



Western District 2011 Mid-Year Board Meeting

San Diego, California
Friday, February 4, 2011
9:00 a.m. – 5:00 p.m.

WELCOME

The Western District Board welcomes committee chairs, council chairs and section and chapter leaders to its mid-year board meeting. The voting members of the board include the president, vice president, secretary-treasurer, past president and three international directors. These persons are responsible for all motions, voting and formal business of the District. There are two ex-officio members of the board, the district administrator and the WesternITE managing editor. All other Western District ITE members attending are welcome to participate in the discussion as time allows.

* Indicates items where action is required

MEETING AGENDA

CALL TO ORDER AND INTRODUCTIONS (Perez) – 9:00 a.m.

APPROVAL OF AGENDA*

I. ITEMS OF RECORD & CONSENT AGENDA (Perez) – 9:10 a.m.

A. Items of Record*

1. Appointment of Michael Sanderson as International Director effective January 1, 2011
2. Appointment of Monica M. Suter to serve as Past President effective January 1, 2011.
3. Appointment of Monica M. Suter as Advisory Committee Chair effective 2/4/11 through Mid-year Board Meeting 2012.
4. Appointment of Robert Crommelin to Advisory Committee effective 2/4/11 through Mid-year Board meeting 2014
5. Selection of HelmsBriscoe as the recommended Annual Meeting Location Negotiator to help 2014 and 2015 LAC's.
6. Appointment of Nominating Committee, including:
 - Ben Waldman, Colorado Section
 - Joe Tate, Intermountain Section

- Jim Barrera, New Mexico Section
 - Dennis Acuna, Riverside-San Bernardino Section
 - Marc Mizuta, San Diego Section
7. Appointment of Joe De La Garza as Membership Committee Chair (October 1, 2010 to October 1, 2013) replacing Gary Hansen whose 3-year term expired in August 2010.
 8. Appointment of Ahmed Aburahmah as WesternITE Advertising Manager (October 1, 2010 to October 1, 2013) replacing Nate Larsen whose 3-year term expired in August 2010.
 9. Reappointment of Cathy Leong as Student Endowment Fund Committee Chair for another 3-year term (October 1, 2010 to October 1, 2013).
 10. Appointment of Janna McKhann as Vendor/Industry Committee Chair (October 1, 2010 to October 1, 2013) replacing Marc Lichty whose 3-year term expired in August 2010.
 11. Appointment of Dr. Wen Cheng as WesternITE Technical Editor (October 1, 2011 to October 1, 2013) The Technical Editor is a new position that is part of the WesternITE Committee and works with the WesternITE Managing Editor and the Website Manager/Online Newsletter Editor in the production and quality of the hard copy and online WesternITE newsletters.
- B. Consent Agenda*
1. Approval of June 27, 2010, Board Meeting Minutes
 2. Approval of June 29, 2010, Annual Business Meeting Minutes

II. PRESIDENT'S REPORT (Perez) – 9:15 a.m.

- A. International Director Appointment
- B. Past President Appointment
- C. Committee Appointments
- D. Section/Chapter Visits
- E. Presidential Proclamations
- F. Follow up on Strategic Planning
- G. HelmsBriscoe's Representative, Q & A (Jennifer Settle, 7 min)

III. VICE PRESIDENT'S REPORT (Reynolds) – 9:30 a.m.

- A. Close of 2009-2010 Fiscal Year Accounting and Taxes
- B. Committee Travel Budget
- C. Leadership Directory
- D. WesternITE Activities

IV. SECRETARY-TREASURER'S REPORT (Okitsu) – 9:45 a.m.

- A. 2010-2011 Year-to-Date Financial Report

V. PAST PRESIDENT'S REPORT (Sanderson/Suter) – 10:00 a.m.

*****BREAK*****

The Board shall convene in executive session for the following items:

- A. Nominations of 2011-2012 Candidates for Western District Officers and International Director
- B. Nominations of 2011 Individual and Lifetime Achievement Awards

The Board shall re-convene in general session.

- C. Acceptance of Nomination Committee's Slate of Candidates*
- D. Coin flip and notification procedures in WesternITE, website, mailing list requests

VI. INTERNATIONAL DIRECTORS' REPORTS – 10:45 a.m.

- A. International Director's Report (Ackeret)
- B. International Director's Report (Whitlock)
- C. International Director's Report (Sanderson)

VII. INTERNATIONAL VICE PRESIDENT'S REMARKS (Miller) – 11:15 a.m.

VIII. DISTRICT ADMINISTRATOR'S REPORT (Grote) – 11:30 a.m.

- A. LAC Handbook Task Force*
- B. Western District Awards review *
- C. Adoption of Hawaii Section Charter and Bylaws*
- D. Adoption of Colorado-Wyoming Section Bylaws*
- E. Adoption of University of Colorado Denver Student Chapter Charter*

12:00 noon *LUNCH SERVED*****

IX. WESTERNITE MANAGING EDITOR'S REPORT (Mustafa) – 12:30 p.m.

X. ADVERTISING MANAGER'S REPORT (Aburahmah) – 1:00 p.m.

XI. WEBSITE MANAGERS REPORT (Mustafa) – 1:15 p.m.

XII. COMMITTEE REPORTS – 1:30 p.m.

- A. Advisory Committee Report (verbal report, Suter)
- B. Technical Committee Report (Aspelin)
- C. Membership Committee Report (De La Garza)
- D. Legislative Committee Report (Eagan)
- E. Career Guidance Committee Report (Camacho de Cano)
- F. Vendor Committee Report (McKhann)
- G. Student and Faculty Initiatives Committee Report (Scharf)
- H. Student Endowment Fund Committee Report (Leong)

1. SEF Strategic Plan
2. SEF Investment and Disbursement Policy
- I. Traffic Bowl Committee (Jerry Hall, not present)*

XIII. ITE TECHNICAL COUNCIL REPORTS

(No Council reports are anticipated, but may be provided if a representative is present)

XIV. FUTURE ANNUAL MEETINGS – 2:30 p.m.

- A. 2016 Annual Meeting Statements of Interest (Perez)
 1. San Diego, California (San Diego Section)

XV. ANNUAL MEETING REPORTS – 2:40 p.m.

- A. 2010 San Francisco (Spencer)
 1. Final Report*
- B. 2011 Anchorage (Brooks)
 1. Budget and Registration Fees*
 2. Letter proposal from Experient (refer to Dist. Adm. Package)*
- C. 2012 Santa Barbara (Mericle)
 1. Request for funds*
- D. 2013 Phoenix (Jenny Grote, Kim Carroll not present)
- E. 2014 Rapid City
- F. 2015 Las Vegas, NV

3:30 p.m. *BREAK*****

XVI. OLD BUSINESS – 3:40 p.m.

- A. Fellow Membership Grade Requirement for District Officers (Grote)
- B. CEU Credits for Annual Meeting (Reynolds)
- C. Western District Strategic Plan (Perez)

XVII. NEW BUSINESS – 3:45 p.m.

- A. Financial Support for ITE Vice-Presidential Candidates Ray Davis and Zaki Mustafa (Perez)*
- B. Consideration to split Secretary-Treasurer position (Perez)

XVIII. NEXT MEETING: Sunday, July 10, 2011, Anchorage, Alaska

XIX. ADJOURN – 5:00 p.m. or sooner