



## 2023 Winter Board Meeting Agenda

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*Cal State East Bay Oakland Center  
1000 Broadway, Merritt 1 Room, Oakland, CA 94607  
Friday, January 27, 2023  
8:30 am - 3:00 pm (PT)*

### Welcome

The Western District Board welcomes committee chairs, council chairs, section representatives and section/chapter leaders to its winter 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           |
|-----------------------------|---|------------------------------|
| <b>I.</b>                   | <b>President's Report</b>                         | <b>(Leung) 8:30 am</b>       |
|                             | a. Chair Appointments and Terms                   |                              |
|                             | b. WesternITE and Communications                  |                              |
|                             | c. Section/Chapter Visits                         |                              |
|                             | d. Student Leadership Summit                      |                              |
|                             | e. Action Items (see attachment)                  |                              |
| <b>II.</b>                  | <b>Vice President's Report</b>                    | <b>(Smith) 8:50 am</b>       |
|                             | a. Committee Chair Travel Budget                  |                              |
|                             | b. 2021-2022 Fiscal Year Closeout                 |                              |
|                             | c. Taxes Update                                   |                              |
|                             | d. 2022-2023 Fiscal Year-to-Date Financial Report |                              |
|                             | e. Leadership Directory Update                    |                              |
| <b>III.</b>                 | <b>Secretary-Treasurer's Report</b>               | <b>(Marnell) 9:20 am</b>     |
|                             | a. Exchange of Records Meeting Summary            |                              |
| <b>IV.</b>                  | <b>Past President's Report</b>                    | <b>(De La Garza) 9:30 am</b> |
|                             | a. Lifetime & Individual Achievement Awards       |                              |

- V. International Directors' Reports 9:45 am**
- a. International Director's Report (Spencer)
  - b. International Director's Report (Dorman)
    - i. 2023 Officer Candidate Selection
    - ii. Officer and Committee Chairs Duties Calendar
- VI. Section 101 Updates (Leong) 10:10 am**
- a. Riverside-San Bernardino
  - b. Washington

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

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- VII. Call to Order and Roll Call (Leung) 10:30 am**
- VIII. Approval of Agenda\* (Leung) 10:35 am**
- IX. Items of Record and Consent Agenda\* (Leung) 10:40 am**
- a. Items of Record\*
    - i. Financial Allocations from Fall 2022 Executive Committee Kick-off Meeting
    - ii. Chair Appointments and Terms
  - b. Consent Agenda\*
    - i. Approval of July 2022 Annual Board Meeting Minutes
    - ii. Approval of July 2022 Annual Business Meeting Minutes
- X. Section Representative Orientation (Leung) 10:50 am**
- a. Overview of Section Representative Orientation Packet
  - b. Annual Meeting Attendance
  - c. Review of General Session Agenda and Decision Items
  - d. Open Discussion
- XI. Section Representative Reports 11:00 am**
- a. Alaska (Coy)
  - b. Central California (Igarta)
  - c. Central Coast (Sachdeva)
  - d. Hawaii (Teramae-Kaehuaea)
  - e. Northern California (Gregerson)
  - f. Oregon (Olson)
  - g. Riverside-San Bernardino (Latino)
  - h. San Diego (Schultz)
  - i. San Francisco Bay Area (Henderson)
  - j. Southern California (Saleh)
  - k. Washington (Akers)

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**LUNCH 12:00 pm – 1:00 pm**

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| <b>Resume General Session [HYBRID]</b>   |                   | <b>1:00pm – 3:00 pm</b>   |
|--|-------------------|---------------------------|
| <b>XII. Summary of Executive Session</b>   | <b>(Leung)</b>    | <b>1:00 pm</b>            |
| a. Chair Appointments and Terms  |                   |                           |
| b. 2021-2022 Fiscal Year Closeout  |                   |                           |
| c. 2022-2023 Fiscal Year-to-Date Financial Report                                    |                   |                           |
| d. Lifetime & Individual Achievement Award Winners to be announced at Annual Meeting |                   |                           |
| e. 2023 Officer Candidates   |                   |                           |
| f. Action Items (see attachment)   |                   |                           |
| g. Section Representative Introduction   |                   |                           |
| <b>XIII. District Administrator's Report</b>   | <b>(Whitlock)</b> | <b>1:10 pm</b>            |
| <b>XIV. WesternITE Managing Editor's Report</b>                                      | <b>(Simpson)</b>  | <b>1:15 pm</b>            |
| <b>XV. Advertising Manager's Report</b>  | <b>(Zellers)</b>  | <b>1:20 pm</b>            |
| <b>XVI. Website Manager's Report</b>   | <b>(Shew)</b>     | <b>1:25 pm</b>            |
| <b>XVII. Committee Reports</b>   |                   | <b>1:30 pm</b>            |
| a. Career Guidance Committee   | (Tapat)           |                           |
| b. Public Relations Committee  | (Ganddini)        |                           |
| c. Student Funding & Initiatives Committee   | (Fleskes-Lane)    |                           |
| d. Technical Committee   | (Acutanza)        |                           |
| e. District LAC Committee  | (Leong)           |                           |
| <b>XVIII. Annual Meeting Reports</b>   |                   | <b>2:00 pm</b>            |
| a. 2022 Palm Springs   | (Leong)           |                           |
| b. 2023 Portland   | (Kentosh)         |                           |
| c. 2024 Sacramento   | (Shew)            |                           |
| <b>XIX. Old Business</b>   |                   | <b>2:30 pm</b>            |
| a. District Communications Schedule  | (Leung)           |                           |
| b. Spring and Fall WesternITE  | (Leung)           |                           |
| <b>XX. New Business</b>  |                   | <b>2:40 pm</b>            |
| <b>XXI. Next Board Meeting: Sunday, August 18, 2023, Portland, OR</b>                |                   |                           |
| <b>XXII. Adjourn</b>   |                   | <b>3:00 pm or earlier</b> |

## Zoom Link for General Session

Join Zoom Meeting

<https://us02web.zoom.us/j/82483359555?pwd=Q3JlS094QlIxbVpOOGRoL0Uwd2hldz09>

Meeting ID: 824 8335 9555

Passcode: 653798

One tap mobile

+16699006833,,82483359555#,,, \*653798# US (San Jose)

+16694449171,,82483359555#,,, \*653798# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 205 0468 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

Meeting ID: 824 8335 9555

Passcode: 653798

Find your local number: <https://us02web.zoom.us/j/kcSugqOKS1>

## **Action Items from 2022 Annual Board Meeting**

1. Kimberly Leung to identify a social media manager to replace Cathy Leong (Interim) on a permanent basis.
2. Neelam Dorman to provide the completed roles and responsibilities matrix by September board meeting.
3. Chairs to complete roles and schedule for August to discuss at September meeting. Cathy Leong to collect the Chairs input and combine into one document for board consideration.
4. Joe De La Garza to follow up with this action item with all Chairs by end of August 2022.
5. Transportation Achievement Awards to be moved to technical chair. Dalene Whitlock to edit duties accordingly.
6. Cathy Leong needs input from Past President on LAA and Annual Award timeline for communication by end of August 2022.
7. 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.
8. 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.
9. Kayla Fleskes to coordinate with Dalene and complete student chapter advisor guidelines with David Hurwitz by January 2023 Board Meeting.
10. Jenny Tapat to review requirements of mentorship award and add any clarification that is necessary to the website based on comments received from section reps on the confusing requirements provided.
11. Doug Smith to provide an update to the 22-23 budget for review by board at the Fall EC Board Meeting in September 2022.

## **Outstanding Action Items from 2022 Mid-Year Board Meeting**

1. 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.