

District 6 Mid-Year Board Meeting

UNLV Thomas & Mack Conference Center

February 3, 2006

MEETING MINUTES

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:06 AM by District 6 President Ken Ackeret. The following were in attendance all or part of the day:

Board Members:

Ken Ackeret, *President*
Dalene J. Whitlock, *Vice President*
Jennifer Rosales, *Secretary-Treasurer*
Zaki Mustafa, *Past President*
Rock Miller, *International Director*
Rory Grindley, *International Director*
Julie Townsend, *International Director*

Jenny Grote, *District Administrator*
Doug Smith, *WesternITE Managing Editor*

Guests:

Rich Romer, International President
Randy McCourt, Adv. Com Chair/Parking Council Chair
John Kerenyi, Former WesternITE Managing Editor
Jon Pascal, Website Manager
Karen Aspelin, Technical Chair
Walter Okitsu, Traffic Engineering Registration Chair
Walt Stringer, Legislative Chair
Alyssa Reynolds, Student and Faculty Initiatives Chair
Craig Grandstrom, Career Guidance Chair
Steve Sasaki, Membership Chair
Michael Sanderson, 2005 LAC Chair/Intermtn 1st VP
Scott Thorson, Intermountain Section Past President
Shashi Nambisan, Nevada Chapter President
Ahmed Aburahmah, California Border Section President
Vansi Surapaneni, ITE Student Member, UNLV
Rachel Ackeret, ITE Student Member, UNLV

APPROVAL OF AGENDA

M/S Dalene Whitlock/Rory Grindley to approve the agenda. Motion passed.

I. ITEMS OF RECORD / CONSENT AGENDA

A. ITEMS OF RECORD*

1. Accept resignation of Michelle Norsten – Vendor Chair (December 27, 2005)
2. Appointment of Zaki Mustafa to Chair D6 Nominating Committee (9/05)
3. Appointment of Doug Smith as WesternITE Editor (12/05 – 12/08)
4. Completion of contract with Adam's Mark Hotel for 2009 Annual Meeting in Denver Colorado

B. CONSENT AGENDA*

1. Approval of July 10, 2005 Board Meeting Minutes
2. Approval of July 12, 2005 Business Minutes
3. Acceptance of new federal mileage reimbursement rate of 44.5 cents per mile

M/S Dalene Whitlock/Rock Miller to approve items. Jenny Grote had a correction to the minutes under Officer reports (II,A,6) and asked that the minutes be amended to state that it's the third time (not second time) that the District 6 has won both awards in the same year. The motion passed as amended.

II. PRESIDENT'S REPORT

- A. Section/Chapter – President Ken Ackeret visited the New Mexico section, Northern California Section, and Fall Transportation Conference in Nevada. President Ken Ackeret presented a Presidential Proclamations to Jerry Hall, Bob Grandy, Scott Plummer, and Bill Darnell.
- B. Accounting services with Anne Stein ended, and a new accountant has been selected.
- C. Michelle Norsten has resigned as the District 6 Vendor Chairperson.

III. VICE PRESIDENT'S REPORT

- A. Book exchange – The book exchange between Vice President Dalene J. Whitlock and Secretary-Treasurer Jennifer Rosales took place on September 30, 2005 in Santa Rosa.
- B. Financial Report for FY 04/05 ending September 30, 2005 – The books have been closed out at the end FY 04/05. The District's new accountant, Albert Li, had the tax forms complete and submitted to the IRS.
- C. WesternITE Invoicing – Dalene Whitlock sent invoices to 74 firms for a total of \$19,840.
- D. Travel – The travel budget coordination was discussed.

Action: Rock Miller will coordinate and identify meetings for ID's which will be included in the Senior ID mid-year meeting reports.

Dalene Whitlock asked the board for consideration to increase the travel budget for District Administrator since the current amount is not adequate (\$500). D6 policy to reimburse the D6 Administrator for all travel to mid-year and annual meeting.

IV. SECRETARY/TREASURER'S REPORT

- A. District Finances – Secretary-Treasurer Jennifer Rosales reported the District's Income as \$22,862.12 (\$129,950 in anticipated income in FYI 05/06 budget). Jennifer reported that \$20,873.61 in expenses out of budgeted expenses of \$150,600.

Action: Ken Ackeret directed the D6 Secretary- Treasurer to re-visit the appropriate target reserve amount/formula with new the new accountant.

- B. Status of accountant progress on FY 04/05 taxes – taxes completed and submitted.

V. PAST PRESIDENT'S REPORT

- A. WesternITE Discussion – Past President Zaki Mustafa and President Ken Ackeret have worked with Pasadena, John Kerenyi and Jon Pascal.
- B. Website Updates – company/agency advertisements on the website were discussed.
- C. Hawaii LAC coordination – Zaki Mustafa is working with Hawaii LAC Chair Cathy Leong.
- D. Nominations committee – Zaki Mustafa led the District 6 nominations committee which solicited and nominated the following candidates:

District 6 Secretary – Treasurer

John Kerenyi – To be listed 1st on ballot and 2nd on WesternITE

Monica Suter – To be listed 2nd on ballot and 1st on WesternITE

International Director

Cathy Leong – To be listed 2nd on ballot and 1st on WesternITE

Randy McCourt – To be listed 1st on ballot and 2nd on WesternITE

The coin flip for the candidate order listing for the ballot and WesternITE occurred during the general session and was witnessed by the attendees at the D6 mid-year board meeting.

Rock Miller moved to accept the nominations ballot and Rory Grindley made the second motion. Motion passed.

VI. INTERNATIONAL DIRECTORS' REPORTS

- A. International Director's report - Rock Miller developed the election campaign guidelines and conducted a focus group survey on election campaigns.

Action: Rock Miller will take the lead of updating the campaign election guidelines.

- B. International Director's report – Rory Grindley noted that his International Director Report was submitted. ITE letterhead and logos were discussed.

Action: Dalene Whitlock will be creating a letterhead for candidates.

- C. International Director's report - Julie Townsend submitted her ID report, and Julie noted that she officially became an ID as of January 1, 2006.

VII. INTERNATIONAL PRESIDENT'S COMMENTS (Rich Romer)

- A. International Dues – International President Rich Romer noted that the International dues increased by about \$7 per member, but each member will receive one council membership free of charge.
- B. Awards – The recipient of the Theodore M. Matson award winner is Gene Wilson.
- C. Best Practices Manual – ITE International is developing a best practices ITE manual and needs assistance. Please encourage sections and chapters to participate.
- D. Transportation professional certification board – The PTOE is now self-sustaining and there are about 1,500 PTOE's. There are two new certifications: Traffic Operations Practitioner Specialist (TOPS) and Traffic Signal Operations Specialist (TSOS).
- E. International Elections - The candidates for ITE International VP are Alf Guebert and Rod Kelly.
- F. Leadership development task force – The task force is encouraging districts, sections and chapters to develop mentoring programs. Rich noted that D6 has a great mentoring program.
- G. Mega Issues - ITE International is continuing the Mega Issues discussion.

VIII. DISTRICT ADMINISTRATOR'S REPORT

- A. District Accountant Replacement – District Administrator Jenny Grote reported that Albert Li has taken over as District Accountant.
- B. California Charitable Trust – The District is officially registered in California as a charitable trust.
- C. AON Insurance class action law suit update – The insurance company was involved in a law suit. D6 received a small settlement of \$5 from the insurance company.
- D. E-balloting – Jenny Grote noted that Pete Frenz, ITE International, advised that D6 needs to keep International elections separate from District 6 elections for e-balloting.
- E. 2009 Hotel Contract – A final contract for the 2009 Annual meeting is in the District Administrators files. In addition, the files include historical data and statistics from Annual Meetings and running tabulation of LAC chairs.
- F. Travel Policy - Jenny Grote summarized the District's travel policies.

- G. Charter and Bylaws revisions - The board discussed the procedure to adopt the charter and bylaws revisions.

M/S Rory Grindley/Dalene Whitlock to accept the final modification as proposed by the advisory committee on D6 bylaw proposal and for approval by membership. Motion passed.

M/S Rory Grindley/Dalene Whitlock to forward the changes to the charter for approval of membership to petition the International Board. Motion passed.

Action: Bylaws and charters to be in the ballot along with the elections.

IX. WESTERNITE MANAGING EDITOR'S REPORT (John Kerenyi/Doug Smith)

- A. General overview and status – John Kerenyi noted that the WesternITE finished with a surplus in income.
- B. Status of account receivables for PSD and PSA vs. expenses – Doug Smith addressed meeting customer expectations. Doug Smith noted that Adcraft billing/invoices have increased due to increased postage prices.

X. WEBSITE MANAGER'S REPORT (Jon Pascal)

- A. Annual meeting registration website – Jon Pascal presented the annual meeting registration website to the board. The annual meeting website will allow on-line registration and provides a data base for the LAC and future LAC's.

Action: Jennifer Rosales and Dalene Whitlock will open the Wells Fargo account for the LAC's credit card account.

XI. COMMITTEE REPORTS

A. ADVISORY COMMITTEE REPORT (McCourt)

1. Advisory Committee Membership – Zaki Mustafa will be taking over the advisory committee. Two new members will need to be appointed to the committee. Julie Townsend and Tom Clausen's terms expired as of this meeting.
2. LAC Handbook Update – The LAC Handbook will be turned over to Zaki Mustafa.
3. Endowment Fund – The endowment fund will be turned over to Zaki Mustafa.

B. TECHNICAL COMMITTEE REPORT (Aspelin)

1. Awards – Karen Aspelin reported that ten articles written by members of District 6 are being judged for the Van Wagoner Award.
2. Data Collection Fund – The 2006 RFP for the fund was modified to ensure final submission of deliverables. The modifications follow: 1) final compensation is not given to the student chapters until all of the deliverables required by the RFP have been submitted and 2) student chapters not fulfilling the requirements of previous year are penalized slightly in the selection process of following year. The student chapters funded for 2006 are: Portland State University and the University of Hawaii – Manoa.

C. MEMBERSHIP COMMITTEE REPORT (Sasaki)

1. Membership Survey - Steve Sasaki summarized the information received from International.

D. LEGISLATIVE COMMITTEE REPORT

1. Legislative Report - Walt Stringer asked sections for their legislative updates.

E. TRAFFIC ENGINEERING REGISTRATION COMMITTEE

1. Licensing of Traffic Engineers – Walter Okitsu provided a summary of his report.

F. CAREER GUIDANCE COMMITTEE REPORT

1. Mentoring Program – Craig Grandstrom provided a status update of the program and reported that there are ten matches for the first round of the program.
2. Budget Requests –President Ken Ackeret recommended coordination with the D6 Secretary-Treasurer for committee expenditures used for a gift or token of appreciation to individuals participating in the mentoring program.

Craig Grandstrom requested a monetary award for the young professional award.

M/S Jennifer Rosales/Dalene Whitlock to have D6 give \$200 and plaque to the recipient of the Young Professional Award. Motion passed.

G. STUDENT AND FACULTY INITIATIVES

1. Student Competitions – Alyssa Reynolds reported that 21 schools submitted reports between 2004 and 2005 which varied from year to year and will be targeted this year.
2. Newsletter Editor – position vacant and needed.
3. Student Chapters Update - Alyssa Reynolds developed a calendar of student and faculty initiatives and sent this calendar to the faculty advisors.

M/S Dalene Whitlock/Julie Townsend to approve the faculty advisors based on the listing in the current directory. Motion passed.

4. Outstanding Educator Award - Alyssa recommended removing the five year ineligibility for the outstanding educator award. Discussion followed.

M/S Rory Grindley/Dalene Whitlock to remove the five year clause as requirement to a recommendation of the award. Motion passed.

H. VENDORS' COMMITTEE

1. Discussion of new Vendor Chair – Zaki Mustafa recommended Emery Dyer, Fortel Traffic.
Ken Ackeret appointed Emery Dyer as the Vendor's Committee Chair.

XII. ITE TECHNICAL COUNCIL REPORTS

No reports were given.

XIII. FUTURE ANNUAL MEETINGS

A. 2011 ANNUAL MEETING STATEMENTS OF INTEREST

President Ken Ackeret reported that letters of interest were received from three sections - Arizona Section, Intermountain Section Nevada Chapter, and Alaska Section.

M/S Rory Grindley/Rock Miller to bring all three forward and to the annual meeting for presentation. Motion carries.

B. 2008 (Anaheim) JOINT MEETING RESPONSE

ID Rock Miller noted that the chair will be appointed by International President in 2006.

XIV. ANNUAL MEETING REPORTS

A. 2005 Kalispell Glacier Wrap-up Report

LAC Chair Michael Sanderson reported that there were 252 Full registrants and over 400 registered delegates (over 500 attendees with vendors). Financially, the LAC returned \$44,000. The LAC raised

\$10,000 in sponsorships from consulting firms. Michael requested a consideration of some of the surplus funds to go back to the Montana State University endowment.

M/S Jennifer Rosales/Zaki Mustafa to make a donation of \$5000 to MSU student chapter's endowment fund.

A discussion followed and it was noted that this will not set precedence for future meetings. It was also noted that this motion is for extraordinary service and is above and beyond from past the years. This is a one time only donation for the exceptional service. The amount was set to help offset the travel costs of the students since the meeting was not in close proximity to the university.

The vote was 6 in favor and one vote against. *Motion passed.*

B. 2006 Honolulu Report (Leong)

Past President Zaki Mustafa reported that there were 192 abstracts submitted, and the space only allows for three concurrent sessions. The budget for the Honolulu was discussed.

M/S Zaki Mustafa/Jennifer Rosales to approve \$375 as the early full registration fee, early student registration \$25, early registration \$495 non-members, late registration member \$495, late registration student member \$100, late registration non-member \$595, one-day registration \$200, \$20 Banquet child care, and spouse registration \$100.

Rory Grindley requested to amend motion by deleting the \$20 Banquet child care. Julie Townsend made a second motion on the amendment.

Zaki Mustafa and Jennifer Rosales agreed to amendment to eliminate the \$20 child care for banquet.

Motion passed as amended.

B. 2007 Portland Report (Rosales)

Jennifer Rosales summarized the activities of the 2007 Portland LAC and requested the D6 President to appoint Peter Koonce as the 2007 Portland LAC chair. ***Ken Ackeret appointed Peter Koonce as the 2007 Portland LAC chair.***

Jennifer Rosales requested a second advance of \$3,000 to the Portland LAC.

M/S Rock Miller/Dalene Whitlock to accept advance of \$3000 from the ITE District 6 Board to the Portland LAC. Motion passed.

XVII. NEXT MEETING:

The next D6 board meeting will be on Sunday June 25, 2006 in Honolulu, Hawaii at the Sheraton Waikiki at the 2006 D6 Annual Meeting.

XVII. ADJOURN

Meeting adjourned at 5:32 PM.