

ITE Western District 2014 Annual Board Meeting June 29, 2014

*Held at the Holiday Inn Rapid City-Rushmore Plaza, Rapid City, South Dakota
Meeting Minutes: By Cathy Leong, P.E.*

CALL TO ORDER AND INTRODUCTIONS

Western District President Karen Aspelin called the meeting to order at 8:40 a.m. Attendees at the meeting were (see attached):

BOARD MEMBERS:

Karen Aspelin, President

Carlos Ortiz, Vice President

Cathy Leong, Secretary-Treasurer (preparer of the meeting minutes)

Walter Okitsu, Past President and Chair of the Advisory Committee

Monica M. Suter, International Director

Jenny Grote, International Director

Jennifer Rosales, International Director

Rory Grindley, District Administrator (ex-officio and non-voting member)

Joey Paskey, *WesternITE* Managing Editor (ex officio non-voting member)

COMMITTEE CHAIRS AND GUESTS:

Robert Sweeting, WesternITE Advertising Manager

Justin Link, WesternITE Web Manager

Amit Kothari, Technical Committee Chair

Danielle Scharf, Student Initiatives Committee Chair

Joe De La Garza, San Diego 2017 LAC and Membership Committee Chair

Tom Mericle, Legislative Committee Chair

Neelam Sharma, Career Guidance Committee Chair

Kimberly Leung, Richard T. Romer Student Endowment Fund Committee Chair

Chuck Huffine, Public Relations Committee Chair

Ken Ackeret, Traffic Bowl Committee Chair

Alyssa Reynolds, Las Vegas 2015 LAC and Candidate for International Director

Randy McCourt, Rapid City 2014 LAC Co-Chair from Western District

Steve Manhart, Rapid City 2014 LAC Co-Chair from Midwestern District

Dalene Whitlock, Rapid City 2014 LAC Finance Chair

Lee Cabell, Las Vegas 2015 LAC Financial Chair

Jim Barrera, Albuquerque 2016 LAC Co-Chair

Mark Spencer, Candidate for Secretary-Treasurer

Dongho Chang, Washington Section President and Candidate for International Director
Hibbett Neel, International President
Ray Davis, Candidate for International Vice President
Ben Waldman, Colorado-Wyoming Section
Aaron Heumann, Colorado-Wyoming Section
Kaylinn Roseman, Student Leadership Summit Task Force
Jonathan Hofert, Riverside-San Bernardino Section
Dennis Acuna, Riverside-San Bernardino Section
Sri Chakravarthy, Southern California Section First Past President
David Roseman, Southern California Section
Reaa Ali, Sacramento State Student Chapter President
Kevan Shafizadeh, Sacramento State Student Chapter Faculty Advisor

The Western District Mid-Year Board Meeting was held on June 29, 2014 at the Holiday Inn Rapid City-Rushmore Plaza in Rapid City, SD. Board Members, Committee Chairs, and guests attended the meeting.

I. AGENDA, ITEMS OF RECORD AND CONSENT AGENDA

A. Approval of Agenda

MOTION: Monica Suter, 2nd Jenny Grote to approve the agenda. Motion passed.

B. Items of Record:

1. Appointment of Michael Sanderson to the Advisory Committee

C. Consent Agenda:

1. Approval of January 24, 2014, Mid-Year Board Meeting Minutes

MOTION: Jenny Grote, 2nd Monica Suter to accept minutes with minor edits as forwarded by Jenny. Motion passed.

II. PRESIDENT'S REPORT

A. Travel and Section/Chapter Visits: Karen listed her travel since the beginning of 2014:

- Western District Mid-Year Meeting in Las Vegas
- Western District Student Leadership Summit at Cal Poly San Luis Obispo
- Joint San Diego-Southern California Sections Luncheon
- Cal Poly Pomona Student Chapter Meeting
- Intermountain Section Meeting
- New Mexico Section Meeting

B. Presidential Proclamations: Karen presented a Presidential Proclamation to Erik Ruehr of the San Diego Section in March for his work as chair of the California SB 743 Task Force and will be making a presentation at the Rapid City meeting.

- C. **WesternITE and Communications:** Spring edition and Annual Meeting special edition of *WesternITE* have been completed and E-newsletters have been sent out on a regular basis.
- D. **Old Action Items from 2014 Mid-Year Board Meeting:** President Karen Aspelin ran through the old action items from the 2014 Mid-Year Board Meeting. Reported status was as follows:
- Rory Grindley to modify the rate of Student Endowment Fund donation through dues in the Secretary- Treasurer duties. **DONE**
 - Danielle Scharf to work with Justin Link for a student section in our webpage. **IN PROGRESS**
- E. **New Action Items from 2014 Mid-Year Board Meeting:** President Karen Aspelin ran through the new action items from the 2014 Mid-Year Board Meeting. Reported status was as follows:
- Elections Process Task Force to solicit Board comments on the proposed draft updates to the District's election guidelines and send the document to the Advisory Committee for review and comment. **DONE**
 - The Advisory Committee can solicit input from outside sources including recent Western District candidates. The Elections Process Task Force is to revise the document based on the solicited comments, split the document into policy and guideline sections, then provide a final document to the Board for ratification. The final document will be posted on the District website. **DOCUMENT TO BE PRESENTED DURING MEETING AND WILL BE POSTED ON WEBSITE WHEN APPROVED.**
 - Jenny to request reports from LeadershipITE participants. **DONE**
 - Rory to research how many ballots have been received for the last calls for ballots during the Annual Business Meeting in the last few years. He will provide the Board with a recommendation for modifying the elections procedure regarding sharing the results of the election with the candidates prior to the Annual Meeting. **DONE (IN DISTRICT ADMINISTRATOR (DA) REPORT)**
 - Rory Gridley to enlist the services of a CPA to assist the Western District with filing Articles of Incorporation. In addition, the CPA could provide guidance on other issues that arise for the District. **DONE (IN DA REPORT)**
 - Cathy to add a line item to the draft 2014-2015 budget to allot \$3,000 for the assistance of a CPA. **DONE**
 - Robert to prepare a new Advertising Pricing Table by the next Annual Meeting. **DONE**
 - Justin to follow up with Nathan Mustafa to deactivate the old WordPress website for the District. **DONE**
 - Justin to replace the lost Best Website trophy. **IN PROGRESS**
 - Jenny Grote to request a summary of the survey conducted by International of members, previous members, and potential members. **DONE**
 - Kimberly to prepare a calendar that includes deadlines and fundraising goals that might get us to the over \$15,000 the District needs for student initiatives per year. **DONE**
 - Cathy to add a new line item to the draft 2014-2015 budget for \$500 to fund the purchase of media contact lists by the Public Relations Committee. **DONE**
 - Karen to invite Colorado-Wyoming and Washington State Sections to the Annual Board Meeting to make a presentation. **DONE**
 - Tom Mericle to send a draft of the revised LAC Handbook to previous LACs for review. **DONE**
 - Career Guidance Committee and Public Relations Committee Chairs to prepare Committee-Level Strategic Plans prior to the Rapid City Annual Meeting. **DONE**

- Communications Task Force to prepare an RFP to solicit proposals for the update/redesign of the District website. **REASSIGNED TO WEBSITE COMMITTEE CHAIR JUSTIN LINK**
- Communications Task Force to prepare a schedule and guidelines for the posting of messages and/or articles by the District Committee Chairs. **IN PROGRESS**
- Communications Task Force to assist Justin Link with identifying people to help with monitoring and responding to posts on the District's social media sites. **IN PROGRESS**
- Jennifer Rosales to work with Kaylinn Roseman to identify someone to Tweet about events at the Student Summit. **ACTION ITEM CLOSED SINCE MEETING OVER**
- Advisory Committee to compile a list of needs the District may have with regards to documentation of Western District events and assign them to the appropriate people or committees. **DONE**
- Monica Suter to write up the Western District policy regarding the support of Western District candidates for International Vice President. **DONE**

F. New Action Items via Email since Mid-Year Board Meeting: President Karen Aspelin ran through the new action items via email since the 2014 Mid-Year Board Meeting. Reported status was as follows:

- Rory to locate missing Board Meeting minutes and Agendas in District archives for posting on the website. **IN PROGRESS**
- Justin to incorporate new District logo on website. **DONE**
- Joey to incorporate new District logo in WesternITE newsletter. **DONE**
- Cathy to set up new on-line WesternITE Advertising webpage. **DONE**
- Cathy to prepare Sustainability Policy for the Endowment Fund. **DONE**

III. VICE PRESIDENT'S REPORT

- A. Awards:** Vice President Carlos Ortiz provided a summary of awards and certificates to be presented at the Rapid City Meeting.
- B. Committee Travel Budget:** Allocated budget for 2013-2014 was \$2,500. \$388 was used for travel to the Mid-Year Board Meeting and an additional \$1,833 is expected to be used for travel to the Annual Meeting by three committee chairs.
- C. Leadership Directory Update:** Carlos reported the Leadership Directory has been updated and distributed.
- D. Travel:** Carlos indicated that he traveled to the San Diego Section meeting, Central Coast Section meeting, Southern California Section meeting, Riverside-San Bernardino Section meeting, ITE Spring Technical Conference, Cal Poly Pomona ITE Student Chapter meeting, and testified at the CA State Capitol.

IV. TREASURER'S REPORT

- A. 2013-2014 Fiscal Year-to-Date Financial Report:** Secretary-Treasurer Cathy Leong reported on the District's year-to-date income (for the period of October 2013 – June 2014). Notable surpluses from the Phoenix meeting and WesternITE advertising resulted in a year-to-date income of \$101,154.47. Year-to-date expenses totaled \$56,468.54. The current assets of the District are \$176,486.23 as of June 20, 2014.

- B. Paypal Account and Advertising Revenue:** Advertising revenue has increased with the majority of vendors choosing to pay by credit card. The District has incurred \$373.31 in Paypal fees to date. Cathy reiterated her recommendation that the District pursue securing its Articles of Incorporation.
- C. Transfer to Reserves:** Cathy reported that the District should be able to transfer at least \$10,000 to our reserves at the end of the year due to the excess income from the Phoenix meeting and increased advertising revenue.
- D. Historic data on District Accounts:** An assessment of historic data on the District accounts was undertaken in March. The conclusion of this assessment was that the depletion of the District's reserves was primarily due to continued spending with decreased income.
- E. Proposed Budget for 2014-2015:** The draft budget for the next fiscal year was presented. Walter asked whether the rebuilding of the District's reserves was based on excess income from the Annual Meetings. Cathy indicated that the District could replenish its reserves with the anticipated increases in advertising revenue. Excess income from Annual Meetings would help the District replenish the reserves quicker, but it wasn't necessary for the District to attain its reserves goal. Jenny provided formatting comments which Cathy incorporated into the budget spreadsheet.

V. PAST PRESIDENT'S REPORT

- A. Lifetime and Individual Achievement Awards:** Past President Walter Okitsu reported that the recipients of the awards had been notified and he had prepared presentations for both awards.
- B. Elections Process Task Force:** Walter provided a draft of the "Nomination Policies for Officer and International Director Candidates" and the "Candidates Guide to Elections" with proposed changes to the documents highlighted. He indicated that the documents had been reviewed by the Advisory Committee and their comments incorporated.
- C. Bylaws Amendment:** Walter provided a list of suggested amendments to the Bylaws regarding the nominations and elections process. Jenny indicated that the District Administrator has a list of other bylaws changes that have been suggested in the past.

VI. SENIOR INTERNATIONAL DIRECTOR'S REPORT

- A.** International Director Monica Suter provided a list of initiatives undertaken by the International Board of Direction including restructuring dues for younger members, flat-rate agency fee structure, monthly payment plan option, and the new Advocacy Committee. In addition, she provided a list of the meetings she had attended since the Mid-Year Board Meeting including a number of student chapter meetings, Spring Technical Conference, Intermountain Section Meeting, Southern California Section Meeting, and Riverside-San Bernardino Section meeting. Finally, Monica provided a summary her efforts with the ITE Advocacy Committee and NCUTCD.

VII. INTERNATIONAL DIRECTOR'S REPORT

- A. **NACTO Urban Street Design Guide:** International Director Jenny Grote said that she had written an article for the July issue of the *ITE Journal* regarding maintenance issues associated with the NACTO guide.
- B. **Student Summit:** Jenny reported that the next Student Leadership Summit would be held at Sacramento State next year. She suggested that the District provide support for the summit next year.
- C. **LeadershipITE:** Jenny provided a report from the participants from the Western District in the inaugural LeadershipITE class. Danielle Scharf, Dongho Chang, and Benjamin Waldman were in attendance and added their comments to the discussion.
- D. **ITE Younger Member Committee:** Jenny reported that she had been appointed as the liaison for the Younger Member Committee and was working with International to advance ideas about how to support young professionals including reduced registration fees and a graduated dues structure. Karen asked what was the percentage of students we are currently retaining and whether or not the District should be subsidizing young professionals rather than students. Some general discussion followed regarding the transition of students to young professionals, whether the existing gap was a result of the economy or another reason, and whether ITE planned on creating a group or forum dedicated to younger members.

VIII. INTERNATIONAL DIRECTOR'S REPORT

- A. **Fall Conference:** International Director Jennifer Rosales indicated that starting next year International would be hosting a “hot topic” conference in the fall instead of a Spring Technical Conference. The 2015 conference will be held in October in Tucson, Arizona.
- B. **Honorary Members:** Jennifer reported that the International Board of Direction had voted to invite Thomas Deen and Weston Pringle, Jr. to be Honorary Members, and posthumously voted Richard Romer an Honorary Member.
- C. **Ethics:** Jennifer is emphasizing Ethics during her three-year term and looking for opportunities at all levels – International, District, Section, Chapter, and Student Chapter. Ethics Session at ITE Western and Midwestern District Meeting in Rapid City is Monday, June 30, 1:30 PM – 3:00 PM. Ethics Workshop at the ITE Annual Meeting in Seattle is schedule for Monday, August 11, 4:00 PM – 6:00 PM.

IX. DISTRICT ADMINISTRATOR'S REPORT

- A. **District Elections:** District Administrator Rory Grindley reported elections opened on May 27th and he has successfully resolved all the issues that have arisen since then. Voter turnout this year is just shy of the 30% goal from last year. In response to a request during the Mid-Year Board Meeting, Rory researched whether any last minute ballots had been received during the Last Call for Ballots. He indicated that he did not find any records to indicate that ballots had been received during the Last Call. As such, he suggested that until the Bylaws were amended, he would recommend that the candidates be allowed to witness the revealing of the final results to the Teller's Committee. After some general discussion, the Board decided that the Teller's Committee would verify the results of the election and that these results could then be revealed to the candidates prior to their announcement during the luncheon.

- B. **Policies Manual:** Rory reported he has not yet completed consolidating the Board adopted policies, but now had interns to help with this effort. He suggested that rather than a Policy Manual the Board could just continue to maintain a list of specific policies and guidelines in each individual area on the webpage. After some general discussion, the Board decided that the District's policies and guidelines needed located together whether it was in a single document or at a single location on the website.

ACTION: Rory to compile a list or manual of Western District Board adopted policies.

- C. **Archive of Board Agendas & Meeting Minutes:** Rory reported he had not yet found all of the past Board Agendas and Meeting Minutes for posting on the website, but now had interns to help with this effort.
- D. **Articles of Incorporation:** Rory indicated that he had selected an accountant to help the District with the Articles of Incorporation and other accounting issues after interviewing three firms. The accountant recommended that the District seek legal counsel for guidance since the District's 501(c)3 status might need to be refilled. He indicated that he had contacted a few legal firms, but had not proceeded beyond that. Jenny suggested that Pete Frenz's replacement at International may also be able to provide assistance.

ACTION: Rory to work with Cathy Leong and the incoming Secretary-Treasurer to secure legal counsel for the District and pursue filing the District's Articles of Incorporation and refiling of the District's 501(c)3 status (if necessary).

X. **WesternITE MANAGING EDITOR'S REPORT**

- A. **WesternITE goals:** *WesternITE* Managing Editor Joey Paskey provided a list of goals and visions for *WesternITE* including offering a "go green" option to members, standardization of publication dates, and generating enough advertising funds to be financially self-sustaining.
- B. **WesternITE Publication Overview:** Joey indicated that *WesternITE* circulation is at approximately 3,500. Our current policy is to produce two printed/mailed issues per year, plus an additional printed issue distributed at the Annual Meeting.
- C. **Upcoming Important Dates:** Reminders about reports/content for the next *WesternITE* will be sent out September 1st, reports/content will be due on September 20th, and the newsletter will be printed on October 15th.

XI. **WesternITE ADVERTISING MANAGER'S REPORT**

- A. **Status of Advertisers:** *WesternITE* Advertising Manager Robert Sweeting reported that the District has 33 advertisers in the Professional Services Directory and a total of 25 Positions Available advertisements this fiscal year. In addition, a new pricing structure was established for the District that included tiered sponsorships. The District currently has five sponsors.

XII. WEBSITE MANAGER'S REPORT

- A. **Website and Social Media Update:** Website Manager Justin Link provided updates on traffic for the District's website and social media pages. He indicated that he had updated the website with the new logo and banner and planned on switching over the existing Facebook page for the District from a Group page to a standard Facebook page.
- B. **Best Website Trophy:** Justin indicated that had not yet replaced the Best Website trophy, but would do so prior to the next Annual Meeting.

XIII. ADVISORY COMMITTEE CHAIR'S REPORT

- A. Advisory Committee Chair Walter Okitsu indicated that the committee had reviewed the proposed changes to the Nomination Policy and Candidate's Guide to Elections. In addition, he indicated that the documentation of District events would be left to the LAC of the Annual Meeting as indicated in the LAC Manual.

XIV. TECHNICAL COMMITTEE CHAIR'S REPORT

- A. **Wayne T. Van Wagoner Award:** Technical Committee Chair Amit Kothari reported that nine *ITE Journal* articles written by authors from the Western District were eligible for consideration for the Wayne T. Van Wagoner award. The winner of the award is Peter Koonce for his article "Changing the DNA of City Streets: NACTO's Urban Street Design Guide and the New City Street Design Paradigm."
- B. **Section Activity Awards:** Amit reported that the winner of the award for small Sections was the Riverside-San Bernardino Section and the winner of the award for large Sections was the Southern California Section.
- C. **Data Collection Fund Projects:** Amit indicated that all of the Data Collection Fund projects had been completed and his committee would be working on the RFP for next year in the coming months. Karen indicated that she had met a student from the University of Utah who had told her they were planning on using the funds from their Data Collection Fund project to attend the TRB meeting instead of the Western District Annual Meeting. After some general discussion, Karen requested that Amit check what the University of Utah had indicated they would use the funds for. Amit indicated that they would try to be more specific in the next RFP regarding the use of the received funds.

ACTION: Amit to check the proposal from the University of Utah's Data Collection Fund project to verify what they indicated how they planned to use the received funds.

XV. MEMBERSHIP COMMITTEE CHAIR'S REPORT

- A. **Membership Update:** Membership Committee Chair Joe De La Garza provided a breakdown of the totals of members and membership types. In the short-term (last 5 months), overall membership decreased, but there was an increase in the number of total voting members. In the long-term, District membership has increased. Joe indicated that the highest decrease in members over the past year has been of student members. In addition, he noted that some of

the decrease was due to the elimination of the Esteemed Colleague designation by ITE International. Rory indicated that the number of voting members that he had received from International was different than Joe's number even though they were received around the same time. Joe indicated that he would compare the two lists and reconcile the difference.

ACTION: Joe to compare the voting member lists received by his committee with the list Rory received for the elections to reconcile the differences between the two lists.

- B. **Awards:** Joe reported that the award for the Highest Percentage Membership Gain would be given to the Southern Arizona Chapter and the award for the Highest Number Membership Gain would be given to the Southern California Section.

XVI. LEGISLATIVE COMMITTEE CHAIR'S REPORT

- A. **Status of Tasks:** Legislative Committee Chair Tom Mericle reported that he continues to reach out to the Sections in the District for assistance in identifying a person or people who would be willing to collect Legislative information. In addition, he indicated that he had created a Legislative Update page on the District's website.
- B. **Update of Legislative Committee Duties:** Tom reported that he had clarified the duties of his committee with the Board and had updated the Legislative Committee Strategic Plan to reflect these changes.

XVII. CALIFORNIA SB 743 TASK FORCE REPORT

- A. California State Bill 743 Task Force Chair Erik Ruehr provided a written report summarizing the activities of his task force. Walter Okitsu presented Erik's report to the board.

XVIII. CAREER GUIDANCE COMMITTEE CHAIR'S REPORT

- A. **Career Guidance Awards:** Chair Neelam Sharma reported that the recipient of the "Best Annual Meeting Paper Award by a Young Professional" was Jeremy Jackson for his paper entitled "Evolving the DDI" and the "Young Professional Achievement Award" would be given to Justin Link. In addition, the Employer Achievement Award winner had been selected by Karen Aspelin and would be awarded to URS Corporation.
- B. **New Attendees at Annual Meetings:** Neelam reported that her committee did not have enough time to set up a program to match new attendees at the Annual Meeting with more seasoned attendees. This year, new attendees would be given a badge tag indicating that they were "First Time Attendees." She indicated that she would explore setting up a matching program for next year's Annual Meeting.
- C. **Committee Level Strategic Plan:** Neelam reported that the Committee Level Strategic Plan for her committee had been completed.

XIX. VENDOR/INDUSTRY COMMITTEE CHAIR'S REPORT

- A. Vendor/Industry Committee Chair Janna McKhann provided a written report of her ongoing

activities and historical feedback from vendors regarding the District's Annual Meetings.

XX. STUDENT & FACULTY INITIATIVE COMMITTEE CHAIR'S REPORT

- A. Annual Meeting Events and Awards:** Student & Faculty Initiative Committee Chair Danielle Scharf reported the following:
- Kell Competition – “Bus Bonanza” challenge designed by Cal Poly SLO. The challenge entails designing the interior of a bus to accommodate various challenges.
 - Student Chapter Award – Cal Poly SLO was selected as the winner. Cal Poly Pomona and UCLA will receive honorable mentions.
 - Student Paper Award – Britton Hammit from the University of Wyoming was selected as the winner for her paper entitled “The Application of a Connected Vehicle Weather Data System.”
 - Outstanding Student/Educator Awards – Danielle reported that there were no nominations for the Outstanding Graduate Student Award. The winners of the other awards would be announced during the Business Luncheon.
 - Western District Fellowship – Christopher Cameron from CU-Denver was selected for the fellowship.
 - Student Website Award – Cal Poly Pomona was selected as the winner with the University of Nevada-Reno receiving honorable mention.
- B. Student Newsletter:** Danielle indicated that she was working with Justin to create a website dedicated to students.

XXI. RICHARD T. ROMER STUDENT ENDOWMENT FUND COMMITTEE CHAIR'S REPORT

- A. EF Fund Status:** Richard T. Romer Student Endowment Fund Committee Chair Kimberly Leung presented the status of the Endowment Fund. The Endowment Fund account has over \$26,000 with Wells Fargo and over \$364,000 with D.A. Davidson. In addition, Kim recognized the Washington Section which recently became the first group contributor to reach the Diamond recognition level.
- B. MiteY Race:** Race Coordinator Cathy Leong indicated that the MiteY Race was held on the 28th. Total amount received from registration fees was \$950 and the race had received sufficient sponsorship to offset costs. The Family/Friends winners were the Haulin' Aspelins (1st), Mighty NCITers (2nd), and MiteY Minions (3rd). The Student winners were J&N Associates (1st from Cal Poly Pomona), Bruins AlMITEy (2nd from UCLA), and Cowboy Joes (3rd from University of Wyoming).
- C. Awards:** There are no EF plaques for this year. The Highest Overall Contribution to the Student Endowment Fund will be awarded to the Intermountain Section and the Highest Contribution per Member to the Student Endowment Fund would be awarded to the Montana Chapter.
- D. Endowment Fund Fundraising Plan:** Kimberly indicated that she had sent outreach letters to all Sections and Chapters in May and during the Annual Meeting she would have students

selling raffle tickets for \$10 each. In addition, she presented a draft fundraising schedule for the following year including tasks and fundraising goals. Karen suggested that Kim include the amount expected to be contributed from dues and the amount expected to be expended around the Annual Meeting.

XXII. PUBLIC RELATIONS COMMITTEE CHAIR'S REPORT

- A. Public Relations Committee Chuck Huffine reported that the committee continued to update the PR liaison network with the Sections and Chapters, coordinate with the WesternITE editor and Web Manager, and were moderating a session at the Rapid City Annual Meeting. In addition, he presented a draft Strategic Plan for his committee.

XXIII. TRAFFIC BOWL COMMITTEE CHAIR'S REPORT

- A. Traffic Bowl Committee Chair Ken Ackeret provided a written report summarizing his activities associated with the Traffic Bowl at the Rapid City Annual Meeting.

XXIV. FUTURE ANNUAL MEETINGS

- A. A proposal presentation for the 2018 Annual Meeting was done by the Colorado-Wyoming Section (to host in Breckenridge, CO). The Washington State Section withdrew its proposal to host the 2018 meeting.

MOTION: Monica Suter, 2nd Walter Okitsu to select Breckenridge, CO as the location of the 2018 Annual Meeting. Motion passed.

XXV. ANNUAL MEETINGS' REPORTS

- A. **Rapid City 2014:** LAC Co-Chair Randy McCourt provided a summary of the events at the Rapid City Annual Meeting including the “unconference” and students mentoring youth in the community. Registration was currently at a total of 519 (full, student, one-day, and vendor registrations). Financially, the meeting would at least break even due to the registration numbers and the over \$26,000 in sponsorships. The LAC anticipates returning the \$2500 advance provided by the District and any excess income from the meeting would be split based on the previous agreement between the Western and Midwestern Districts.
- B. **Las Vegas 2015:** Alyssa Reynolds reported that the LAC had selected a new Chair, Lindsay Sundberg, and provided a summary of the LAC's and meeting activities:
- Website has been launched.
 - Family night expected to include the High Roller ferris wheel.
 - Planning on technical presentations in the vendor area.
 - Registration fee is expected to be around \$400.
 - Meeting dates are July 19-22, 2015.

Alyssa also indicated that the LAC was requesting the 2nd half of their advance. Cathy indicated that it would be included in the budget for 2014-2015.

ACTION: Cathy to add \$3000 to the FY 2014-2015 budget for the 2nd half of the District's advance to the 2015 Las Vegas LAC.

C. Albuquerque 2016: LAC Co-Chair Jim Barrera provided a summary of the LAC's meeting planning activities:

- Family night expected to be at Explora. The venue is expected to be secured soon.
- LAC has continued to meet and coordinate with the staff at the Hotel Albuquerque.
- Facebook page for the meeting has been launched.
- Working with the University of New Mexico to revive their student chapter.

Jim said that they had previously indicated that they would be requesting their 1st advance. Cathy reported that a line item for their \$3000 advance had already been included in the FY 2014-2015 budget.

D. San Diego 2017: LAC General Chair Joe De La Garza indicated that they have set the meeting date from June 25-28 and are currently soliciting additional proposals from hotels for the meeting. They anticipate having the list of hotels narrowed down by August.

XXVI. OLD BUSINESS

A. LAC Handbook revision: Tom Mericle reported that the document had been revised to specify policies vs. guidelines and to move historical commentary from previous meetings to the appendix. A preliminary draft was sent out to the past 3 to 5 LAC chairs for review and comment. He anticipates having compiled comments by mid-August, after which time he will issue a revised document to a wider audience for review and comment. The final draft document is expected in October with a final document expected to be presented at the 2015 Mid-Year Board Meeting for approval.

ACTION: Tom to send a draft of the revised LAC Handbook to Rory to verify its consistency with District policies.

ACTION: Tom to present the final LAC Manual Update at the 2015 Mid-Year Board Meeting for approval.

B. Elections Task Force Recommendations: Walter Okitsu provided a draft of the "Nomination Policies for Officer and International Director Candidates" and the "Candidates Guide to Elections" with proposed changes for approval. After general discussion, the following revisions were made:

- Throughout: References to multiple candidates for Vice President and President were removed.
- Effective date for residency requirements regarding "in California" and "outside California" was set as January 1st for nominated and petition candidates.

- Revised a clause stating “No statements will appear in the WesternITE, website, or in the e-ballot biography if not submitted by the stated deadlines” to apply only to the WesternITE newsletter.
- Changed a clause stating “Upon request by a candidate listed on the ballot, the District Administrator will show the election results to the candidate for the particular position on which the candidate was listed” to read that the President will direct the District Administrator to show the election results to the candidate.
- One amendment did not receive unanimous support. The wording “Board members will not endorse any candidate, and should provide the same input and information to each candidate who asks for it” was amended to also state that Board members shall not sign petitions.

MOTION: Walter Okitsu, 2nd Karen Aspelin to approve revision to page 4, paragraph 6 to read “shall not endorse any candidate or sign petitions.” Motion passed 5 to 2.

MOTION: Walter Okitsu, 2nd Monica Suter to approve the remaining revisions to the Nominations Policy with the modified revisions discussed during the Board meeting. Motion passed 6 to 1.

ACTION: Walter to revise the Nomination Policies for Officer and International Director Candidates to incorporate the approved revisions and make corresponding revisions to the Candidate’s Guide for Elections. Note: Subsequent to the Board Meeting the board voted by email to change the name of the document to “Election Policies of the Western District.”

- C. Bylaws Amendments Proposal:** Walter provided a list of suggested bylaws changes in his Advisory Committee Report. Rory indicated that changes to the bylaws would take 2 years to complete since the changes needed to be reviewed at the Annual Business Meeting and voted on the following year. Karen formed a Bylaws Revision Committee and appointed Rory Grindley to chair the committee.

ACTION: As the Chair of the Bylaws Revision Committee, Rory to prepare a draft of bylaws changes by the 2015 Mid-Year Board Meeting.

- D. Communications Task Force:** Alyssa Reynolds reported progress had not been made on the RFP to solicit proposals for the update/redesign of the District website or the preparation of a financial plan to fund the website update. Karen reassigned the preparation of an RFP for the redesign of the District website to Website Committee Chair Justin Link. Justin will work with Tom Mericle, Carlos Ortiz, Rob Sweeting, and Cathy Leong to prepare the RFP. In addition, Karen reassigned the preparation of a financial plan to support the website redesign to Cathy Leong. Cathy will work with Carlos Ortiz and Rob Sweeting to complete the plan.

ACTION: Justin Link to work with a committee to prepare an RFP to solicit proposals for the update/redesign of the District website.

ACTION: Cathy Leong to work with a committee to prepare a financial plan to fund/support the website redesign.

XXVII. NEW BUSINESS

- A. South Bay Chapter/SBTOA:** President Karen Aspelin deferred the issue regarding the South Bay Chapter/SBTOA and its relationship with ITE to the incoming District President.
- B. Student Leadership Summit Task Force Update:** Kaylenn Roseman provided a report on the Student Leadership Summit held at Cal Poly SLO in February and some of her lessons learned:
- 13 students on the summit planning committee
 - 85 students attended from 11 schools – 9 schools from California, 1 from Oregon, and 1 from Washington
 - At all meals, the professionals sat down first at different tables and the students were required to sit next to people they didn't know. By the end of the meeting everyone knew each other.
 - Students often don't attend the District Annual Meeting since it occurs during summer and often conflicts with internships.
 - One of the biggest challenges was working with the school board and student government who were worried about the perception of the school by outside dignitaries.
 - Students should be trusted to plan and run the meeting because they know what they want and are capable of doing it.

Reaa Ali is the Chair of the Task Force for the next Student Leadership Summit to be held at Sacramento State. Dates for the meeting are currently February 13-15, 2015. Reaa reported that they have already secured space for the meeting on-campus, but are planning on a few changes. They plan to start on Friday afternoon and conclude on Sunday since Sacramento State does not have a holiday on Monday. One activity from this year's meeting that was well received was the Speed Interview Session which they plan on including again this year. Reaa asked for input regarding leadership qualities and how to translate those ideas into an activity. Danielle Scharf offered to ask LeadershipITE for input. Reaa concluded by requesting support for the 2015 Summit from the District. She suggested a contribution of \$2000.

2014-2015 Budget Review and Approval: Secretary-Treasurer Cathy Leong indicated that she had already included \$3000 in the budget for the 2015 Las Vegas LAC advance as requested and had increased the anticipated advertising revenue by \$1000 to offset the additional expenditure.

MOTION: Jenny Grote, 2nd Carlos Ortiz to contribute \$1000 to the 2015 Student Leadership Summit. Motion passed.

MOTION: Cathy Leong, 2nd Jenny Grote to make a contribution to LeadershipITE if the District receives revenue from the 2014 Rapid City Annual Meeting in excess of \$5500 up to a maximum contribution of \$3000. The \$5500 set aside includes the return of the \$2500 advance provided by the District and an earmark of \$3000 to replenish the District's reserves. The contribution to LeadershipITE is intended to be earmarked for Western District participants. Motion passed.

Walter suggested reallocating the anticipated Advertising Income to include a projected income from sponsorships. Cathy reallocated \$2000 from the PSD line item to the sponsorship line item.

MOTION: Walter Okitsu, 2nd Carlos Ortiz to approve the FY 2014-2015 budget with the discussed revisions. Motion passed.

MOTION: Monica Suter, 2nd Carlos Ortiz to adjourn the Board Meeting. Motion passed.

The meeting adjourned at 5:17 pm. The next board meeting will be in January/February 2015 with the location to be determined.