



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)
2. Appointment of Michelle Norsten - Vendor Chair (9/2004-9/2007)
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 echnical 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 (Butzier)

- 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