



2020 Mid-Year Board Meeting Minutes

Kittelson & Associates, Inc
750 The City Drive #410, Orange, California
Friday, January 31, 2020
8:30 am – 5:00 pm

The Western District Board assembled committee chairs and section representatives to its Mid-Year Board meeting. The voting members of the Executive Committee include the President, Vice President, Secretary-Treasurer, Past President, and two International Directors who act on items concerning implementation of Board policy and administration the day-to-day affairs of the District. The District Board is comprised of the Executive Committee and eleven Section Representatives who act on items concerning new policies or significant modification of policies. These persons are responsible for all motions, voting, and formal business of the District. For this meeting, the Executive Committee was required to attend in person and all other attendees were provided call-in information.

CALL TO ORDER AND INTRODUCTIONS

Western District President Neelam Dorman called the Executive meeting to order at 8:30 a.m. Attendees at the meeting were:

BOARD MEMBERS (Executive and General Session Attendance):

Neelam Dorman, President
Mark Spencer, Past President
Giancarlo Ganddini, Vice President
Joe De La Garza, Secretary-Treasurer (preparer of the meeting minutes)
Carlos Ortiz, International Director (2018-2020)
Cathy Leong, International Director (2019-2021)

COMMITTEE CHAIRS AND GUESTS:

Dalene J. Whitlock, District Administrator (Executive Session and General Session Attendance)
Ryan Zellers, WesternNITE Advertising Manager (General Session Attendance Only)
Erica Jensen, WesternNITE Managing Editor (General Session Attendance Only)
Amit Kothari, Technical Committee Chair (General Session Attendance Only)
Josh McNeil, Career Guidance Committee (General Session Attendance Only)
Kimberly Leung, Endowment Fund Administrator/2019 LAC Co-Chair (General Session Attendance Only)
Paul Stanis, Public Relations Committee (General Session Attendance Only)
Cameron Shew, Website Manager (General Session Attendance Only)

SECTION REPRESENTATIVES (General Session Attendance Only):

Alaska (Renee Whitesell)
Bay Area (Frank Penry)
Central California (Nick Carcha)
Central Coast (Tom Mericle)

Hawaii (Jenny Tapat)
Northern California (Ravi Narayanan)
Oregon (Pat Marnell)
Riverside San Bernardino (Ronald Chan)
San Diego (Mohammad Amin)
Southern California (Josh McNeill)
Washington (Daniel Lai)

GENERAL SESSION

I. Call to Order and Introductions

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

II. Approval of Agenda

No amendments proposed for the agenda.

MOTION to approve agenda: Carlos Ortiz, second by Cathy Leong. Motion Passed.

III. Section Representative Orientation (Dorman)

- Neelam presented and overview and highlights of what was discussed during the Executive Board meeting.
- Discussed who is a Section Representative, preferred someone who can attend the Annual Meeting.
- Discussion of possible proxies and some Sections might not have available proxies
- Open discussion regarding whether a Section can recommend support for things such as grants, etc. The Board agreed that Sections can recommend as long as it aligns with ITE initiatives.
- Section also inquired about Bylaws and Board responded to use template from District. Can coordinate with Dalene.

IV. District Administrator's Report (Whitlock)

- Dalene presented a draft of the new Board Procedures Manual. Discussion directed Dalene to change the title (ITE bylaws says has to say Procedures). Direction also given to reorganize all topics in alphabetical order. Cathy and Neelam provided edits.
- Discussion that all Sections must have new Bylaws. If there e any concerns, ask Dalene to coordinate with ITE HQ. The Section Boards can approve their own bylaws.

V. WesternITE Managing Editor's Report (Jensen)

WesternITE Managing Editor Erica Jensen provided the following highlights from their report:

- eNews sent out each month
- Continuing to maintain contact list.
- Click/open rates are above national average.
- Fall printed WesternITE was mailed to 2,481 members.

VI. Advertising Manager's Report (Zellers)

Advertising Manager Ryan Zellers provided the following highlights from their report:

- Reported that the income for last year (2018/2019) was \$24,000 and this year should be same.
- Provided recommendations for modifying pricing scheme and other adjustments to sponsorship levels.

VII. Website Manager's Report (Shew)

Website Manager Cameron Shew provided the following highlights from their report:

- Last update to WordPress caused issues with some plugins.
- Website Manager report contains a summary of website activity by committee page.

ACTION ITEM: Cameron Shew to ask for quote for update to website (last done in 2015 for \$7K).

VIII. Committee Reports

A. Technical Committee (Kothari)

Committee Chair Amit Kothari provided report and provided the following highlights from their report:

- Update on awards and data collection fund activities
- Three student sections were delinquent and should be penalized

- One suggestion was that the student section should be penalized 15 points for next 2 years Suggest to the Section Reps that the student chapters follow through.
- Discussion over whether the program should be revamped. Goal is to provide student funding.

ACTION ITEM: Amit Kothari to review Student Data Collection Fund program for possible revamp

B. Career Guidance Committee (McNeil)

Joshua McNeil provided the following updates:

- Planning three Career Development sessions at Annual Meeting and will present 5 awards.
- Discussed aligning the Young Professional award with ITE HQ award requirements.

ACTION ITEM: Joshua McNeil to circulate the application for Young Professional from ITE HQ for review.

C. Student Funding and Initiatives Committee (Leung)

Committee Chair Kimberly Leung provided the following highlights from their report:

- Adjustment to the Western District's Initiatives due to the realignment of the District.
- New Student Chapter Momentum Award was promoted.
- Overhaul of the student initiative guidelines for awards was done.
- Endowment Fund account information in Board report

D. Public Relations Committee (Stanis)

Committee Chair Paul Stanis provided the following highlights from their report:

- New District Innovation Award with submission deadline on March 1st

ACTION ITEM: Paul Stanis to include the Social Media report in his committee report.

E. District LAC Committee (Leong)

Committee Chair Cathy Leong provided the following highlights from their report:

- New committee member Rob Sweeting, replacing Janna McKhann
- Continually coordinating with the current LACs for the next few years
- Provided list of future meeting locations discussed during the Executive Board session

- Proposals from two firms to provide Annual Meeting Planning Support and discussed during the Executive Board session

IX. Annual Meeting Reports

A. 2019 Monterey

Report highlights presented by LAC Co-chair Kimberly Leung:

- Final report submitted.
- Approximately \$17K returned to district.

B. 2020 Honolulu

Report highlights presented by Chair Cathy Leong:

- Revised budget based on assumed full registration adjustments
- Program changes
- No more government room rates available

C. 2021 Portland

Report highlights presented by LAC Chair Pam O'Brian.

- International doing most planning, Portland Section is handling local arrangements.
- Working on coordinating for Family Night
- Looking at Saturday for Student Traffic Bowl

D. 2022 Palm Springs

Carlos Ortiz provided the following highlights on behalf of LAC Co-chairs:

- Looking at adjusting student traffic bowl date and time to pay for AV one time to save costs
- LAC is concerned about hotel attrition
- Could use incentives w/registration

X. Section Representative Reports

This was the first meeting with Section Representatives in attendance (via phone). Each representative delivered a report of activities.

a. Alaska (Renee Whitesell)

- Alaska had 9 monthly meetings in Anchorage.
- July was a Member BBQ.
- Student fundraisers in November and raised \$7K to give back to students in Alaska through 5 scholarships every year.
- The Fairbanks chapter work on STEM activities with students.
- Hold joint meetings with WTS and ASCE, etc.
- Fairbanks is the only Chapter in the District and should discuss transitioning to bring to the Section level.

b. Bay Area (Frank Penry)

- Past Presidents Council had a lunch and 13 past Presidents of the Section attended.

c. Central California (Nick Carcha)

- Challenges for a large geographical area (40-60 miles) including the Visalia and Fresno areas.
- Reconnected with Bakersfield group.
- Do STEM with students in area.

d. Central Coast (Tom Mericle)

- Excited about helping out with the Annual Meeting in Fresno.

e. Hawaii (Jenny Tapat)

- Helping to revitalize the student chapter.
- Went to Into to Traffic Engineering class at UH.
- Resume workshop and had 13 professionals talk to students.
- Next month before the career fair, professionals will come in and talk about the dos and don'ts about attending a career fair.

f. Northern California (Ravi Narayanan)

- New attendance records at Vendor's Night. 44 vendors rented space and looking for more vendors in March.
- Annual Golf Event with 10 to 11 foursomes.
- Luncheon meeting had a vendor field trip to ride a smart bus focused on smart mobility. Had record attendance.

g. Oregon (Pat Marnell)

- Strong membership and financials.
- Winter Technology Workshop with 90 people in attendance.
- Challenges to serve less dense locations.
- Summer meeting will be outside of Portland in Corvallis.

h. Riverside San Bernardino (Ronald Chan)

- Had vendor show in January, last week.
- Have started transition for Section to be on calendar year for 2021.
- UC Riverside is looking to potentially start a new student chapter.

i. San Diego (Mohammad Amin)

- Vendor show in October and is growing.

- Trying to improve the student chapter.
- They have a volunteer meeting to coordinate for new volunteers and went to the Aztec Bowl on SDSU campus.

j. Southern California (Josh McNeill)

- Membership is good and in good financial shape.
- They have joint meetings with OCTEC (Orange County), Riverside/San Bernardino Section, Central California Section, San Diego Section.
- Looking to have a meeting at Caltrans in April.
- Involved in STEM program for students.

k. Washington (Daniel Lai)

- Joint meeting with ISMA in February (doing it for 15+ years) with over 60 vendors and is free for over 300 attendees.
- This will be the second year to reach out to the Eastern part of the state especially with the students.

The Section Representatives will submit formal reports to the Board at the Annual Board meeting in June.

XI. Old Business

None.

XII. New Business (Board and Section Representatives)

Ravi Narayanan from Northern California Section had to leave the call, all other Section Representatives stayed on the line for the new business.

A. District Bylaw Amendment (action required) (Dorman)

- Cathy discussed amendment. Changes in District as a result of OneITE has created a gap in the ID candidates.
- Need to replace language to say “one or more”.

**MOTION to approve amendment to District Bylaws: Cathy Leong, second by Carlos Ortiz.
Motion Passed.**

B. Section Charter and Bylaw Discussion (Whitlock)

- Dalene discussed charters with Board and Section Reps.
- Most should operate under rules of a 501c3
- San Francisco and San Diego sections are 501c6

MOTION to approve the 11 Section Charters with edits for San Diego and San Francisco Bay Area: Cathy Leong, second by Mark Spencer. Motion Passed.

C. District Awards Update (Leong)

- District changes – Wisest and Windiest Scribe will be combined with Website Award to be the Communications Award
- At the international level new awards including Momentum Award
- The District has revamped to mimic the International Awards:
 - Outstanding Section
 - Outstanding Student Chapter
 - Momentum Section
 - Momentum Student Chapter
- Notified student chapters that awards due March 1st.
- Transportation Achievement Awards now send to Past President.

XIII. Next Board Meeting: Sunday, June 28, 2020, Honolulu, HI

XIV. Adjourn

MOTION to adjourn the Mid-Year Board Meeting: Carlos Ortiz, second by Mark Spencer. Motion Passed.

Meeting adjourned at 4:00pm.

ITE Western District – 2020 Mid-Year Board Meeting Sign-In Sheet

*No sign-in sheet was prepared.

The following people attended the meeting in person.

Neelam Dorman, President
Mark Spencer, Past President
Giancarlo Ganddini, Vice President
Joe De La Garza, Secretary-Treasurer
Carlos Ortiz, International Director (2018-2020)
Cathy Leong, International Director (2019-2021)
Dalene J. Whitlock, District Administrator
Ryan Zellers, WesternITE Advertising Manager (Only for afternoon portion of the meeting)

The following people attended the meeting on conference call.

Erica Jensen, WesternITE Managing Editor
Amit Kothari, Technical Committee Chair
Josh McNeil, Career Guidance Committee
Kimberly Leung, Endowment Fund Administrator/2019 LAC Co-Chair
Paul Stanis, Public Relations Committee
Cameron Shew, Website Manager
Renee Whitesell – Alaska Section
Frank Penry - Bay Area Section
Nick Carcha - Central California Section
Tom Mericle - Central Coast Section
Jenny Tapat – Hawaii Section
Ravi Narayanan - Northern California Section
Pat Marnell – Oregon Section
Ronald Chan - Riverside San Bernardino
Mohammad Amin - San Diego Section
Josh McNeill - Southern California Section
Daniel Lai – Washington Section