



2023 Summer Board Meeting Agenda

*Hyatt Regency, Deschutes Ballroom C
375 NE Holladay Street, Portland, OR 97232
Sunday, August 13, 2023
8:00 am - 4:30 pm (PT)*

Welcome

The Western District Board welcomes committee chairs, council chairs, section representatives and section/chapter leaders to its summer 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		8:00 am – 12:00 pm
I.	President's Report	(Leung) 8:00 am
	a. Chair Appointments and Terms	
	b. WesternITE and Communications	
	c. WesternITE Editorial Committee	
	d. Section Representative Duties	
	e. Section/Chapter Visits	
	f. Action Items (see attachment)	
II.	Vice President's Report	(Smith) 8:30 am
	a. 2021-2022 Taxes	
	b. Awards	
	c. Committee Chair Travel Budget	
	d. Leadership Directory Update	
	e. Membership	
	i. Dues Breakdown	
	ii. District and Section Survey Results	
III.	Secretary-Treasurer's Report	(Marnell) 9:15 am
	a. 2022-2023 Fiscal Year-to-Date Financial Report	
	b. 2023-2024 Proposed Budget	
IV.	Past President's Report	(De La Garza) 10:00 am
	a. Lifetime & Individual Achievement Awards	

V.	International Directors' Reports		10:15 am
a.	International Director's Report	(Spencer)	
b.	International Director's Report	(Dorman)	
	i. Young Member Engagement Session		
VI.	Section 101 Updates	(Leong)	11:00 am
a.	Central Coast		
b.	San Diego		

LUNCH	12:00 pm – 1:00 pm
--------------	---------------------------

General Session	1:00 pm – 4:30 pm
------------------------	--------------------------

VII.	Call to Order and Roll Call	(Leung)	1:00 pm
VIII.	Approval of Agenda*	(Leung)	1:05 pm
IX.	Items of Record and Consent Agenda	(Leung)	1:10 pm
a.	Items of Record*		
	i. LAC Policies Manual Update		
b.	Consent Agenda*		
	i. Approval of July 2022 Annual Business Meeting Minutes		
	ii. Approval of January 2023 Winter Board Meeting Minutes		
X.	Summary of Executive Session	(Leung)	1:15 pm
a.	Awards and Elections		
b.	Action Items (see attachment)		
c.	2022-2023 Fiscal Year-to-Date Financial Report (Marnell)		
d.	2023-2024 Proposed Budget	(Marnell)	
XI.	ITE International Remarks		1:35 pm
a.	Executive Director	(Paniati)	
b.	International President	(Correa)	
XII.	District Administrator's Report	(Whitlock)	1:55 pm
a.	Elections Update		
XIII.	WesternITE Managing Editor's Report	(Simpson)	2:00 pm
a.	Rename to WesternITE Editorial Committee		
XIV.	Advertising Manager's Report	(Zellers)	2:05 pm
XV.	Website Manager's Report	(Shew)	2:10 pm
a.	Communications Award Discussion		

XVI. Committee Reports **2:20 pm**

- | | | |
|----|---|-----------------|
| a. | Career Guidance Committee | (Tapat Morrill) |
| b. | Public Relations Committee | (Ganddini) |
| c. | Student Funding & Initiatives Committee | (Fleskes-Lane) |
| d. | Technical Committee | (Acutanza) |
| e. | District LAC Committee | (Leong) |

XVII. Annual Meeting Reports **2:50 pm**

- | | | |
|----|-----------------|----------------|
| a. | 2023 Portland | (Kentosh) |
| b. | 2024 Sacramento | (Shew) |
| c. | 2025 Long Beach | (Chandrasekar) |
| d. | 2026 Bellevue | (Acutzana) |

BREAK **3:10 pm – 3:20 pm**

XVIII. Section Representative Reports **3:20 pm**

- | | | |
|----|--------------------------|---------------------------------|
| a. | Alaska | (Coy) |
| b. | Central California | (Lee – Proxy Rep for Igarta) |
| c. | Central Coast | (Mericle) |
| d. | Hawaii | (Teramae-Kaehuaea) |
| e. | Northern California | (Gregerson) |
| f. | Oregon | (Olson) |
| g. | Riverside-San Bernardino | (Wong – Proxy Rep for Latino) |
| h. | San Diego | (Schultz) |
| i. | San Francisco Bay Area | (Henderson) |
| j. | Southern California | (Violett – Proxy Rep for Saleh) |
| k. | Washington | (Akers) |

XIX. Old Business **4:20 pm**

XX. New Business **4:25 pm**

XXI. Next Board Meeting: January 19, 2024 in Southern California (tentative)

XXII. Adjourn **4:30 pm or earlier**

Action Items from 2023 Winter Board Meeting

1. Kim to prepare a call for WesternITE Editorial Committee volunteers. Message to go out via email, e-news social media, and to section reps.
2. Doug to help with WesternITE editorial review until the Editorial Committee can be expanded.
3. Kim and Ellie to include a message about termination of printed mailings in the spring 2023 edition.
4. Pat, Neelam, Doug, and Dalene will create a group to review and revise the budget and tracking spreadsheet.
5. Neelam will discuss Endowment Fund with Kayla.
6. Pat to move 20K from main account to reserves.
7. Doug to complete taxes.
8. Kim will inform the LAA recipient and work with the Past President and PR Chair to start collecting materials for the award presentation.
9. Kim will inform the IAA nominee and work with the Past President and PR Chair to collect materials for the award.
10. Board to review “cheat sheet” from Neelam. Page 33 of the packet.
11. Doug to finalize July 2022 Annual Business Meeting Minutes in time for the 2023 Summer Board Meeting.
12. Dalene to update dynamic / static terminology in the election guidelines.
13. Dalene to update duties on the website to show Junior ID responsibility for coordinating election publicity materials.
14. Ellie Simpson to look at options to switch from Constant Contact to MailChimp or similar.
15. Giancarlo to update duties of social media manager to be under the Website Manager.
16. Kayla to draft a contributor thank you message to be sent out before May.
17. Kim will provide current Section 101 participants info on how long they need to keep reporting.

Outstanding Action Items from 2022 Annual Board Meeting

1. Transportation Achievement Awards to be moved to technical chair. Dalene Whitlock to edit duties accordingly.
2. Dalene Whitlock to send the revised travel policies and officer duties to Cameron Shew for upload to the website after edits made at the meeting and comparing to final matrix by Neelam Dorman. (Dalene is done but Neelam is still working on matrix.)
3. Dalene Whitlock to evaluate reasons for two step authentication and consider our options for using the new electronic voting system or improving the current process. The goal is to improve membership participation in electronic voting.
4. Kayla Fleskes to coordinate with Dalene and complete student chapter advisor guidelines with David Hurwitz by January 2023 Board Meeting.