



2018 Mid-Year Board Meeting Agenda

*Cal State East Bay Conference Center
1000 Broadway, Oakland, California
Friday, January 26, 2018
9:00 am – 5:00 pm*

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. 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

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|-------------|---|---------------------|----------------|
| I. | Call to Order and Introductions | (Spencer) | 9:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Spencer) | 9:10 am |
| | a. Items of Record* | | |
| | i. <i>Reappointment of Amit Kothari as the Technical Chair</i> | | |
| | ii. <i>Appointment of Erica Jensen as WesternITE Editor</i> | | |
| | iii. <i>Confirmation of 2018 Annual Meeting (Keystone) Registration Rates</i> | | |
| | b. Consent Agenda* | | |
| | i. <i>Approval of June 18, 2017, Annual Board Meeting Minutes</i> | | |
| | ii. <i>Approval of June 20, 2017 Annual Business Meeting Minutes</i> | | |
| IV. | <u>40</u> President's Report | (Spencer) | 9:20 am |
| | a. WesternITE and Communications | | |
| | b. LeadershipITE | | |
| | c. Section/Chapter Visits | | |
| | d. Action Items (see attachment) | | |
| V. | <u>50</u> Vice President's Report | (Dorman) | 9:30 am |
| | a. Leadership Directory update | | |
| VI. | <u>60</u> Secretary-Treasurer's Report | (Barricklow) | 9:40 am |
| | a. Close of 2016-2017 Fiscal Year Accounting | | |
| | b. 2017-2018 Fiscal Year-to-Date Financial Report | | |
| | c. Exchange of Records Meeting Summary | | |

- VII. 70 Past President's Report (Leong) 9:50 am**
a. Lifetime and Individual Achievement Awards
b. Committee Travel Budget

*****BREAK*****

10:00 am – 10:45 am

VIII. Nominations - Executive Session

- a. Nomination of 2018-2019 Candidates for Western District Officers and International Director
b. Nomination of 2018 Individual and Lifetime Achievement Awards

IX. Nominating Committee Announcements - Resume General Session

- a. Acceptance of Nomination Committee's Slate of Candidates*
b. Coin flip and notification procedures in *WesternITE* printed newsletter and website

X. International Directors' Reports 11:00 am

- a. 101 International Director's Report (Okitsu)
b. 102 International Director's Report (Aspelin)
c. 103 International Director's Report (Ortiz)

XI. ITE International Remarks

- a. 111 International President (Sanderson)

XII. 120 District Administrator's Report (Whitlock) 11:30 am

XIII. 130 *WesternITE* Managing Editor's Report (Jensen) 11:40 am

XIV. 140 Advertising Manager's Report (Sweeting) 11:50 am

XV. 150 Website Manager's Report (Link) 12:00 pm

XVI. Continue with Committee Chair Reports as time allows up to lunch break

*****Lunch*****

12:15 pm +/-

- XVI. Committee Reports (Cont.) 1:00 pm**
- a. **161** Advisory Committee (Leong)
 - b. **162** Technical Committee (Kothari)
 - c. **163** Membership Committee (De La Garza)
 - d. **164** Legislative Committee (Mericle)
 - e. **165** Career Guidance Committee (McNeill)
 - f. **166** Vendor Committee (McKhann)
 - g. **167** Student & Faculty Initiatives Committee (Scharf)
 - h. **168** Student Endowment Committee Report (Leung)
 - i. **169a** Public Relations Committee (Stanis)
 - j. **169b** Traffic Bowl Committee (Ackeret)
 - k. **169c** LAC Liaison (McCourt)
- XVII. ITE Technical Council Reports**
- a. **171** ()

*****BREAK*** 2:15 pm**

- XVIII. Annual Meeting Reports 2:25 pm**
- a. **181** 2017 San Diego (De La Garza)
 - b. **182** 2018 Keystone (Waldman)
 - c. **183** 2019 Monterey (Leung, Link)
 - d. **184** 2020 Honolulu (Leung, Dorman)
 - e. **185** 2021 Portland (O'Brien)
 - f. **186** 2022 Palm Springs (Acuna, Laurie)
 - g. **187** 2023 Boise (Luper)
- XIX. Old Business 3:55 pm**
- XX. New Business 4:00 pm**
- a. **201** Student Leadership Summit Recap (Spencer)
 - b. **202** LeadershipITE Reports (Wu)
 - c. **202a** LeadershipITE Funding Request (Carstens)
 - d. **203** Changes to Committee Chair Duties (Spencer)
- XXI. Next Board Meeting: Sunday June 24, 2018, Keystone, CO**
- XXII. Adjourn 5:00 pm**

Outstanding Action Items

Action Items from 2017 Annual Board Meeting:

1. Cathy Leong to amend travel policy to add annual budgeting of committee chair travel.
2. Neelam Dorman to update VP duties regarding travel reimbursement for committee chairs.
3. Mark Spencer to contact section boards to ensure that taxes become a part of the board action items.
4. Karen Aspelin to provide article on advocacy for E-news.
5. Dalene Whitlock to investigate fiduciary insurance – what coverage we have and may need. Check to see how much it would cost to increase the District's coverage to cover our sections.
6. Danielle Scharf to check with Rhonda on how sharing officers with other organizations is working.
7. Alyssa Rodriguez to send updated PowerPoint file to Justin to post on Western District website.
8. Walter Okitsu to revise and submit updated International Director duties to Dalene.
9. Walter Okitsu and Dues Committee will develop recommendations regarding dues simplification.