



2021 Annual Board Meeting Agenda

Virtual Meeting
Friday, January 29, 2021
10:00 - 4:00 pm
(PT)

Welcome

The Western District Board welcomes committee chairs, council chairs, section representatives and section/chapter leaders to its annual board meeting. Voting members of the District Board consist of the Elective Officers of the District (Executive Committee: President, Vice President, Secretary-Treasurer, Past President, and two International Directors) and Section Representatives. These persons are responsible for all “Official Transactions of Business” of the District, such as approval of operating budgets and adoption/modification of policies. 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

Executive Committee Session	10:00 am – 11:30 am
------------------------------------	----------------------------

- | | | | |
|-------------|---|----------------------|-----------------|
| I. | Items of Record | (Ganddini) | 10:00 am |
| | a. Items of Records (as discussed in the Past President Board Report) | | |
| | • Financial Allocations from Fall 2020 Executive Committee Kick-off Meeting | | |
| | • Chair appointments and terms | | |
| II. | President’s Report | (Ganddini) | 10:05 am |
| | a. WesternITE and Communications | | |
| | b. Section/Chapter Visits | | |
| | c. Action Items (see attachment) | | |
| III. | Vice President’s Report | (de la Garza) | 10:15 am |
| | a. Committee Chair Travel Budget | | |
| | b. Taxes Update | | |
| | c. Leadership Directory Update | | |
| | d. 2019-2020 Fiscal Year Close Out | | |
| | e. 2020-2021 Fiscal Year-to-Date Financial Report | | |
| IV. | Secretary-Treasurer’s Report | (Leung) | 10:30 am |
| | a. On-boarding | | |
| V. | Past President’s Report | (Dorman) | 10:35 am |
| | a. WesternITE and Communications | | |
| | b. Section/Chapter Visits | | |
| | c. Chair Appointments and Terms | | |

- d. Lifetime Achievement Awards
 - 2021 Awardee Selection
 - Request to revise award guidelines
- e. Individual Achievement Awardee Selection
- f. 2021 Officer Candidate Selection
 - Virtual Campaign Discussion
- g. Request to Rename the Student Endowment Fund

VI.	International Directors' Reports		11:05 am
	a. International Director's Report	(Leong)	
	b. International Director's Report	(Spencer)	

Lunch	11:30 am – 12:30 pm
--------------	----------------------------

General Session	12:30 pm – 4:00 pm
------------------------	---------------------------

VII.	Call to Order and Roll Call	(Ganddini)	12:30 pm
VIII.	Approval of Agenda*	(Ganddini)	12:35 pm
IX.	Consent Agenda	(Ganddini)	12:40 pm
	a. Consent Agenda* <ul style="list-style-type: none"> • Approval of June 2020 Annual Board & Business Meeting Minutes • Approval of January 2020 Mid-Year Board Meeting Minutes 		
X.	Summary of Executive Session	(Ganddini)	12:50 pm
	a. Chair Appointments/Terms		
	b. 2019-2020 Fiscal Year Close Out		
	c. 2020-2021 Fiscal Year-to-Date Financial Report		
	d. Awardee Selections to be announced at Annual Meeting		
	e. 2021 Officer Candidates		
XI.	Section Representative Orientation	(Ganddini)	1:00 pm
	a. Overview of Section Presentative Orientation Packet		
	b. Annual Meeting Attendance		
	c. Review of General Session Agenda and Decision Items		
	d. Open discussion		
XII.	District Administrator's Report	(Whitlock)	1:15 pm
	a. Taxes and Insurance		
	b. Election update		
XIII.	WesternITE Managing Editor's Report	(Jensen)	1:20 pm
XIV.	Advertising Manager's Report	(Zellers)	1:25 pm
XV.	Website Manager's Report	(Shew)	1:30 pm

- XVI. Committee Reports 1:40 pm**
- a. Technical Committee (Marnell)
 - b. Career Guidance Committee (Tapat)
 - c. Student Funding & Initiatives Committee (Kim)
 - d. Public Relations Committee (Stanis)
 - e. District LAC Committee (Leong)
- XVII. Annual Meeting Reports 2:05 pm**
- a. 2020 Honolulu (Leong)
 - b. 2021 Portland (O'Brien)
 - c. 2022 Palm Springs (Acuna)
 - d. 2023 (See Item XVI.e) (Leong)
 - e. 2024 (See Item XVI.e) (Leong)
- XVIII. Section Representative Reports 2:25 pm**
- a. Alaska (Travis)
 - b. Bay Area (Boardman)
 - c. Central California (Igarta)
 - d. Central Coast (Kleinschmidt)
 - e. Hawaii (Tapat)
 - f. Northern California (Cervantes)
 - g. Oregon (Kentosh)
 - h. Riverside San Bernardino (More)
 - i. San Diego (Jewel)
 - j. Southern California (Chandrasekhar)
 - k. Washington (Hirschey)
- XIX. Old Business 3:25 pm**
- XX. New Business 3:30 pm**
- a. ITE 2021 Awards Program (Spencer)
 - b. Leadership ITE (Allen)
- XXI. Next Board Meeting: Sunday, July 18, 2021, Portland (Tentative)**
- XXII. Adjourn 4:00 pm or earlier**

Topic: WD Board Meeting
Time: Jan 29, 2021 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82600805609>

Meeting ID: 826 0080 5609

Passcode: 313673

One tap mobile

+13462487799,,82600805609#,,,,,0#,,313673# US (Houston)

+16699006833,,82600805609#,,,,,0#,,313673# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

Meeting ID: 826 0080 5609

Passcode: 313673

Find your local number: <https://us02web.zoom.us/u/kdxXO26Gzc>

Outstanding Action Items from 2020 Annual Board Meeting & Executive Committee Fall 2020 Kick-Off Meeting

1. Paul to have a plan for Social Media production.
2. Joe to check with Erica & invoices from Anker Press
3. Advertising vs Sponsorship tax verification
4. Cameron to add Kim to the owncloud
5. Giancarlo to update Taxes Guidelines
6. Kim to send contact info and notes on which chapters are not in communication
7. Ashley to set up a kick-off meeting with student chapters (include advisors & professional liaisons)
8. Neelam to transmit final charter to chapters
9. Add one Transportation Achievement Award to WD Award Program – Past President Awards
10. Neelam to create an award form for Transportation Achievement award – Cameron to add award webpage
11. Giancarlo to have all committee chairs to update their strategic plans for Midyear
12. Kim to find us a new Social Media Manager or tell Paul that he's doing it
13. Paul to include social media report in his committee report.
14. Pat to review Student Data Collection Fund program for possible revamp