



2018 Annual Board Meeting Agenda

Keystone Conference Center

Keystone, CO

Sunday, June 24, 2018, 9:00 am – 4:00 pm

The Western District Annual Board Meeting assembled committee chairs, LAC Chairs, and section and chapter leaders. The voting members of the board are the President, Vice President, Secretary-Treasurer, Past President and three International Directors.

I. CALL TO ORDER AND INTRODUCTIONS (Spencer)

Western District President Mark Spencer called the meeting to order at 9:03 a.m.

Attendees at the meeting were:

BOARD MEMBERS:

Mark Spencer, President

Cathy Leong, Past President

Neelam Dorman, Vice President

Paul Barricklow, Secretary-Treasurer (preparer of the meeting minutes)

Walter Okitsu, International Director (2016-2018)

Karen Aspelin, International Director (2017-2019)

Carlos Ortiz, International Director (2018-2020)

COMMITTEE CHAIRS AND GUESTS:

Dalene Whitlock, District Administrator

Erica Jensen, Managing Editor WesternITE

Josh McNeill, Career Guidance Committee Chair

Tom Mericle, Legislative Committee Chair

Joe De La Garza, Membership Committee Chair

Kimberly E. Leung, Endowment Fund Chair

Danielle Scharf, Student Initiatives Chair

Randy McCourt, LAC Liaison

Amit Kothari, Technical Committee Chair

Robert Sweeting, Advertising Manager WesternITE

Justin Link, Website Manager Chair

Ben Waldman, 2018 LAC Co-Chair

Aaron Heumann, 2018 LAC Co-Chair

Michael Sanderson, International President

Joshua Saak, 2023 Idaho LAC Co-Chair

Giancarlo Ganddini, Secretary-Treasurer Candidate

Ali Shahzad, San Diego Section President

Cameron Shew, Incoming Webmaster

Bhanu Kala, San Francisco Bay Area Section President

Jeff Paniati, ITE Executive Director/CEO

Zaki Mustafa, retired SoCal Section.
Erik Zandvliet, SoCal Section Administrator
Jonathan Hofert, Riverside-San Bernardino Webmaster
Marshall Elizer, Washington State DOT
Amy Huang, Henry Hammel, Marissa Milam, Cal ITE

Sign-in sheet attached.

II. Approval of Agenda* (Spencer)

MOTION: Cathy Leong motion to approve the agenda, 2nd Neelam Dorman.
Motion passed.

III. Items of Record and Consent Agenda (Spencer)

A. Items of Record

1. *Election Policies and Guidelines*
2. *Updated duties for Webmaster, Public Relations Manager, WesternITE Managing Editor, and Advisory Committee Chair*
3. *Ted Angel inc Contract executed for LAC Website Design*

B. Consent Agenda

1. *Approval of January 26, 2018, Mid-Year Board Meeting Minutes*
 - i. *Change to meeting minutes – Revised Dalene “Second”*

Motion: Walter Okitsu motions Items of Record and Consent Agenda be approved with suggested edit, 2nd Karen Aspelin. Motion passed.

IV. President’s Report (Spencer)

A. WesternITE and Communications

1. *The spring edition of WesternITE was published online in March and mailed in April. E-newsletters were sent to all members on January 23, February 26, March 22, April 30, and May 24, 2018.*

B. Travel and Section/Chapter Visits

1. *Since the Mid-year Board Meeting travel was completed to Arizona Section meeting while other officers attended Intermountain Section Meeting.*

C. The transition of LAC Liaison Chair Position to a Task Force

1. *Randy McCourt’s term will expire in July of 2018. Randy has been elected to ITE International Vice-president.*
2. *The LAC Liaison will be eliminated.*
3. *Created LAC Task Force to assist each year’s LAC. Cathy Leong is appointed to the chair and members are Mark Spencer and Randy McCourt.*

D. Discussions with ITE International and the ONE ITE Initiative

1. *Recognizing the ITE International Board of Direction adopted a policy that could redefine the definitions of Districts, Sections, and Chapters, discussions have been had with ITE President Michael Sanderson, other international board members, and long-standing members.*
2. *An email was sent to the presidents of each section regarding the potential changes.*
3. *WD Board attended an International ITE led Webinar on ONE ITE.*
4. *June 23, 2018, an Executive Board Meeting was held to discuss the impacts on the WD.*
 - i. *A Western District ONE ITE Task Force was created to assess and inform the Board and membership of potential changes.*

V. Vice President's Report

(Dorman)

A. Awards and Certificates

1. *Awards will be presented during the Tuesday Business Luncheon, Tuesday Awards Banquet, Wednesday Western States Luncheon, and Wednesday Student Awards Forum to accommodate the schedule of the joint meeting. All awards, certificates, and plaques have been ordered.*

B. Tax Form Submittal

1. *The District's tax forms were filed and submitted to the IRS in April 2018.*

C. Committee Travel

1. *The Committee Travel budget allocated for 2017-2018 was \$10,500. A total of \$2,287 was used to travel to the 2018 Mid-Year Board Meeting in Oakland, compared to \$1,362 in 2017.*
2. *As of today, all 13 Committee Chairs are planning to attend the 2018 Western District Annual Board Meeting. The \$8,213 remaining in the travel budget would be sufficient to cover the requested travel support to attend the Annual Meeting as well as provide additional support for hotel costs to those who requested it. With the remaining budget, ancillary travel support of \$200 was provided to each chair that requested support.*

D. Leadership Directory

1. *The Leadership Directory was updated to be current as of February 2018.*

VI. Secretary-Treasurer's Report

(Barricklow)

A. 2017-2018 Fiscal Year-to-Date Financial Report

1. *Paul presented the state of the District's finances as of June 5, 2018. All income and expenses are in-line with expectations.*
2. *Comments and questions were addressed.*

B. 2018-2019 Proposed Budget (final vote under New Business)

1. *Paul presented the proposed 2018-2019 budget for Board review.*

VII. Past President's Report

(Leong)

A. Lifetime and Individual Achievement Awards

1. *Both awardees have been notified and are attending. Public Relations Committee has created the videos for the presentation of awards.*
2. *Guidelines for IAA and LAA have been updated.*

B. Past President Duties Guideline

1. *The Past President duties guideline has been revised based changes for the position in the past year.*

VIII. International Directors' Reports

A. International Director's Report

(Okitsu)

Walter Okitsu's report provided the following:

1. *An update from the IBOD Meeting in Jackson, WY, May 2018*
 - i. *2017 was a strong year financially*
 - ii. *Membership revenue is on track, but other sources are lagging projections*
 - iii. *Advocacy Committee helped get the RRFB re-approved*
 - iv. *Recommended Practice for Traffic Signal Change and Clearance Intervals coming soon.*
 - v. *Student Leadership Summit is growing and catching on across ITE.*
 - vi. *Diversity and Inclusion Committee presented the results of the workplace the survey.*
 - vii. *IBOD voted and approved ONE ITE, highlights include:*
 - (1) *Districts should be similar in the number of members and represent a geographic area where member interests are similar;*
 - (2) *Sections should be of a size that allows members to convene regularly; and*
 - (3) *A Chapter operates as an extension of the parent Section to encourage closer collaboration on a more convenient local level and to promote leadership opportunities for ITE members.*
 - (4) *Mission/Purpose statements will be applied to all districts, sections, and chapters*
 - (5) *New Charters issued to each district to reflect the above and past constitutional amendments.*
 - viii. *International due are raised \$10*
 - ix. *Undergraduate dues are eliminated and graduate dues are \$0 for year one and \$30 each year thereafter*
 - x. *Proposal to eliminate Section Affiliate and Chapter Affiliate dues and replaced with "Friends of ITE"*
 - xi. *TPCB will issue certification in a Road Safety Professional Level I and Level II*
2. *ONE ITE Task Force will distribute model bylaws and Section Representatives on the District Boards will be mandatory.*
3. *Walter's report included Student Membership Subcommittee updates, international Election Campaign changes, WD Due Task Force, and upcoming meeting schedules.*
4. *Walter presented a revision of duties for the Nominating Committee to the International Directors' duties, Election Policy, and Candidates Guide so that the nominations process will be run by the incoming Junior International Director rather than by the Immediate Past President.*

- i. Mark Spencer and Walter discussed markups in the report and noted past-president will now lead the nominations as noted in Mid-Year board meeting.*

B. International Director's Report (Aspelin)

Karen updated the Board on the STEM subcommittee, ONE ITE committee, Policy Committee, and meeting attendance.

- 1. Karen provided insight into the ITE Policy Handbook and noted an update is forthcoming.*
- 2. Karen stated the STEM Subcommittee is providing K-12 Transportation related materials by age group*

C. International Director's Report (Ortiz)

- 1. International Budget and Memberships are in good standing*
- 2. Initiatives are moving forward and RFIs have spurred opportunities.*
- 3. ONE ITE discussions and recommendations.*
- 4. Joint meeting planning and collaboration going well.*
- 5. Renewed ITE contract with Jeff Paniati for three years.*

IX. ITE International Remarks

A. Executive Director (Paniati)

Jeff Paniati addressed the Board and had the following insights into International ITE

- 1. Significant progress has been made throughout the organization: stabilizing budgets and communities through:
 - i. District Section Chapter Leadership Calls*
 - ii. Improved short order products and communications*
 - iii. ITE established Vision Zero Initiatives**
- 2. 2018 has been moving toward to Strategic Plan
 - i. Membership – diversity, inclusion, membership outreach*
 - ii. Being a nimble organization*
 - iii. Institutional Sustainability**
- 3. Annual Meetings
 - i. Anaheim Meeting was able to correct the meeting organization and finances*
 - ii. Toronto International Meeting was a success*
 - iii. Vendors continue to sell out*
 - iv. Austin Meeting in 2019*
 - v. New Orleans 2020*
 - vi. Portland in 2021 ready for contracting**
- 4. New Products
 - i. Trip Generation Manual*
 - ii. Parking*
 - iii. Road Safety Professional Program*
 - iv. New Mentorship Program**
- 5. Membership is now over 15K*
- 6. International ITE is building its reserves*
- 7. New ITE.org website is coming before the annual meeting*
- 8. New Partnership with the University of Maryland for blended learning with ITE*
- 9. All for Long-term ITE*

B. International Vice President

(Sanderson)

Vice President Michael Sanderson presented and discussed the following topics with the Board:

1. *ITE transformation*
 - i. *Significant progress*
 - ii. *Branding "Community of Transportation Professionals"*
 - (1) *Michael recommended the organization continue the messaging push throughout the organization*
2. *One ITE Progress*
 - i. *A multifaceted Board initiative focused on the sustainability of ITE*
 - (1) *Started with Strategic ITE Plan – adopted end of 2017*
 - (2) *The primary objective is the need for more consistent membership experience*
 - (3) *Michael noted challenges with governance / brand / communications / connection*
 - (4) *Michael noted the Affiliate "Membership" challenge of participants not in the experience path and membership database*
 - ii. *Established new definitions for District, Sections, and Chapters*
 - (1) *Sections are the primary level for member engagement*
 - (a) *Chapters are an outpost of Sections*
 - (2) *The Board performed evaluations of the existing structure with the new definitions*
 - (a) *Michael noted the addition of the "Districts should be of Similar Size"*
 - (b) *District Outliers are Great Lakes and Western District*
 - (c) *Michael noted that more opportunities to get involved are beneficial*
 - (d) *Meetings have been held with section leadership*

Following Michael's message, further discussion ensued on the following topics:

3. *Mark Spencer thanked Michael for the update and noted it is great to hear the message and share with all the section representatives in the room*
 - i. *Mark recognized the size of the western district is unique*
 - ii. *Mark noted the size of the District has enabled many of the WD products and initiatives that have been shared with all ITE*
 - iii. *Mark noted many of the District's initiatives and policies are focused at reaching the membership*
4. *Mark stated the Board has created a Western District Task Force to reach out our sections*
 - i. *Task Force will identify the meaning of the potential change*
 - (1) *Can this serve members in a better way?*
 - ii. *Explore District member impacts*
 - (1) *Impacts include Budgets and Dues and Programs*
 - iii. *Mark identified that the messaging to members needs to be balanced and consistent*
 - iv. *The Task Force will help define the process and timelines*
 - v. *The Task Force will develop messaging to accompany the ITE HQ messaging*
5. *Michael Sanderson recognized the size and innovations of the Western District*
 - i. *He noted there are other things going well in many districts, Florida SLS etc.*
 - ii. *Also noted was the concept that Mega Districts do not provide the leadership opportunities desired*
 - iii. *Michael stated the IBOD is open to options*
6. *New District Charters will be issued in 2019*

7. *Jeff Paniati noted elimination of section affiliates is not a direct Western District issue, but it will affect many Western District sections*
8. *Walter noted the following options to address the size of the District*
 - i. *Western District could make changes to governance*
 - ii. *Western District could spread opportunities to serve on committees*
9. *Neelam Dorman asked, How does this initiative make ITE the professional organization of choice? Is the bigger ITE priority over diversity and over other priorities? Will this help the local level where membership thrives?*
 - i. *Jeff Paniati responded that the initiative addressed several levels*
 - (1) *Dues consistency across the D/S/Cs*
 - (2) *Affiliate Members are a barrier to the organization of choice. The impression is that some are receiving resources without equal contributions*
 - (3) *For Chapters and Sections, this provides ITE the ability to communicate with members at the same level and provide the same support. It is currently difficult to reach the chapters, and, in many cases, these are significant members at this level.*
 - (4) *ONE ITE increases opportunities to develop leadership*
 - ii. *Michael Sanderson added, Is this the most important initiative for ITE? Only one, but an impactful, part of a bigger evolution. The existing ITE structure is challenging to run an organization.*
10. *Mark Spencer stated the local level is where the action is. The district map does not affect them.*
11. *Jeff Paniati noted the key is the strength of the relationship between International and the delion membership. He noted consistent delivery of services is important.*
12. *The International and Western District Task Forces will need to coordinate schedule, leadership and major programs transitions.*
 - i. *The timeline is flexible but can be more efficient if re-org and charters are completed together.*
 - ii. *Draft Charters are still in development*
 - iii. *Endowment Fund, while not the most important item to plan first, is significant to the membership. Providing a plan sooner than later will address concerns.*

Break at 10:48

X. District Administrator's Report

(Whitlock)

Dalene Whitlock's report provided updates on the following:

1. *Taxes and Insurance*
2. *Election update - 15% low election turnout. Future elections need a separate and second email blast for elections*
3. *Provided State with required documentation for re-securing non-profit status. Final Status pending*

XI. WesternITE Managing Editor's Report

(Jensen)

Erica Jensen provided a status on WesternITE initiatives including ENews Campaigns, printed WesternITE Newsletters, and upcoming production schedules.

XII. Advertising Manager's Report

(Sweeting)

Robert Sweeting's report discussed the following:

1. *Current advertising revenue is just over 19K to date*
2. *Reaching out to previous sponsors.*
3. *Job listings are up.*
4. *Expected to reach the \$23K budget.*

XIII. Website Manager's Report

(Link)

Justin Link provided the Website Committee Chair report containing the following:

1. *Overall, web traffic is increasing and being driven by newsletters and other outreach pointing to the web.*
2. *Owncloud is working well – Version 10.*
3. *Wordpress has been updated.*
4. *WD hosts 3 Section/Chapter websites.*
5. *Web procedures documentation has been created and stored in Owncloud.*
6. *Cameron Shew is the new Web Manager.*

XIV. Committee Reports

A. Advisory Committee

(Leong)

No report.

B. Technical Committee

(Kothari)

Amit Kothari provided the following updates:

1. *Peter Koonce is the only 2 time winner for the Wayne T. and Patricia VanWagoner Award*
2. *Two universities have not completed Data Collection Reports*
3. *Only 8 Section Activity Reports were received*

C. Membership Committee

(De La Garza)

Joe De La Garza provided the following updates on WD membership:

1. *Added Fairbanks Chapter – total of 39 student chapters*
2. *Arizona Section is the receiving the highest gain award.*
 - (1) *6.4% membership gain is one of the highest overall.*
 - (2) *Arizona has very high student membership as faculty promotes involvement with course extra credit.*
3. *Mark Spencer identified opportunities to sign up student membership at highly attended meetings and SLS.*
4. *Motion and Discussion on impacts of student membership/involvement and awards policies.*

Motion: Walter Okitsu motions that future awards only consider voting members, 2nd Cathy Leong. Motion passed.

D. Legislative Committee (Mericle)

Tom Mericle provided the following highlight of the Legislative Committee Report:

1. *All states had some activity.*
2. *CO and Alaska were particularly activity.*
3. *Much of the action included electric bicycles, scooters, and Connected and Autonomous Vehicles.*
4. *Carlos Ortis asked if the WD should provide information on SB1 to repeal the increase in the gas tax, going to the ballot. While not WD wide, it could have big impacts to CA funding.*

Action Item: Walter Okitsu to reactivate existing 743 Task Force to provide direction on SB1.

E. Career Guidance Committee (McNeill)

Josh McNeill provided the following report summary:

1. *Three career guidance sessions at the Keystone Annual Meeting*
 - i. *Resume,*
 - ii. *workplace situations skits,*
 - iii. *21st Century workplace panel*
2. *Three awards –*
 - i. *Best Annual Meeting Paper Award by a Young Professional: Christopher Sobie,*
 - ii. *Young Professional Achievement Award: Lou Davenport,*
 - iii. *Employer Achievement Award: Kittelson & Associates, Inc.*

F. Vendor Committee (McKhann)

Janna not present. The report is in the packet.

G. Student & Faculty Initiatives Committee (Scharf)

Daniel Scharf presented the following Student and Faculty Initiatives Committee Report summary:

1. *Student Chapter Awards*
 - i. *There were 22 annual reports, in line with expectations*
 - ii. *Oregon State winner*
2. *Student Paper Awards*
 - i. *Five Student paper submissions*
 - ii. *Deadline moved up to align with ITE / Coordination with LAC required for student papers*
3. *Student Leadership Summits*
 - i. *SLS is late January 2019 at UC Berkeley*

H. Student Endowment Committee Report (Leung)

Kimberly Leung reported on the Student Endowment Committee

1. *The board packet report states a balance of \$543k in the report, late support has increase balance to \$556k*
 - i. *A \$4K gain in investments*
 - ii. *Large contributions were received from RSBITE and Arizona*
 - iii. *Dues transfer from District Dues*

2. *Support travel scholarship and 6th data collection seeded by District will need support to keep both programs going. South, West, and East scholarships funded for next year but North could use support.*
3. *Spotlight – let students talk to membership and let us know how endowment fund has helped them*
4. *UC Berkeley CalITE presented a formal request for \$1,000 SLS sponsorship*
5. *MiteY Race Results*
 - i. *Family/friends winner: Hawaii Team*
 - ii. *Student: Cal State Fullerton*

I. Public Relations Committee (Stanis)

Paul Stanis not present; report in packet.

1. *Social media initiative will be led by Kondala Mantri, Social Media Manger for the District*
2. *ITE Promo Video still in the progress. Action anticipated with next 6 months*

J. Traffic Bowl Committee (Ackeret)

1. *Ken not present. He won't be at the meeting but has made arrangements with Devin Moore to run the traffic bowl.*

K. LAC Liaison (McCourt)

Randy McCourt provided the following LAC Report highlights and discussion:

1. *The Keystone Meeting has projected attendance of 590 is the second largest meeting we've had.*
2. *Made headway on LAC website. Each LAC website development should be quicker and will use the same site.*
3. *Monterey and Palm Springs – agreements/contracts have updated.*
4. *Portland meeting will need to coordinate with International and hopefully have signed a contract by next week*
5. *Discussion:*
 - i. *Student discount:*
 - (1) *The policy has \$250 discount. Attendance in the area of 100 students at meetings.*
 - (2) *Looked into 12 other organizations on how they handle student membership and fees. We are clearly in line.*
 - (3) *Cathy Leong commented on registration fees in the next few meetings will be higher due to location costs. With the \$250 discount, the fees would be in the \$275 range. Need more detailed discussion since we will be approving 2019 budget. International registration is \$250. Can we charge \$275 if international charges less?*
 - ii. *Randy McCourt propose a maximum a \$250 Student registration*
 - (1) *The Student Registration Fees shall be up to \$250 or a maximum reduction of \$250 from the early registration fee.*
6. *LAC Website*
 - i. *LAC website in testing stages and finished by July. Goal to provide consistency in local and feel. Registration is included and linked to LAC PayPal.*
 - ii. *The site should help with Vendor issues and consistency of experience.*
7. *Vendor Support and Discussion:*
 - i. *Recognize historical supportive vendors – Exclusive 2-week window for booth selection. Not a price sensitive as location sensitive.*
 - ii. *Base booth price \$2000*

- iii. *Vendors don't like to register booth personnel*
 - iv. *Reward long-time vendor stickers and booth ribbon*
 - v. *Vendors dislike using checks and would rather use a credit card*
8. **LAC Policy Manual Changes**
- i. *Final Student Discount Policy as discussed:*
The student discount shall be based upon:
A \$250 discount from early registration fees, or a student/ITE Faculty Advisor registration cost of up to \$250, whichever is less
The reduction shall be based upon:
 - A \$250 discount from early registration fees (based upon 2016 value, and may be adjusted by the Board to reflect indexing each July)
 - A \$100 discount from full registration within the last 30 days prior to the meeting (based upon 2016 value, and may be adjusted by the Board to reflect indexing each July)
 - ii. *Policy Proposal change: Due to international election changes, there are no more candidate(s) at District meetings and registration waiver language is proposed to reflect. Proposed language states: ITE International Representatives (up to three, if the President, Executive Director, Vice President, or Vice-President Elect attend)*

Motion: Cathy Leong motions to accept the proposed modifications to the LAC Policy Manual as proposed in 2018 Annual Meeting Packet, 2nd Carlos Ortiz.
Motion passed. Paul Barricklow missing for vote.

XV. Future Annual Meetings

No presentations are scheduled this year as we selected two sites last year.

XVI. Annual Meeting Reports

A. 2017 San Diego

(De La Garza)

Joe De La Garza presented a summary of the 2017 San Diego Meeting:

1. *Record \$43,850 in sponsorships.*
2. *Total 443 attendees.*
3. *Paid back WD advance/loan.*

B. 2018 Keystone

(Waldman)

Ben Waldman provided a hard copy report update:

1. *Meeting set-up going well.*
2. *Updates: 540 full registrations 590 total attendance (spouse + one day)*
3. *130 vendors, 50 booths*
4. *\$110k in revenue from vendors and \$42,700 sponsorships.*
5. *Projected budget surplus after using a portion for audio/visual increase @ \$10k.*
6. *Social Activities: Family Night, Social + Texas Hold 'Em, Award Banquet.*
7. *Tech program: >200 abstracts submitted. Multiple featured panel sessions.*
8. *Tech tours: most have good numbers signed up except transit system.*
9. *About 2/3 Western District and 1/3 Texas.*
10. *Texas put together the mobile app.*

C. 2019 Monterey **(Leung, Link)**

Kimberly Leung and Justin Link updated the board on the 2019 Monterey Meeting.

1. *Few changes to LAC members*
2. *Family night will be going to the Aquarium!*
3. *Cathy Leong presents a motion to accept the proposed rates with the changes:*
 - i. *Carlos Ortiz seconded the motion*
 - ii. *Discussion and as Amended:*
 - iii. *Early Registration*
 - (1) *\$525 Members*
 - (2) *\$625 Non-Members*
 - (3) *\$250 Students*
 - iv. *Late Registration*
 - (1) *\$625 Members*
 - (2) *\$725 Non-Members*

Motion: Cathy Leung motions to accept the proposed 2019 Registration Rates as amended above, 2nd Carlos Ortiz. Motion passed.

4. *LAC requests a \$4000 advance*

Motion: Neelam Dorman motions to provide the requested \$4,000 advance to the 2019 Monterey Meeting LAC, 2nd Carlos Ortiz. Motion passed.

D. 2020 Honolulu **(Leong/Dorman)**

Cathy Leong and Neelam Dorman presented the 2020 Meeting updates.

1. *Preliminary budget presented*
2. *Looking for training opportunities: Controllers, etc.*
3. *LAC requests \$3,000 advance for meeting deposits, etc.*

Motion: Walter Okitsu motions to provide the requested \$3,000 advance to the 202 Honolulu Meeting LAC, 2nd Carlos Ortiz. Motion passed. Cathy Abstained.

E. 2021 Portland **(McCourt/O'Brien)**

1. *Randy McCourt should sign the contract this week.*
2. *Midyear will have more details and committee formation.*
3. *Exploring joint meeting with the Quad-Mtg.*

F. 2022 Palm Springs

(Acuna/Laurie)

1. *The contract has been signed.*
2. *Family night is at the Air Museum.*
3. *Currently recruiting LAC.*

G. 2023 Boise

(Jones/Saak)

1. *Working with HelmsBriscoe.*
2. *Currently has 6-7 looking to be part of LAC.*
3. *The timeline is suggested to be after Father's Day*

XVII. Old Business

XVIII. New Business

A. 2018-2019 Budget Review and Approval

(Barricklow)

Paul Barricklow presented the 2018-2019 Proposed Budget. The discussion followed:

1. *Karen Aspelin queried the increase (over budget) Accounting Costs?*
 - i. *Mark Spencer noted the costs have gone up due to non-profit status/filings.*

Action Item: Dalene Whitlock and Paul Barricklow will investigate insurance invoices and payments as expenditures to date are lower than expected.

- ii. *Dalene Whitlock suggested we move \$200 to from Elections to Accounting*
2. *Mark Spencer requests Motion to approve the draft budget to be presented with \$200 moved from Elections to Accounting.*

Motion: Mark Spencer motions to approve the draft budget as presented with the amended \$200 moved from Elections to Accounting., 2nd Cathy Leong.
Motion passed.

B. SLS request \$1000 from the SEF to plan the conference

1. *Using the ASUC Cal ITE Student Organization Account*
 - i. *Noted that money was already allocated and the request for funds was approved*
 - ii. *Noted that sponsorship packages are available for corporate and individuals.*

XIX. Next Board Meeting:

A. Friday, January 25, 2019, Oakland

1. *Mark Spencer announced the next meeting will be Friday, January 25, 2019, Oakland/Berkeley (Tentative)*
2. *Karen Aspelin added the SLS is Friday evening to Sunday Mid-day*

B. Adjourn

1. *Mark Spencer request Motion to close*

Motion: Carlos Ortiz motions to adjourn the meeting, 2nd Cathy Leong. Motion passed.

2. *3:40 meeting adjourned.*

XX. Outstanding Action Items From 2018 Mid-Year Board Meeting

2017 Annual Board Meeting action item updates:

1. *Neelam Dorman to update VP duties regarding travel reimbursement for committee chairs.- Upload pending.*
2. *Danielle Scharf to check with Rhonda on how sharing officers with other organizations are working. – Danielle to provide a report at 2018 Annual Meeting*
3. *Alyssa Rodriguez to send updated PowerPoint file to Justin (now Cameron Shew) to post on Western District website. - Not done. Walter Okitsu to get an update.*

2018 Mid-Year Board Meeting

1. *Cathy Leong to coordinate the Chair Duty edits. Done.*
2. *Cathy Leong will edit Past President Duties and Walter Okitsu will edit Senior ID Duties to reflect election responsibilities. Deferred to Walter Okitsu*
3. *Cathy Leong to work with the selected website vendor to develop the LAC website as well as open a District PayPal account for all LACs to use. Done.*
4. *Cathy Leong to revise the Duties of Advisory Committee so that the chair is no longer the Past-Past President for the second half of the calendar year but the Immediate Past President for the full extent of the term. Done.*
5. *Ben Waldman to send shipping address at the beginning of June. Done.*
6. *Ben Waldman to check on rooms for guests needing easy access. Done.*
7. *Ben Waldman to confirm meeting code for rooms booked at Hyatt. Done.*
8. *Paul Barricklow to update Quicken and other accounting documentation. Done.*
9. *Randy McCourt will check on the availability of the HQ Autonomous Vehicle roadshow with Jeff Lindley for the Keystone and communicate with Ben and Mark. Done.*
10. *Randy McCourt to get meeting summary data from Joe to assist in Keystone Planning. Done.*
11. *Carlos Ortiz will suggest insurance guidance is part of the HQ leadership orientation. Done.*
12. *Dalene Whitlock will continue to work on resolving non-profit status or next steps to reestablish non-profit status with the State of California. Ongoing*
13. *Justin Link to provide logins for social media accounts for transfer to the new Social Media Manager. Done.*
14. *Mark Spencer and Cathy Leong will search and appoint replacement website manager. Done.*
15. *Janna McKhann to explore coordinating with vendor shows outside California to expand the market in Western District 13 states. No update.*
16. *Paul Barricklow will move \$20K from Endowment Fund Checking to the DA Davidson Investment Account. Done.*