUEST ALL COMMITTEE CHAIRS PROVIDE GOAL STATEMENT FOR WEB SITE

BREAK
XII. ITE TECHNICAL COUNCIL REPORTS – 3:15 PM

No verbal reports are anticipated unless chair or Board have questions – written reports, as provided, included in packet

A. Coordinating Council (Chair Tanda)
B. Transportation Planning Council (Vice-Chair Gonot)
C. Public Agency Council (Vice-Chair Boekamp)
D. Education Council (Vice-Chair Carson)
E. Pedestrian & Bicycle Council (Vice-Chair Ridgway)
F. Parking Council (Chair McCourt)
G. Goods Movement Council (Vice Chair Cartwright)
H. ITS Council (Vice-Chair Schroder)

XIII. FUTURE ANNUAL MEETINGS – 3:15 PM

A. 2010 Annual Meeting Statements of Interest (Mustafa)
   1. California Central Coast
   2. San Francisco Bay Area
   3. California Border Section
B. 2008 Joint Meeting Response (International Directors)

XIV. ANNUAL MEETING REPORTS – 3:40 PM

LAC Chairs serve the District 6 Board by appointment. They are the direct contact for the Board regarding LAC matters and are responsible for the organization and planning of the Annual Meetings.

A. 2004 Sacramento Wrap Up Report (Grandy/Brown)
B. 2005 Kalispell Glacier (Sanderson)
C. 2006 Honolulu (Leong)
D. 2007 Portland (Rosales)
E. 2009 Denver (Larsen)

XV. UNFINISHED BUSINESS – 4:15 PM

A.

XVI. NEW BUSINESS – 4:30 PM

A. Professional Support of Student Chapters
B. Support to Less than Active Student Chapters
C. Awards Selection Process

XVII. NEXT MEETING: Sunday July 10, 2005 in Kalispell, Montana at the West Coast Hotel

XVIII. ADJOURN – 5:00 PM