



Western District

**2009 Mid-Year Board Meeting
Hotel Sheraton, Denver, Colorado
1550 Court Place, 303-893-3333
Friday, February 06, 2009**

MEETING MINUTES

(M/S = Motion/Second)

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 8:40 am by District 6 President Monica M. Suter. Attendees introduced themselves. The following were in attendance:

Board Members:

Monica M. Suter, President
Michael Sanderson, Vice President
Edgar Perez, Secretary-Treasurer
Jennifer Rosales, Past President
Randy McCourt, International Director
Zaki Mustafa, International Director
Ken Ackeret, International Director
Jenny Grote, District Administrator
Rachel Donovan, WesternITE Managing Editor

ITE International Representation:

Kenneth H. Voigt, ITE Int'l President
Pat Noyes, Coordinating Council & Advisory Committee Member
Bill Byrne, Transit Council Chair

D6 Committee Chairs:

Dalene J. Whitlock, Advisory Committee Chair & 2010 LAC Finance Chair
Karen Aspelin, Technical Committee Chair
Steve Eagan, Legislative Committee Chair
Patricia Camacho De Cano, Career Guidance Committee Chair
Cathy Leong, Student Endowment Fund Committee Chair
Walter Okitsu, Licensing and Certification Chair
Alyssa Reynolds, Student Initiatives Chair
France Campbell, District 6 Web Manager
Nate Larson, WesternITE Advertising Coordinator & 2009 Denver LAC Co-Chair
Will Johnson, 2009 Denver LAC Co-Chair
Ann Brookes, 2011 LAC Anchorage Chair – (via telephone)
Tom Mericle, 2012 Santa Barbara LAC Chair

Section and Chapter Leaders:

Victor Ling, Cal Poly Pomona Student Chapter President

Jim Barrera, New Mexico Section President
Marc Mizuta, San Diego Section Vice President

APPROVAL OF AGENDA

M/S McCourt/Sanderson to approve the meeting agenda. Motion passed.

I. ITEMS OF RECORD/CONSENT AGENDA (Suter)

A. Items of Record *

1. Appointment of Jennifer Rosales to Chair the Western District Nominating Committee.
2. President Suter appointed the Nominating Committee recommended by Chair Rosales, as follows:
 - ❖ Joseph (Joe) Henderson, Colorado-Wyoming Section
 - ❖ Lee Cabell, Intermountain Section
 - ❖ Brian Hoeft, Nevada Chapter
 - ❖ David Tokarski, Northern California Section
 - ❖ Joy Bhattacharya, San Francisco Bay Area Section
 - ❖ Ruth M. Smith, Southern California Section
3. Appointment of Steve L. Eagan and Roberta McLaughlin as Legislative Chair and Legislative Vice Chair, respectively (September 8, 2008-September 9, 2011)
4. Appointment of Larry Wymer, Student Initiatives Vice Chair (August 31, 2008-September 1, 2011)
5. Appointment of Joseph Henderson as Technical Committee Vice Chair (November 19, 2008-November 20, 2011)
6. Appointment of Jennifer Rosales as Advisory Committee Chair (February 7, 2009-Mid-year Board Meeting 2010)
7. Appointment of Anne Brookes and Joann Mitchell as LAC Co-Chairs for the 2011 Anchorage Annual Meeting.
8. Appointment of Tom Mericle as LAC Chair and Robert Sweeting as LAC Vice Chair for the 2012 Santa Barbara Annual Meeting.
9. Appointment of Kim Carroll as LAC Chair and LAC Vice Chair Andrew Smigelski for the 2013 Phoenix Annual Meeting.
10. Issuance of Data Collection Fund awards (Each Single \$1,000 Grants)
 - ❖ Montana State University (Small Office Buildings)
 - ❖ Portland State University (IKEA Store)
 - ❖ UCLA (Gas Stations With Fast-Food Service)
 - ❖ University of Nevada – Reno (Mega-Sporting Goods Store)
 - ❖ University of Washington (Gas Stations With Fast-Food Service)
11. Accept resignation of Douglas Smith as WesternITE Managing Editor effective December 1, 2008
12. Appointment of Rachel Donovan as WesternITE Managing Editor effective December 1, 2008 (December 1, 2008-November 30, 2011)

A. Consent Agenda *

- Approval of August 17, 2008 Annual Board Meeting Minutes
- Approval of August 18, 2008 Annual Business Meeting Minutes

- Acceptance of Federal Mileage Rate for Reimbursement (\$0.55/Mile) *Modified Per Below M/S to Be Whatever the Federal Reimbursement Rate Is Effective Automatically.*

- Approval of ITE Student Chapter Advisors
 - ❖ Dr. Osama Asaba, University of Alaska, Anchorage
 - ❖ Dr. Simon Washington, Arizona State University
 - ❖ Dr. Mark Hickman, Arizona State University
 - ❖ Dr. Mark Hickman, University of Arizona
 - ❖ Dr. Sherry Ryan, San Diego State University
 - ❖ Dr. Edward C. Sullivan, California Polytechnic State University, SLO
 - ❖ Unofficial Chapter Contact: Dr. Bruce Janson, University of Colorado, Denver
 - ❖ Dr. Rhonda Young, University of Wyoming
 - ❖ Ricardo Archilla, Civil Engineering Dept., University of Hawaii
 - ❖ Dr. Mandar Khanal, Boise State University
 - ❖ Dr. Mitsuru Saito, Brigham Young University
 - ❖ Dr. Ahmed Al-Kaisy, Montana State University
 - ❖ Dr. Michael Dixon, University of Idaho, Moscow
 - ❖ Dr. Mohamed Kaseko, University of Nevada, Las Vegas
 - ❖ Dr. Zong Tian, University of Nevada, Reno
 - ❖ Dr. Peter Martin, University of Utah
 - ❖ Dr. Anthony Chen, Utah State University
 - ❖ Dr. Jerome Hall, University of New Mexico
 - ❖ Dr. Ding Cheng, California State University, Chico
 - ❖ Dr. Kevan R. Shafizadeh, California State University, Sacramento
 - ❖ Prof. Susan Handy, University of California, Davis
 - ❖ Prof. Roger Lindgren, Oregon Institute of Technology
 - ❖ Dr. Karen K. Dixon, Oregon State University
 - ❖ Dr. Christopher Monsere, Portland State University
 - ❖ Dr. Xudong Jia, California Polytechnic State University, Pomona
 - ❖ Dr. Jan Botha, San Jose State University
 - ❖ Dr. Rachel He, San Jose State University
 - ❖ Dr. Michael Cassidy, University of California, Berkeley
 - ❖ Dr. Emelinda Parentela, California State University, Long Beach
 - ❖ Dr. Hassan Hashemian, California State University, Los Angeles
 - ❖ Dr. Michael McNally, University of California, Irvine
 - ❖ Dr. Yin Hai Wang, University of Washington
 - ❖ Haifang Wen, Washington State University
 - ❖ Pat Gibson, University of California, Los Angeles

- Approval of Student Chapter Professional Liaisons
 - ❖ Intermountain Section, Walter Vodrazka, Jr.
 - ❖ Intermountain Section, Pat McGowen
 - ❖ Intermountain Section, Phil Rust
 - ❖ Intermountain Section, Grant Shultz
 - ❖ San Francisco Bay Area Section, Murali Ramanujam
 - ❖ San Francisco Bay Area Section, Patty Camacho De Cano
 - ❖ San Francisco Bay Area Section, Steve Weinberger
 - ❖ San Francisco Bay Area Section, Andre Chandra
 - ❖ Washington Section, Scott Lee
 - ❖ Washington Section, Meagan Powers
 - ❖ Washington Section, Liz Haselbach
 - ❖ Oregon Section, Chris Tiesler

- ❖ Colorado-Wyoming Section, Scot Lewis
- ❖ Arizona Section, Goutham L. Reddy
- ❖ Arizona Section, Scott Kelley
- ❖ Northern California Section, Binu Abraham
- ❖ Northern California Section, Bob Grandy
- ❖ California Central Coast, Jake Hudson
- ❖ Southern California , Neelam Sharma
- ❖ San Diego Section, Ahmed Aburahmah

M/S Ackeret/ McCourt to approve consent agenda with the exception for Item #3 that the current federal mileage rate will change according to whatever any future rate is and will be effective automatically. Motion passed.

II. PRESIDENT'S REPORT (Suter)

President Monica M. Suter opened the meeting by thanking everyone in attendance for their dedication, sacrifice and efforts made to serve the members of the Western District.

A. Welcoming of New Chairs, Vice Chairs and WesternITE Managing Editor

President Suter welcomed new Chairs, Vice Chairs and the newly appointed WesternITE Managing Editor.

B. Section/Chapter Items and Visits

She reported on her activities since installed as District President in August, 2008. Monica described her visits, presentations & Presidential Proclamations given to various Sections. She presented Presidential Proclamations to Karen Aspelin of the New Mexico Section, Larry Wymer of the Northern California Section, Robert Sweeting, of the Central Coast Section and Edward Krulikowski of the San Diego Section and others are scheduled.

C. LAC Manual & Travel Policy Language Clarifications in Addition to DA's*

Proposed new language was offered to address the question that came up for Committee Chairs and Vice Chairs which will be handled elsewhere in the agenda.

It is encouraged for LAC chairs to attend 2 annual meetings and 1 mid-year meeting prior.

III. VICE-PRESIDENT'S REPORT (Sanderson)

Vice President Michael Sanderson reported on exchange of accounts meeting held in Billings, Montana.

A. Close of FY07/08 Tax Year/Accounting

The net District income for FY 2008 was \$35,665.

B. WesternITE Committee Update (Also See Managing Editor & Webmaster's Report)

Michael noted that he took over as WesternITE Oversight Committee Chair with the initiation of Rachel Donovan as a WesternITE Managing Editor.

C. Results/Recommendations from Investment Account Sub Committee

He also discussed issues related to the Financial Management Subcommittee which is responsible for recommendations with respect to the financial management practices of the District. New recommendations were presented and approved which will require annual audits of district finances by a professional financial auditor as well as monthly review of accounts status by the District Vice President.

D. Updated Elected Leadership Directory (Handout)

Michael provided a draft District 6 Leadership Directory for review by all present at the meeting and will update it following the meeting so it can be posted on the website.

*M/S Sanderson/ McCourt to have Vice President check account monthly, Secretary-Treasurer to provide quarterly reports to accountant and Accountant to audit report every other year starting in 2009. Motion passed. **Action Item: Michael Sanderson to obtain audit proposal from Albert Li, CPA.***

Travel Policy modifications:

D6 Committee Chairs to have up to \$500 each for travel to mid-year board meetings. (Note: Council Chairs already have a cap of \$1000 each.)

*M/S Sanderson/ McCourt to modify Travel Policy as stated as stated and to ensure that some of the VP Duties language is also in the travel policy and to clarify that D6 Committee Vice Chairs may utilize budget in lieu of the D6 Committee Chair being present. Motion passed. **Action Item: Jenny Grote to modify travel policy to reflect these changes.***

IV. SECRETARY/TREASURER'S REPORT (Perez)

Secretary-Treasurer Edgar Perez shared the income and expenses for the District during the last quarter of 2008 and reported the total balances of the District's checking, savings and Student Endowment accounts. (See report for details.)

V. PAST PRESIDENT'S REPORT (Rosales)

The Board convened in executive session at 10:15 am to discuss the nominations.

A. Nominations for 2009-2010 Officers and International Director

Past President Jennifer Rosales presented her report. She presented the slate of candidates for Secretary-Treasurer and International Director and also presented nominees for the Lifetime and Individual Achievement Awards to be given at the annual meeting.

After the break, the Board re-convened in general session at 10:50 am.

B. Acceptance of Nominations Committee's Recommendations via Motion

Past President Rosales presented the slate of candidates as follows:

- President – Michael Sanderson
- Vice President – Edgar Perez
- Secretary Treasurer – Alyssa Reynolds and Scott Thorson
- International Director – Dalene Whitlock and Lawrence Wymer

M/S Sanderson/McCourt to accept the slate of candidates as presented by the nominating committee. Motion passed.

C. Key Dates for Publication of Candidates List and Statements: Website & WesternITE

D. Formal Notification of Candidates, WesternITE/Website Coordination, Mailing List Request and Coin Flip

Past President Rosales flipped a coin to determine the order that candidates will be listed in the Western ITE newsletter and on the website. Based on the coin flip, candidates will be listed as follows and there will only be one 400 word statement

since this can be accommodated with the electronic balloting system. The order of the names for the e-ballot are random and based on the coin flip, candidates will be listed as follows:

- Secretary Treasurer:
 - Scott Thorson will be first in WesternITE
 - Alyssa Reynolds will be first on the website

- International Director:
 - Larry Wymer will be first in WesternITE
 - Dalene J. Whitlock will be first on the Website

VI. INTERNATIONAL PRESIDENT'S REPORT (Verbal, Voigt)

International President Ken Voigt attended the meeting and provided an update on various activities at the international level relevant to District 6 operations. He highlighted the upcoming student traffic bowl at the ITE International Annual Meeting in San Antonio Texas and noted that if members are challenged by the economic situation, that ITE Headquarters indicated that ITE can waive annual dues on a case-by-case basis if contacted due to job loss. Ken also commented that International Vice President candidates should be invited to Denver's meeting and that he also plans to attend. ITE Executive Director and CEO Tom Brahms and International Past President Alf Guebert plan to attend the Intermountain meeting and Alf will also be attending the Quad meeting.

VII. INTERNATIONAL DIRECTORS' REPORTS (McCourt, Mustafa, Ackeret)

A. International Director's Report (McCourt)

International Director Randy McCourt presented a report covering his recent two International Board meetings and highlighted ITE Strategic Plan which is "To bring together transportation's body of knowledge and professional voice for the benefit of society". He also pointed out new ideas for the district to improve membership as well as some concerns with respect to decrease of membership from the public sector. A potential joint meeting with the Midwest District in 2014 was discussed and well received by the board. Randy presented a resolution for approval by the board to be presented to ITE HQ requesting the research and development of Web products and tools to be able to serve and inform our members more efficiently.

WHEREAS, information sharing is a core value of ITE, and

WHEREAS, the majority of ITE membership utilize computers and hand held devices to access information, manuals and reports as a daily function of their work, and

WHEREAS, the ability to distribute manuals, handbooks, recommended practices and informational reports electronically, instead of mostly by printed or .pdf

media, would be of significant and more efficient customer service to many ITE members and potential ITE members, and

WHEREAS, technology in retailing via the web has advanced to the level that MP3 files, video downloads and other media can readily be purchased at low cost (less than a dollar) creating models for delivery and revenue,

LET IT THEREFORE, BE RESOLVED, that the Western District Board of Direction recommends to the International ITE Executive Director and Board of Directors to advance planning and implementation of web/electronic delivery (not .pdf files) of manuals, handbooks, recommended practices and informational reports, as an option where appropriate, within the next 12 to 24 months for future publications.

M/S McCourt/Rosales to approve the resolution as stated. Motion passed.

B. International Director's Report (Mustafa) (See report.)

C. International Director's Report (Verbal, Ackeret)

International Director Ken Ackeret indicated that a request from International to incorporate a university based Traffic Bowl is forthcoming. This is intended to create visibility at the national level and maintain students motivated through competition.

VIII. DISTRICT ADMINISTRATOR'S REPORT (Grote)

A. Activities Report (Follow-up From Annual Meeting 2008 for Mid-year Mtg. 2009)

District Administrator Jenny Grote reported on the activities related to E-balloting, model Charter and Bylaw Amendments, Travel Policy amendments, Local Arrangement Committee Handbook updates and that Face book membership numbers are up to 100.

B. Revised Professional Liaison Wording for Model Section Bylaws and Charter

C. Cal Poly Pomona Charter and By-laws

D. E-Voting Update

E. Supplemental Documents

1. Past Presidents Proclamation Historical Data
2. Travel Policy (Proposed Updates)
3. LAC Handbook (Proposed Updates)
4. Model Section Bylaws and Charter

M/S McCourt/Mustafa to approve Model Section By Laws as presented. Motion passed.

M/S McCourt/Ackeret to approve Model Section By Laws with modification to Section 4.4 to replace the word "elective" with "elected". Motion passed

M/S McCourt/Ackeret to approve Model Section By Laws with Section 1.4 to remain as written. Motion passed.

*M/S McCourt/Sanderson to approve Travel Policy updates previously indicated in the Vice President's report and also clarifying that District Administrator will have his/her D6 meeting registration costs reimbursed. Motion passed. **Action Item: Jenny Grote to provide updates to the travel policy and other language as noted.***

Lunch Break: Noon & shortly following Lunch, other reports continued.

IX. WESTERNITE MANAGING EDITOR'S REPORT (Donovan)

- A. WesternITE Managing Editor Rachel Donovan thanked those who contributed to the WesternITE and for submitting information on time. She indicated that her preferred email address is editor@westernite.org. Several options were discussed to produce a better newsletter in the near future, possible for the September/October version, to include easy reading pages with hyperlinks and online interactive tools. The current WesternITE circulation stands at 3,829 issues.
- B. WesternITE Advertising Coordinator & LAC 2009 Co-Chair Nate Larson presented his report indicating that advertisement in the WesternITE has decreased due to the economy but that it is expected to improve with time. Nate also provided a report on the status of the planning efforts for the 2009 District 6 meeting in Denver. Besides and excellent technical program, several technical tours and family activities are planned. The cost of the meeting registration was discussed and agreed to be kept at a minimum even if it means having to offset the costs with additional funds from the District.

X. WEBSITE MANAGER'S REPORT (Campbell)

France Campbell, District 6 Web Manager, indicated that the registration for the annual meeting will be available on-line and that the number of users of the website has increased by four times since 2002.

XI. COMMITTEE REPORTS

- A. ADVISORY COMMITTEE REPORT (Whitlock)
Advisory Committee Chair Dalene J. Whitlock presented changes to the Lifetime Achievement Award Selection process.
- B. TECHNICAL COMMITTEE REPORT (Aspelin/Henderson)
Technical Committee Chair Karen Aspelin indicated that there are 9 candidates for the Wayne T. Van Wagoner Award. Winners will be announced at the Annual meeting in Denver. The Data Collection Fund was discussed as being time demanding. There are 5 projects that have been awarded the \$1,000 grants.

Action Item: Joe Henderson will come up with proposal for WesternITE Compendium.

- C. MEMBERSHIP COMMITTEE REPORT (Hansen—Not Present)
- D. LEGISLATIVE COMMITTEE REPORT (Eagan/McLaughlin)
Legislative Committee Chair indicated he is working closely with Vice Chair McLaughlin to provide timely updates for WesternITE covering our large District's legislative activities and that he has provided write-ups for our newsletter.
- E. LICENSING AND REGISTRATION COMMITTEE REPORT (Okitsu)
Walter Okitsu, Licensing and Certification Chair, highlighted a legislative Bill in California to create a practice license for Professional Traffic Engineers that is likely to

come out soon. Opposition to this Bill is expected. Transportation Planners Exam should be encouraged throughout our profession.

F. CAREER GUIDANCE COMMITTEE REPORT (Camacho De Cano)

Career Guidance Committee Chair Patty Camacho De Cano proposed an Ice Cream Social for mentors and mentees to be held at the Denver Annual meeting. This proposal was approved by the board and may continue as a tradition for future annual meeting.

G. STUDENT INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL (Reynolds/Wymer)

Student Initiatives Committee Chair Alyssa Reynolds highlighted the work done to have schools match funds to get student to the annual meeting and also requested \$1,500 to be given to students up-front after being selected winners of the James H Kell Competition award. There was substantial support for the simplicity of this suggestion and the question was raised as to if there might be tax implications based on this modification for the recipient and/or other impacts. Although that question remained unanswered, a motion to go forward was offered.

*M/S McCourt/Sanderson to approve the District providing this \$1,500 amount in advance of the meeting to assist them in their travel and figuring out some way to ensure that it is indeed spent for the intended purpose. Motion passed. **Action Item: Alyssa Reynolds to modify procedures for implementation and work with the Secretary-Treasurer Edgar Perez.***

Intermountain Section President Alyssa Reynolds invited everyone to the Annual meeting in Jackson Hole on May 14-16, 2009 which will be the Section's 49th annual meeting in Jackson Hole.

H. VENDOR'S COMMITTEE (Lichty—Not Present)

I. ENDOWMENT FUND COMMITTEE (Leong)

Student Endowment Fund Chair Cathy Leong provided the current status and growth of the fund, current balance is \$158,575 and indicated her willingness to keep track of the fund's accounting to relieve the District's Secretary-Treasurer from this duty and to provide an accounting summary report for the fund for the District.

XII. ITE TECHNICAL COUNCIL REPORTS

Verbal reports are welcome if the Chair or Vice Chair is present.

A. Coordinating Council (Chair Noyes, Vice Chair Coleman—Not Present)

Coordinating Council Chair Pat Noyes noted that the Coordinating Council (and other Councils) met in January prior to TRB and discussed the purpose and value of Councils to members and additional ways to reach-out to members. (Note: The Coordinating Council is responsible for the coordination of all International Councils and serves as an "Ex-officio" International Board Member.)

B. Public Agency Council (Chair Davis—Not Present, Vice Chair Suter)

Vice Chair Suter indicated that some Sections and Chapters provide similar Council adjuncts to the International "parent" Councils and that the District could help link International Councils, to District and Sections through advertising since many members are not aware of the value of Council participation. This can be done through WesternITE write-ups provided by various Councils and the web and will enhance member knowledge of projects that may interest them.

- C. Pedestrian & Bicycle Council (Chair Ridgway—Not Present)
- D. Expert Witness Council (Vice Chair Logan—Not Present)
- E. Transit Council (Vice Chair Byrne)
Vice Chair Byrne noted that this committee has been fairly dormant but that efforts will be made to re-energize it. There may be opportunities to have a joint Transit/Traffic project.
- F. Transportation Consultants Council (Vice Chair Samdahl—Not Present)
- G. Education Council (Vice Chair Young—Not Present)
- H. Transportation Education Council (Vice-Chair Young—Not Present)

XIII. FUTURE ANNUAL MEETINGS – 2:30 PM

2014 Annual Meeting Statements of Interest (Suter)*

One new option presented by International Director Randy McCourt is to have a joint meeting with District 4 at Mount Rushmore. This would be in lieu of having a joint international meeting at the planned Seattle location in 2014. Discussion ensued.

*M/S McCourt/Sanderson to pursue having a joint meeting in 2014 with adjacent District 4. Motion passed. **Action Item: Randy McCourt will take the lead in initial coordination with District 4 for this meeting.***

XIV. ANNUAL MEETING REPORTS – 2:35 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. 2008 Anaheim Wrap-up Report (Chair Mustafa)

LAC Chair indicated that the net amount from the Anaheim meeting was \$30,920. As a result, he recommended consideration of providing some support for the Cal Poly Pomona Chapter due to their significant assistance at Anaheim's Annual Meeting.

*M/S Mustafa/McCourt to approve \$2,500 go toward the Cal Poly Pomona Student Chapter to compensate for their help at the Anaheim meeting. Motion passed. **Action Item: Edgar Perez to follow-up with the student chapter to provide them with this amount.***

B. 2009 Denver (Co-Chairs Larson/Johnson)

Co-Chair Nate Larson indicated that those papers submitted but not accepted will be invited to participate in the poster session. The family night was discussed along with the Traffic Bowl. The traffic bowl software and equipment has been obtained. Additionally, the question was raised about the use of a vendor-sponsored jump (thumb) drive to put the compendium on it. After some discussion, it was generally agreed that since the company offered this innovative idea which will be helpful to the LAC, that it was ok to move forward with this concept.

*M/S McCourt/Sanderson to approve that the early registration conference fees for ITE members be set at \$350.00 for ITE members (\$495 for non members) and \$25 for students for early registration. After the early registration deadline, fees will be \$450 for ITE members (\$595 for non members) and \$75 for students. Motion Passed. **Action Item: LAC 2009 to modify their ~~registration form~~ registration forms accordingly.***

- C. 2010 San Francisco (Chair Spencer, c/o Finance Chair Whitlock)
LAC Finance Chair Dalene J. Whitlock reported that there will be a booth at the Denver conference requesting donations for the San Francisco conference. Conference stickers will be available and the Palace Hotel has been identified as the location for the conference.
- D. 2011 Anchorage (Co-Chair Brookes—via telephone & Co-Chair Joann Mitchell)
LAC Co-Chair Anne Brookes presented the highlights of her report by phone although the connection was limited. From this, she noted that technical tours and family outings are being planned along with consideration of various hotel locations. Randy McCourt noted that the hotel rate should be kept at or below \$199. Co-Chair Brookes also indicated that they have established a bank account. She noted that she plans to attend Denver's Annual Meeting.
- E. 2012 Santa Barbara (Chair Mericle/Vice Chair Sweeting)
Tom Mericle shared that there are plans to have a Face Book page to promote the conference. The budget has not been developed yet. They are working on alternative hotels in the area but none of them are particularly close. The committee will continue to evaluate alternative locations due to the high hotel costs. However, they really like the Fess Parker hotel location and also plan to make every attempt to obtain lowered room rates to make that location more feasible. The District Board expressed concern about high room rates.
- F. 2013 Phoenix (Chair Carroll/Vice Chair Smigelski, c/o LAC Liaison Jenny Grote)
LAC Liaison Jenny Grote presented an award to Pat Noyes for being the 100th member added to Face Book. Various hotels are being evaluated by the LAC and Jenny indicated that President Suter is invited to tour the venue this spring. The Annual Meeting Date is planned to be July 14-17, 2013 and the Phoenix area is preferred over Tucson.
- G. Other Reports
1. Washington Section (See Written Report Provided by President Ching)
 2. New Mexico Section Report (Verbal-President Barrera)
President Jim Barrera highlighted the activities of the New Mexico Section. He noted that his section has been successful using electronic email and newsletter communications versus hard copy communications. Website announcements regarding presentations have helped attract attendees at the monthly meetings. The Section has 95 active members with 121 overall.
 3. San Diego Section Report (Verbal-Vice President Mizuta)
Vice President Marc Mizuta shared that the San Diego Section has a new website which is linked to D6 website. There is a SDSU Student Chapter that is active as well as continuing efforts to establish a student chapter in Tijuana, Mexico. The Section will present a proposal to the District for support of the Tijuana Chapter.
 4. Cal Poly Pomona Chapter (See Written Report-President Ling)
Student Chapter President Victor Ling indicated that students are encouraged to attend meetings and that 47 students participated in last year's annual meeting in Anaheim. The students helped with the annual meeting and are planning to also help with the Santa Barbara meeting, Denver, and others to the extent possible.

XV. UNFINISHED BUSINESS

Spanish translation of the webpage was discussed. Spanish translation is anticipated to become more important when the Tijuana Chapter is established and further discussion of this item will be handled as appropriate. Other items of unfinished business were largely handled within other agenda items.

XVI. NEW BUSINESS

Most of these items were covered elsewhere in the agenda.

XVII. NEXT MEETING

The next meeting will be held on **Sunday, July 12, 2009**, in Denver, Colorado at the Sheraton Downtown, 8 am.

ADJOURN – 5:00 PM

The meeting adjourned at 3:40 pm.