



2019 Annual Board Meeting Minutes

*Hyatt Regency
Monterey, CA
Sunday, June 23, 2019
8:00am – 2:00pm*

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

CALL TO ORDER AND INTRODUCTIONS

Western District President Neelam Dorman called the meeting to order at 8:00am. Attendees at the meeting were:

BOARD MEMBERS:

Neelam Dorman, President
Paul Barricklow, Vice President
Giancarlo Ganddini, Secretary-Treasurer (preparer of the meeting minutes)
Mark Spencer, Past President
Cathy Leong, International Director (2019-2021)
Carlos Ortiz, International Director (2018-2020)
Karen Aspelin, International Director (2017-2019)

COMMITTEE CHAIRS AND GUESTS:

Jeff Paniati, International Executive Director
Bruce Belmore, International President
Dalene J. Whitlock, District Administrator
Erica Jensen, WesternITE Editor
Robert Sweeting, Advertising Manager
Cameron Shew, Website Manager
Amit Kothari, Technical Committee Chair
Joshua McNeill, Career Guidance Committee Chair
Kimberly E. Leung, Student Funding & Initiatives Committee Chair
Dennis Acuna, 2022 Palm Springs LAC
Randy McCourt, International Vice President
Teala Cotter, San Diego Section President
Nick Carcha, Central California Section President
Bryan Igarta, Central California Section Vice President
Erik Zandvliet, Southern California Section Administrator
Jonathan Hofert, Riverside-San Bernardino Section Past President

I. Call to Order and Introductions

Western District President Neelam Dorman called the meeting to order at 8:00 AM. Attendees provided self-introductions. See page 1 for list of attendees; sign-in sheet attached.

II. Approval of Agenda

President Neelam Dorman proposed to amend the agenda by moving two new business items, Election Policy and Bylaws, to President's Report.

MOTION to approve agenda as amended to move Election Policy and Bylaws to President's Report: Mark Spencer, second by Cathy Leong. Motion passed.

III. Items of Record and Consent Agenda

A. Items of Record

LAC Policies have been updated and are available on District website.

B. Consent Agenda

1. Approval of January 25, 2019, Mid-Year Board Meeting Minutes

MOTION to approve January 2019 Mid-Year Board Meeting Minutes: Cathy Leong, second by Mark Spencer. Motion passed.

IV. President's Report

A. WesternITE and Communications

No additional report.

B. Section/Chapter Visits

President Neelam Dorman described chapter/section visit to Alaska and provided reminder about upcoming OneITE District Briefing on Tuesday morning of the Annual Meeting/Conference.

C. 2019-2020 Proposed Budget

No additional report; discussed in detail under new business.

D. Action Items

- Dalene J. Whitlock to work with Board to find new accountant.

- **Status – Re-assigned/Continued:** Action item removed from Dalene J. Whitlock and re-assigned to Giancarlo Ganddini.

ACTION ITEM: Giancarlo Ganddini to follow up with accountant contacts obtained by Neelam Dorman.

- Cameron Shew to discuss with Justin Link and investigate slow performance of Annual Meeting website.
 - **Status – Continued:** Followed up with Justin Link, sluggish Annual Meeting performance might have to do with structure (i.e., sub-page within WesternITE).

ACTION ITEM: Cameron Shew to review performance issues over summer with Jason (*Last name?*)

- Danielle Scharf and Dalene J. Whitlock to obtain charter/bylaws for student chapters.
 - **Status – Re-assigned/Continued:** Danielle indicated that student chapters should be chartered by the District, however, some are chartered by Sections. Jeff Paniati stated that ITE International did not intend to re-charter all student chapters, however, District's may need to depending on current charters. Action item re-assigned to Student Funding & Initiatives Committee Chair, Kimberly Leung.

ACTION ITEM: Kimberly Leung to check student chapter list from website, coordinate with Dalene J. Whitlock to determine which chapters have a charter on file with District, and check with Colleen Agan to identify which chapters are not in operation.

- Mark Spencer to update past president duties (remove Advisory Committee duty).
 - **Status: Completed.**
- Cathy Leong to coordinate with LeadershipITE Chair Carrie Falkenrath to develop reporting guidance on scholarship letter for LeadershipITE.
 - **Status: Completed.** Cathy Leong provided summary of discussion with Carrie. LeadershipITE does surveys occasionally, but not consistently or in a readily sharable format. Cathy asked Carrie to remind participants to be conscious of feedback to District. Will maintain communications with Carrie.
 - Jeff Paniati stated that LeadershipITE is changing director (Shelly Row). ITE International is generally satisfied with performance so far, but working on updates.
 - Mark Spencer stated he has received a range of feedback based on participant (age, experience level, etc.).
 - Jeff Paniati stated he has received positive feedback from participants rising through the organization that they feel an improved connection to the organization.

- Paul Barricklow seconded based on his experience. Feedback can be difficult to express and may unintentionally worded as “networking,” but his experience was more about connection to ITE.

ACTION ITEM: Mark Spencer to revisit LeadershipITE questions/feedback.

E. By-Laws

Neelam Dorman explained that the bylaws are based on template provided by ITE International. Options were selected as appropriate; opportunities for modification were limited (generally related to selecting wording for Sections versus States).

- Paul Barricklow asked about the process for deciding one year versus two year term for Section representatives. Cathy Leong explained it is up to individual Sections to decide term limit to provide flexibility; they can serve up to two years and be a board member or separately elected position. Jeff Paniati emphasized continuity benefit of having a two year term. Dalene J. Whitlock stated that the bylaws can be revised later if current process is not working.

MOTION to approve Bylaws: Cathy Leong, second by Carlos Ortiz. Motion passed.

F. Election Policy

Neelam Dorman highlighted the following changes to District Election Policy:

- The most substantial change relates to section representatives.
- Due to shift in membership balance, former inside/outside California candidate policy was changed to Region 1 versus Region 2.
- Provision added for election with only one candidate from region/rotation – election will not be opened to all members.
- Petition process was removed.
- Election will take place over summer; winning candidate will take office on January 1st following year.

Cathy Leong added that Region 1 includes Bay Area and states outside of California; Region 2 consists of all of Southern California.

MOTION to approve Bylaws: Cathy Leong, second by Carlos Ortiz. Motion passed.

V. Vice President's Report

A. Awards

Vice President Paul Barricklow reported that awards and certificates are completed.

B. Committee Travel Budget

Paul Barricklow reported that there has been \$3,100 spent out of \$5,000 budgeted for committee travel, leaving plenty of budget to support committee travel to mid-year meeting. Followed by Board discussion:

- Paul stated that committee chairs should have more clarity on policy for committee travel.
- Neelam Dorman stated that it is important to adhere to the policy and that committee travel budget must also cover travel for the Annual Meeting.
- Karen Aspelin explained concerns about losing volunteers for rejected travel reimbursements.
- Mark Spencer stated that there has been a lot of effort/discussion put into developing the current committee chair travel policy. He understands need for flexibility, but it can also lead to a slippery slope. Re-iterated the importance of adhering to the budget and policy.
- Cathy Leong added that upcoming changes to the mid-year meeting structure may preclude future misunderstandings.

C. Leadership Directory Update

Paul Barricklow reported that the leadership directory has been updated. Section websites are in poor shape and need to be updated regularly. Followed by Board discussion:

- Cathy Leong stated that Sections should be made aware of their responsibility to keep District up to date with officer changes.
- Paul Barricklow suggested only maintaining contact information for Section Board members; Cathy Leong indicated need for contact info of related committees relevant to District.

Paul reported that the District still owed taxes despite 501c(3) exemption and indicated the need to plan ahead, especially with coming OneITE changes.

- Cathy Leong expressed possibility that incorrect categorization of income might affect tax liability and that new accountant should have clear understanding of income sources/categories.

Mark Spencer shared his appreciation for Paul's service to the Western District and wished him well with his leadership transition to the Mountain Section.

VI. Secretary-Treasurer's Report

A. 2018-2019 Fiscal Year-to-Date Financial Report

Secretary/Treasurer Giancarlo Gandini provided the following financial summary:

- All income to date appear to be in line with expectations, with exception of surplus income from 2018 Keystone LAC, which was used to pay ahead for future LACs.
- All expenses to date appear to be in line with expectations, with exception of approximately \$1,200 in taxes owed.
- Endowment fund recovered previous losses and is above \$500,000 target.

General discussion concerning District funding: Carlos Ortiz ask if District has considered new ways to find more funding and whether it was possible to be more proactive in advertising, such as reaching out to new companies. Eric Zandvliet suggested the District Annual Meeting be advertised to more stakeholders, including those who are not traffic engineers.

VII. Past President's Report

A. Lifetime and Individual Achievement Awards

Past President Mark Spencer reported that a recipient has been selected for the Lifetime Achievement Award, which will be presented on Tuesday night at the Annual Meeting Banquet. No nominations were received for the individual achievement award.

VIII. International Directors' Reports

A. Senior International Director's Report

International Director Karen Aspelin provided the following report:

- Future Mountain District leaders will meet on Monday during the Annual Meeting to continue planning.
- There is a STEM class session occurring at the ITE International Meeting in Austin. The STEM website source has received a lot of positive feedback and is being used by other groups.

B. Middle International Director's Report

International Director Carlos Ortiz provided the following report:

- Carlos attended Washington Section meeting, which received good turnout. He has received very positive outlook from Sections regarding OneITE.
- Carlos promoted Mobility as a Service (MaaS) interactive session to occur on Monday at the Annual Meeting conference. Board discussion followed:
 - Neelam Dorman thanked ITE International and LAC for help coordinating MaaS session.
 - Carlos stated that the line of communication could be improved between International, LAC, and speakers.
 - Cathy Leong indicated that some speakers may not have been clear that they still had to register; some speakers did not want to participate once this was

understood. This may be due to invitation being unclear, which may need refinement for future use.

- Randy McCourt also suggested allowing flexibility for speakers who come strictly to present and leave.

C. Junior International Director's Report

International Director Cathy Leong stated that she asked SLS Berkeley to write an article explaining how they were able to create a diversified program. Randy McCourt added that Section levels tend to be more diverse than councils.

IX. ITE International Remarks

A. Executive Director

ITE International Executive Director Jeff Paniati shared the following remarks:

- Shared appreciation for leadership of Neelam and Cathy for extensive OneITE outreach and feedback gathered.
- ITE International is excited and ready to continue supporting Western District, in addition to new districts, in the implementation of OneITE.
 - 2019 is focused on updates for all Districts (re-chartering and bylaws).
 - 2020 to focus on sections and chapters .
 - Once re-structure is complete, ITE International staff can focus on supporting all Districts and sections/chapters. Examples include web presence improvements and consistency via services such as StarChapter (International can better negotiate discount versus individual sections), and facilitating website security.
- ITE International is researching pooled investment accounts for District/Section/Chapter (DSC) reserves. ITE International currently manages scholarship funds for several DSCs.
- ITE International is coordinating MaaS sessions at District meetings.
- ITE International is coordinating STEM programs/resources, including a session at the 2019 ITE International Meeting in Austin.
- ITE International has implemented a diversity scholars program, providing mentor/internship for first generation diverse student. The program received 11 applications and will award 2 scholarships in Fall 2019. Awareness for the program was raised through existing diversity groups with high school connections and scholarship websites.

B. International President

International Vice President Randy McCourt presented on behalf International President Bruce Belmore, who was not present due to flight delays. Randy provided the following summary of recent ITE International efforts:

- Mobility as a Service emerged last fall as part of International duty to review/identify emerging issues.
- OneITE: New section representatives at District level will improve connectivity between Sections and Districts, resulting in more opportunities to collaborate.

- International is reviewing ways to create more opportunities for people to step forward and improve communities, such as speed limits and midblock crossing innovations. International is focused on facilitating technical needs (websites, etc) so members can focus on the communities.

X. District Administrator's Report

A. Taxes and Insurance

District Administrator Dalene J. Whitlock reported that the District continues to maintain records and search for new accountant.

B. Election Update

Dalene provided a summary of the current election participation: out of 2,271 eligible voters, 16% have voted so far.

Dalene reported that some members reported having to have to search spam/junk mailbox for ballot e-mails. General ballot/email discussion followed:

- San Diego Section President, Teala Cotter, stated that a lot of ITE e-mails are getting blocked. She had to coordinate with her employer's IT Department to allow certain e-mails through. San Diego Section does not post e-mail addresses of Board members; instead, messages are manually filtered from a general contact account.
- ITE International seems to have better success with Survey Monkey.
- 2002 hard copy ballot response rate was 25.6%.

XI. WesternITE Managing Editor's Report

WesternITE Editor Erica Jensen reported that the open rate for WesternITE e-newsletters is higher than the national average. She is working on template to present Annual Meeting info as a standalone newsletter/flyer. There does not appear to be a correlation between daily website traffic and dates of eNews distribution.

XII. Advertising Manager's Report

Robert Sweeting provided the following report:

- Ad revenue to date totals approximately \$17,000.
- Obtained two new gold sponsors and is pursuing one more gold sponsor.
- About \$21,000 expected by end of fiscal year.

XIII. Website Manager's Report

Website Manger Cameron Shew provided the following report:

- Website can be tracked by page and date/time.
- Website Manager report contains a summary of website activity by committee page.

- He has prepared list of pages to updated after transition (references, titles, etc.). Updates will be ready to go live by January 1, 2020.
- Membership types linked to ITE International
- Noted that he is investigating why the web page with 3rd highest visits is reported as “n/a”.
- The Idaho and Montana section pages need to be updated.
- There are some minor broken issues / style templates (twitter, individual posts) due to Wordpress updates.

Neelam asked if the student initiatives pages has been updated.

ACTION ITEM: Kimberly Leung and Cameron Shew to work on updating all student related pages.

ACTION ITEM: All chairs to review and update current strategic plan.

ACTION ITEM: Paul Stanis to update public relations strategic plan.

XIV. Committee Reports

A. Technical Committee

Technical Committee Chair Amit Kothari provided the following report:

- Section Activity Award - Small Chapter awarded to San Diego for 3rd year in a row.
- Section Activity Award - Large Chapter awarded to SoCal section, who also won the ITE International award for section activities.
- Only two papers were received for the Student Paper Award, one of which was a high school student who didn't win, but is attending the Annual Meeting.
- Data Collection Fund: 6 student chapters selected; two reports have been completed and two have submitted drafts.

B. Career Guidance Committee

Career Guidance Committee Chair Joshua McNeill provided the following report:

- Career Guidance sessions are programmed for Tuesday at the Annual Meeting. Organized for more student involvement in situational/sketch session. Speed interview (3rd Session) is new; each volunteer will ask one question.
- Young Professional Achievement awarded to Patrick Marnell, out of five applicants.
- Suggested that the Board consider combining Young Professional Achievement and Rising Star since the forms often confused for one another.

ACTION ITEM: Josh to email board explaining differences between Young Prof Achievement and Rising Star.

- Mentor Award received three applicants and awarded to Ben Waldman of the Colorado/Wyoming Section.
- Received two nominations for Outstanding Undergraduate Student, seven nominations for Outstanding Graduate Student, and four nominations for Outstanding Educator. Winners to be recognized at the Annual Business Meeting.

C. Student Funding & Initiatives Committee

Student Funding & Initiatives Committee Chair Kimberly Leung provided the following report:

- The committee has added three additional volunteers: Ashley Kim, Emilio Murga, and Brandon Wong.
- Endowment fund is healthy at approximately \$576,000. No new “Visionary” contributors this year. Riverside-San Bernardino Section was highest overall contributor.
- Kell Competition involves a complete streets-themed activity.
- Student Chapter: Received 22 annual reports. Cal Poly San Luis Obispo was selected for District Student Chapter Award and also received the ITE International 2019 Student Chapter Award. Oregon State received honorable mention.
 - Karen Aspelin commented that some reports spent a lot of time and look great, but there is no criteria for appearance, at least at the International level.
 - Eric Zandvliet requested that all relevant student chapter information (i.e., website, chapter report, charter) should be available on the District web page

ACTION ITEM: Kimberly Leung to review/tighten District guidelines for student chapter reports.

- Regional Travel Scholarships: Recipient from each of the four regions were selected and paired with mentors. The four recipients of the Regional Travel Scholarships are: Peter Yu, Mitchell Hadfield, Joceline Suhaimi, and Amy Huang.
- Provided recommendations for Endowment Fund Transition:
 - Eliminate \$100 award for submitting Student Chapter report.
 - Eliminate Kell cash award (\$300).
 - Reduce data collection projects from six to four.
 - Reduce regional travel scholarship from four to two or three.
- Thanked Danielle Scharf for assistance with transition.
- Amy Huang will be coordinating Endowment Fund/LAC 2020 booth.
- Announced MiteY Race winners.

- Announced that UCLA student who is coordinating 2020 SLS is in attendance at the Annual Meeting.

D. Public Relations Committee

Public Relations Committee Chair Paul Stanis provided the following report:

- Working on a video for 2019 Lifetime Award recipient.
- District/Sections Communications Award: Coordinated 2018 submittal to International with Erica Jensen. Western District received 1st place and will be recognized at ITE International Meeting in Austin.
- ITE Video has been finalized and will be shown at Annual Meeting banquet on Tuesday. The video will be on District website and Youtube for access by other districts/sections; A copy will also be sent to Colleen Agan at ITE International.

E. LAC Committee

LAC Committee Chair Cathy Leong provided the following report:

- Discussions continue with event planning companies (Helms Briscoe and Conference Direct). Proposals for a typical Annual Meeting event are expected in November. Will discuss potential to switch from Helms Briscoe to Conference Direct.
- LAC policies updated and online, including new vendor and sponsor guidelines. These should provide more support to local LACs.
- MOU has been negotiated for 2020 Annual Meeting. Future Mountain District Board will review and sign after they meet on Monday.

General discussion regarding event planning companies:

- Cathy explained Helms Briscoe is good at negotiating legal clauses in hotel contracts, but does not provide as much support in other concessions, such as audio/visual contracts. She is unsure if other companies can provide that, but the general desire is to work with a company that help negotiate a better value for the District.
- Mark Spencer asked if Helms Briscoe is beneficial in saving the District time/effort in dealing with contracts.
- Jeff Paniati stated that ITE International might be able to facilitate; Linda (Linda Pierre, Senior Director of Meetings?) has experience with other associations. Jeff suggested follow up conversation to explore leveraging volume of multiple Districts by having International continue to facilitate, but open to changing.

XV. Future Annual Meetings

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

XVI. Annual Meeting Reports

A. 2019 Monterey

LAC Co-Chair Justin Link provided the following report:

- Registration numbers have exceeded high estimate.

- Vendor hall is sold out
- Total sponsorship income is approximately \$41,000 and expected surplus is \$18,000
- LAC was able to add room blocks up until May 30th as long as hotel was less than 80% booked.
- Mark Spencer asked about registration numbers:
 - Current total for Monterey is 251.
 - Randy McCourt provided summary of historical data. There appears to be some gains since economic downturn.

B. 2020 Honolulu

LAC Co-Chair Cathy Leong provided the following report:

- MOU terms with Mountain District have been negotiated.
- Sponsorship program developed with input from Sponsorship Coordinator Ryan Zellers
- May need larger room for lunch if high registration reached; will host separate lunch for Faculty.
- Call for abstracts is currently live.
- Requested approval of registration rates per attached report:
 - Member Full Registration (Base) \$525
 - Non-Member Full Registration (Base) \$625
 - Student Registration (Base) \$250
 - Faculty Advisor Registration (Base) \$250
 - One Day Registration (Mon-Tues/Wed) \$375/\$325
- Mountain District is currently planning to host a separate Student Traffic Bowl, but may cancel if not enough Mountain District students register.
- LAC web page will be ready in the summer
- Two raffles for three night stay – Before April 1, and April 1- May

Neelam Dorman asked if room booking will be required for room block early early rate. Cathy replied that it is not currently a condition, but may be required pending finalizing room block.

MOTION to approve base registration rates per attached report: Mark Spencer, second by Karen Aspelin. Motion passed.

C. 2021 Portland

Randy McCourt provided the following report:

- Continuing to coordinate with International.
- Meeting to be held at Hyatt Regency at the Convention Center.
- Reviewing ideas for Western District Family Night; potentially food cart.
- Bank account has been established.

D. 2022 Palm Springs

LAC Co-Chair Dennis Acuna provided the following report:

- No substantial changes from last board report.
- Renaissance Palm Springs is secured (attached to convention center); renovations are close to completion.
- Family night at Palm Springs Air Museum is too early to book, but LAC has obtained first right of refusal as soon as the booking window opens.
- LAC is reviewing transportation options and recruiting for LAC volunteers.

Cathy Leong added that the venue has a lot of space available and LAC is considering a possible vendor training track (not sales pitch); trial run will be tested in 2020 Hawaii Meeting. Dennis stated that Counties have expressed interest in a training track. Jeff Paniati stated that Portland 2021 is also considering a vendor training track.

XVII. Old Business

None.

XVIII. New Business

A. OneITE Transition Plan

President Neelam Dorman reported that the OneITE Transition Plan has been approved by IBOD for both districts. Charters are expected in July and approval of the Bylaws is expected in November.

B. Election Policy

Moved to morning session.

C. Future Joint Meetings MOU

District LAC Committee Chair Cathy Leong reported that the MOU was signed by both Mountain and Western District Presidents.

D. Social Media Plan

President Neelam Dorman provided the following summary of the Social Media Plan, which began approximately one year ago. The final Plan was developed by consultant and will be circulated to Public Relations committee. It includes audit, customer profile, and research of similar organizations for comparison. List of content suggestions include:

- Major recommendation to better utilize Facebook events pages, consolidate Facebook and Twitter accounts, use generic hashtags throughout all district (e.g., #WDAnnualMeeting for all meetings instead of unique tags).
- Maintain Facebook and Twitter. LinkedIn needs work, but is a good tool. Instagram is not worth the effort/resources necessary to make it effective (requires quality photos and videos).
- Leverage annual meetings and students by cross-sharing info with student events.
- Guidelines on how often and time of day to post.

- Social Media consultant will monitor periodically upon implementation (for approximately 3 months); will compare to internal goals and metrics for Social Media Chair to check.

Cathy Leong asked if there are any concerns about who has access to social media accounts. Neelam stated it should be one person, but requires a lot of work. Suggested LAC coordinator for support. Jeff Paniati stated that International monitors Districts and pushes out info; this is a very time consuming for a District volunteer. General discussion following:

- Suggestion for 3 person committee with each monitor different areas - International, Sections, Students.
- Use hashtags to minimize monitoring activity (all groups would use same hashtag for WD to review and select from)
- Need to commit more time to do well (about 4 posts per week)
- Must stay aware of International timing
- Cross posts job listing reminders on social media (gets a lot of attention, especially in engineering)
- Concluded that it is important to have one final decision maker and what is posted.

E. 2019-2020 Budget Review and Approval

President Neelam Dorman led presentation/discussion of the proposed 2019-2020 budget. Introduction includes reason, timing, and general explanation of adjustments. Each line item with changes was presented for discussion and explanation.

- Professional Services Directory/Advertising Income (Lines 8/9): Adjustments based on detailed review where each sponsor is geographically located (i.e., will they remain in new Western District boundaries).
 - Carlos Ortiz asked if means for increasing revenue have been investigated or considered in the proposed budget.
 - Cathy Leong replied that the District must be conservative for 1st year of adjusted budget, but it is a good idea to explore potential new revenue sources for the following year.

ACTION ITEM: Carlos Ortiz to coordinate with Rob Sweeting on additional possible revenue sources by end of current fiscal year.

- Dues income (Line 13) adjusted proportional to membership reduction.
- Committee travel budget (Line 28) reduced based on re-structured committee/chair positions (resulting in 5 fewer chairs). Digital meeting will also be tested for next Mid-Year Board meeting; if determined to work adequately, committee travel can be removed/reduced on future budgets.

- WesternITE printing/ mailing budget (Line 31/32) adjusted proportional to membership reduction.
 - Karen Aspelin asked if there is a bylaw requirement for printed version, and if not, could the printed WesternITE be eliminated? Cathy Leong replied that the District is not ready to phase out a printed copy, but may combine to just one printing and/or further reduce in the future.
- Discussion arose regarding ballot language in the Bylaws.

MOTION to edit approved Bylaws, Section 5.4.3 and Section 5.4.4, by removing references to “Secretary-Treasurer” and replacing with “Western District” (see below): Cathy Leong, second Carlos Ortiz. Motion passed.

- *Section 5.4.3* - At least sixty (60) days before the end of balloting, the ~~Secretary-Treasurer~~ *Western District* shall announce to the members of the District a list of the candidates nominated by the Nominations Committee.
- *Section 5.4.4* - Not later than thirty (30) days prior to the end of balloting, the ~~Secretary-Treasurer~~ *Western District* shall send to each eligible voter a final ballot or electronic message with instructions for voting.

ACTION ITEM: Dalene J. Whitlock to forward approved Bylaws with edited Section 5.4.3 and Section 5.4.4 to ITE International for approval.

- WesternITE supplies (Line 33): Approximately \$240 eliminated and covered in Line 33 – Printing 2 mailed editions and one annual meeting.
- Web Maintenance Consultant (Line 37): Initial set up required more budget; therefore, on-going budget can be reduced moving forward.
- International ID travel (Line 40) reduced based on two IDs instead of three and actual travel estimates for Cathy Leong and Carlos Ortiz.
- Mid-year board meeting budget (Line 45) maintained in case it is needed in the future.
- LeadershipITE scholarships removed – previously included as funds available, may be added
- Taxes and Other Administrative Expenses (Lines 48/52) revised to as needed budget items.
 - Board discussion about adding taxes as a line item concluded that it is speculative and not expected to re-occur; however, may need to add if it taxes are owed for a second consecutive year.
- Insurance (Line 56) reduced based on discussion with insurance agent.
- Reserves to be split with Mountain District proportional to membership.
 - Mark Spencer inquired about typical reserves rate
 - Jeff Paniati stated reserves rate for non-profits typically range from .75 to 1.25
 - Suggestions about where to spend surplus funds included: Public Relations video, Canada is funding technical projects, leadership training.

- Mark Spencer stated that in addition to value return to members, the District should consider teaming with other groups as a means of reaching more people and increasing membership.
- Endowment fund income (Line 65/66) adjusted proportional to membership reduction.
- Student Initiatives and Endowment Fund expenditures adjusted based on discussion with Student Funding & Initiatives Chair.

MOTION to approve proposed 2019-2020 Budget for presentation to Western District Membership: Paul Barricklow, second Cathy Leong. Motion passed.

XIX. Next Board Meeting: Friday, January 31, 2020, Orange County, CA

The Western District Executive Board will be physically present in Orange County and Committee Chairs will join via conference call. The meeting was originally (tentatively scheduled for January 24, 2020, but re-scheduled to January 31st to coincide with the Student Leadership Summit being hosted by UCLA.

XX. Adjourn

MOTION to adjourn the 2019 Annual Board Meeting: Mark Spencer, second by Karen Aspelin. Motion Passed.

Meeting adjourned at 2:00pm.



2019 Annual Board Meeting Sign-In Sheet

Hyatt Regency
 Monterey, CA
 Sunday, June 23, 2019
 8:00 am - 4:00 pm

| Initials | Name | Position | Contact Update |
|------------|-------------------------|--|------------------------|
| <i>ND</i> | Neelam Dorman | President | |
| <i>PS</i> | Paul Barricklow | Vice President | |
| <i>GG</i> | Giancarlo Ganddini | Secretary/Treasurer | |
| <i>MS</i> | Mark Spencer | Past President | |
| <i>CL</i> | Cathy Leong | International Director (2019-21) | |
| <i>CO</i> | Carlos Ortiz | International Director (2018-20) | |
| <i>KSA</i> | Karen Aspelin | International Director (2017-19) | |
| <i>JP</i> | Jeff Paniati | International Executive Director | |
| <i>BB</i> | Bruce Belmore | International President | |
| <i>DW</i> | Dalene Whitlock | District Administrator | |
| <i>EJ</i> | Erica Jensen | WesternITE Editor | |
| | Robert Sweeting | Advertising Manager | |
| <i>CS</i> | Cameron Shew | Website Manager | |
| <i>AK</i> | Amit Kothari | Technical Committee | |
| <i>JM</i> | Joshua McNeill | Career Guidance Committee Chair | |
| <i>KEL</i> | Kimberly Leung | Student Funding & Initiatives Committee Chair | 2019 Monterey LAC |
| | Paul Stanis | Public Relations Committee Chair | |
| | Justin Link | 2019 Monterey LAC | |
| | Randy McCourt | International Vice President/2021 Portland LAC | |
| | Pamela O'Brien | 2021 Portland LAC | |
| <i>DA</i> | Dennis Acuna | 2022 Palm Springs LAC | |
| | Gianfranco Laurie | 2022 Palm Springs LAC | |
| <i>RM</i> | Randy McCourt | ITE VP | |
| <i>TC</i> | Teala Catter | ITE San Diego Pres. | |
| <i>NBC</i> | Nick Carcha | ITE Central Cal Pres. | Nick.carcha@GHD.com |
| <i>EZ</i> | Eric Zandvliet | So. Cal Section Administrator | ezandvliet@citymb.info |
| <i>JH</i> | Jonathan Hoberst | RSB SECTION | hoberstj@metro.net |
| <i>DA</i> | Dennis Acuna | | |
| <i>BI</i> | Bryan Igarta | ITE Central Cal VP | |

*It is noted that Robert Sweeting presented his report in the afternoon, but did not sign in.