



2022 Annual Board Meeting Agenda

Renaissance Hotel Palm Springs
888 Tahquitz Canyon Way, Palm Springs, CA 92262
Chino Room
Sunday, June 26, 2022
8:00 am - 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		8:30 am – 10:30 am
I.	Items of Record (De La Garza)	8:30 am
a.	Items of Record	
b.	??	
II.	President's Report (De La Garza)	8:35 am
a.	WesternITE and Communications	
b.	Section/Chapter Visits	
c.	Action Items (see attachment)	
III.	Vice President's Report (Leung)	8:45 am
a.	Awards	
b.	Committee Chair Travel Budget	
c.	Leadership Directory Update	
IV.	Secretary-Treasurer's Report (Smith)	8:55 am
a.	2021-2022 Fiscal Year-to-Date Financial Report	
b.	2022-2023 Proposed Budget	
V.	Past President's Report (Ganddini)	9:05 am
a.	Lifetime and Individual Achievement Awards	
b.	Transportation Achievement Awards	

VI.	International Directors' Reports		9:15 am
a.	International Director's Report	(Spencer)	
b.	International Director's Report	(Dorman)	
VII.	Section 101 Process		10:15 am
a.	Future Section 101 Discussion	(Dorman)	
Special Session			10:30 am – 12:00 pm
VIII.	ITE WD Communication Protocol/Responsibilities		10:30 am
a.	Review Officer/Chair Responsibilities	(Dorman)	
b.	Discuss Communication Protocol/Schedule	(Dorman)	
LUNCH			12:00 pm – 1:00 pm
General Session			1:00pm – 3:00 pm
IX.	Call to Order and Roll Call	(De La Garza)	1:00 pm
X.	Approval of Agenda*	(De La Garza)	1:05 pm
XI.	Consent Agenda*	(De La Garza)	1:10 pm
a.	Approval of January 2022 Mid-Year Board Meeting Minutes		
XII.	Summary of Executive Session		1:15 pm
a.	Items of Record	(De La Garza)	
b.	Awards & Elections	(De La Garza)	
c.	Action Items Review	(De La Garza)	
d.	2022-2023 Fiscal Year-to-Date Financial Report	(Smith)	
e.	2022-2023 Proposed Budget*	(Smith)	
XIII.	ITE International Remarks		1:30 pm
a.	Executive Director	(Paniati)	
b.	International President	(Kuhn)	
XIV.	District Administrator's Report	(Whitlock)	1:45 pm
XV.	WesternITE Managing Editor's Report	(Simpson)	1:50 pm
XVI.	Advertising Manager's Report	(Zellers)	1:55 pm
XVII.	Website Manager's Report	(Shew)	2:00 pm
XVIII.	Committee Reports		2:05 pm
a.	Technical Committee	(Marnell)	
b.	Career Guidance Committee	(Tapat)	
c.	Student Funding & Initiatives Committee	(Fleskes)	
d.	Public Relations Committee	(Stanis)	
e.	District LAC Committee	(Leong)	

- XIX. Annual Meeting Reports 2:30 pm
- a. 2022 Palm Springs (Acuna/Leong)
 - b. 2023 Portland (Leong)
 - c. 2024 Sacramento (Shew)
 - d. 2025 Long Beach (Leong)
- XX. Section Representative Reports 2:55 pm
- a. Alaska (Whitesell)
 - b. Bay Area (Section 101 Update) (Henderson)
 - c. Central California (Section 101 Update) (Brechmann)
 - d. Central Coast (Low)
 - e. Hawaii (Wasano)
 - f. Northern California (Bosch)
 - g. Oregon (Lin)
 - h. Riverside San Bernardino (More)
 - i. San Diego (Nguyen)
 - j. Southern California (Alegre)
 - k. Washington (Acutanza)
- XXI. Old Business 3:55 pm
- New Business 3:55 pm
- a. Invitation to Leadership Breakfast - Topic is Section 101 Process
- XXII. Next Board Meeting: TBD, January 2023
- XXIII. Adjourn 4:00 pm or earlier

Action Items from 2022 Mid-Year Board Meeting:

1. Kimberly Leung to update ITE Western District leadership directory.
2. Section Reps from the following sections to provide missing reports to be circulated to group:
 - a. Alaska
 - b. Central California
 - c. Northern California
 - d. Oregon
 - e. Riverside-San Bernardino
 - f. San Diego
 - g. Washington
3. Dalene Whitlock to complete the Section Representative Duties notes for Annual meeting.
4. Ellie Simpson will add discussion of electronic newsletter and opt-in process in the next printed newsletter and follow up. We will still do larger newsletters including election and awards with technical paper. Ensure that election information is provided to membership in print.
5. Doug Smith to account for the results of this discussion in the 2022-23 budget.
6. The 2022 LAC to send out vaccination requirement message, provide the Executive Committee with a revised budget showing actual costs with realistic costs and a low end estimate of 150 attendees, and review technical program with District LAC Chair.
7. Joe De La Garza to send out of doodle poll for a February LAC meeting update.
8. Palm Springs LAC will meet with Randy/Cathy to discuss progress on abstract selection and program as well as meeting budget.
9. Dalene Whitlock to prepare guidelines for improving student involvement and experience in ITE student chapters with help of David Hurwitz.
10. Palm Springs LAC to provide the Board with a revised budget showing actual costs with realistic costs and a low end estimate of 150 attendees within the next month in order to identify any risks to the financial success of the meeting.

Other Outstanding Action Items from Previous Meetings

1. Dalene working on orientation notes for next meeting.