



## 2022 Mid-Year Board Meeting Agenda

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*HDR, 401 B Street, Suite 1110*

*San Diego, CA 92101*

*Friday, January 21, 2022*

*9:00 am - 3:00 pm (PT)*

### Welcome

The Western District Board welcomes committee chairs, council chairs, section representatives and section/chapter leaders to its mid-year 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

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#### Executive Committee Session

**9:00 am – 10:30 am**

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|-------------|--|----------------------|----------------|
| <b>I.</b>   | <b>Items of Record</b>   | <b>(De La Garza)</b> | <b>9:00 am</b> |
|             | a. Items of Records (as discussed in the Past President Board Report)        |                      |                |
|             | b. Financial Allocations from Fall 2021 Executive Committee Kick-off Meeting |                      |                |
|             | c. Chair appointments and terms  |                      |                |
| <b>II.</b>  | <b>President's Report</b>  | <b>(De La Garza)</b> | <b>9:05 am</b> |
|             | a. WesternITE and Communications   |                      |                |
|             | b. Section/Chapter Visits  |                      |                |
|             | c. Action Items (see attachment)   |                      |                |
| <b>III.</b> | <b>Vice President's Report</b>   | <b>(Leung)</b>       | <b>9:15 am</b> |
|             | a. Committee Chair Travel Budget   |                      |                |
|             | b. Taxes Update  |                      |                |
|             | c. Leadership Directory Update   |                      |                |
|             | d. 2020-2021 Fiscal Year Close Out   |                      |                |
| <b>IV.</b>  | <b>Secretary-Treasurer's Report</b>  | <b>(Smith)</b>       | <b>9:30 am</b> |
|             | a. On-boarding   |                      |                |
|             | b. 2021-2022 Fiscal Year-to-Date Financial Report                            |                      |                |

- V. Past President's Report (Ganddini) 9:35 am**
- a. WesternITE and Communications
  - b. Section/Chapter Visits
  - c. Chair Appointments and Terms
  - d. Campaign Discussion

- VI. International Directors' Reports 9:45 am**
- a. International Director's Report (Spencer)
  - b. International Director's Report (Dorman)
    - Lifetime & Individual Achievement Awards
    - 2022 Officer Candidate Selection

- VII. Section 101 Updates (Leong) 10:10 am**

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**General Session [VIRTUAL] 10:30 am – 12:00 pm**

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- VIII. Call to Order and Roll Call (De La Garza) 10:30 am**

- IX. Approval of Agenda\* (De La Garza) 10:35 am**

- X. Consent Agenda (De La Garza) 10:40 am**
- a. Consent Agenda\*
  - b. Approval of July 2021 Annual Board & Business Meeting Minutes

- XI. Section Representative Orientation (De La Garza) 10:50 am**
- a. Overview of Section Presentative Orientation Packet
  - b. Annual Meeting Attendance
  - c. Review of General Session Agenda and Decision Items
  - d. Open discussion

- XII. Section Representative Reports 11:05 am**
- a. Alaska (Whitesell)
  - b. Bay Area (Henderson)
  - c. Central California (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 (Saleh)
  - k. Washington (Acutanza)

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**LUNCH 12:00 pm – 1:00 pm**

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**Resume General Session [VIRTUAL] 1:00pm – 3:00 pm**

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<b>XIII. Summary of Executive Session</b>	<b>(De La Garza)</b>	<b>1:00 pm</b>
a. Chair Appointments/Terms		
b. 2020-2021 Fiscal Year Close Out		
c. 2021-2022 Fiscal Year-to-Date Financial Report		
d. Awardee Selections to be announced at Annual Meeting		
e. 2021 Officer Candidates		
f. Action Items Review		
g. Section Representative Introduction		
<b>XIV. District Administrator's Report</b>	<b>(Whitlock)</b>	<b>1:10 pm</b>
<b>XV. <i>WesternITE</i> Managing Editor's Report</b>	<b>(Simpson)</b>	<b>1:15 pm</b>
<b>XVI. Advertising Manager's Report</b>	<b>(Zellers)</b>	<b>1:20 pm</b>
<b>XVII. Website Manager's Report</b>	<b>(Shew)</b>	<b>1:25 pm</b>
<b>XVIII. Committee Reports</b>		<b>1:30 pm</b>
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)	
<b>XIX. Annual Meeting Reports</b>		<b>2:00 pm</b>
a. 2022 Palm Springs	(Acuna)	
b. 2023 (See Item XVI.e)	(Leong)	
c. 2024 (See Item XVI.e)	(Leong)	
<b>XX. Old Business</b>		<b>2:30 pm</b>
<b>XXI. New Business</b>		<b>2:40 pm</b>
a. Role of a Faculty Advisor	(Hurwitz)	
<b>XXII. Next Board Meeting: Sunday, June 26, 2022, Palm Springs</b>		
<b>XXIII. Adjourn</b>		<b>3:00 pm or earlier</b>

### **Action Items from 2021 Annual Board Meeting:**

1. Giancarlo Ganddini to follow up with Ashley Kim about the Student Funding and Initiatives Committee's Strategic Plan, including the Endowment Fund's next steps.
2. Dalene Whitlock to prepare orientation notes for Professional Liaisons and Faculty Advisors.
3. Giancarlo Ganddini and Joe De La Garza to invite David Hurwitz to the 2022 Mid-Year Board Meeting to discuss the role of Faculty Advisors for student chapters.
4. Erica Jensen to document duties of the WesternITE Managing Editor, including her e-mail distribution lists, timeline for request for content and production, etc., and to provide this information to Dalene Whitlock.
5. Cameron Shew to update the website with the following changes: 1) add the Outstanding Technical Paper Award and remove the Van Wagoner Award, and 2) remove Richard T. Romer from the name of the Student Endowment Fund.
6. Ashley Kim [or SFIC Chair] to remove Richard T. Romer from materials for the Student Endowment Fund and for the Student Funding and Initiatives Committee.
7. Ashley Kim [or SFIC Chair] to incorporate fundraising and marketing plan for the Student Endowment Fund in the Student Funding and Initiatives Committee's strategic plan.
8. Ashley Kim [or SFIC Chair] to add Section Representatives to the Student Funding and Initiative Committee's mailing list.

### **Other Outstanding Action Items from Previous Meetings**

1. Erica Jensen [or WesternITE Managing Editor] to investigate bounced and unsubscribed e-mails.
2. Pat Marnell to review Student Data Collection Fund program for possible revamp.