



2025 Winter Board Meeting Agenda

Executive Committee Session

HDR

100 Oceangate #1120, Long Beach, CA 90802

Friday, January 31, 2025

8:30 am - 4:00 pm (PT)

Teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzVhZWY1OTUtZjljOC00MWNjLTkxNjltYmRiNGM2ZmJhZGQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2239ef44ca-adfa-4a24-8858-ef68dbe16345%22%2c%220id%22%3a%22023ef33a-f637-4935-8b78-692fd39822d7%22%7d

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 – 11:00 am
I.	President’s Report	(Marnell) 8:30 am
	a. Chair Appointments and Terms	
	b. Section/Chapter Visits	
	c. Action Items (see attachment)	
	d. Branding	
	i. Logo Ideas	
II.	International Directors’ Reports	8:50 am
	a. International Director’s Report	(Koonce)
	b. International Director’s Report	(Leung)
	i. 2025 Officer Candidate Selection	
III.	Vice President’s Report	(McNeill) 9:20 am
	a. Committee Chair Travel Budget	
	b. 2023-2024 Fiscal Year Closeout	
	c. Taxes Update	

- d. 2024-2025 Fiscal Year-to-Date Financial Report
- e. Leadership Directory Update
- IV. Secretary-Treasurer’s Report (Shew) 9:40 am**
 - a. Exchange of Records Meeting Summary
- V. Past President’s Report (Smith) 9:55 am**
 - a. Lifetime & Individual Achievement Awards
 - b. Renaming of Individual Achievement Award
- VI. Travel Budgets & Policy 10:10 am**
 - a. Policy Discussion & Updates (Marnell)
 - b. Officers Budget Review (Marnell)
 - c. Directors Budget Review (Koonce)
- VII. Candidate Recruitment Discussion (Leung) 10:30 am**
 - a. Election Schedule (McNeil)
- VIII. Section Health (Marnell) 10:45 am**
 - a. Direct Support to Sections

General Session [HYBRID] 11:00 am – 12:00 pm

- IX. Call to Order and Roll Call (Marnell) 11:00 am**
- X. Approval of Agenda* (Marnell) 11:05 am**
- XI. Items of Record and Consent Agenda* (Marnell) 11:10 am**
 - a. Items of Record*
 - i. Financial Allocations from Fall 2024 Executive Committee Kick-Off Meeting
 - 2029 Meeting - \$4,029.45
 - Family Night 2025 - \$2,000
 - ii. Chair Appointments and Terms
 - b. Consent Agenda*
 - i. Approval of June 2024 Summer Board Meeting Minutes
- XII. Section Representative Orientation (Marnell) 11:15 am**
 - a. Overview of Section Representative Orientation Packet
 - b. Annual Meeting Attendance
 - c. Review of General Session Agenda and Decision Items
 - d. Open Discussion
- XIII. Summary of Executive Session (Marnell) 11:25 am**
 - a. Chair Appointments and Terms
 - b. 2023-2024 Fiscal Year Closeout
 - c. 2024-2025 Fiscal Year-to-Date Financial Report
 - d. Lifetime & Individual Achievement Award Winners to be announced at Annual Meeting
 - e. 2025 Officer Candidates
 - f. Action Items (see attachment)

- XIV. ITE Awards** (Marnell) 11:35 am
 Updates to the 2025 Program
- XV. ITE Branding** (Marnell) 11:40 am
 - a. Current Status
 - b. Feedback from Section Representatives
 - c. District Support to Section*

LUNCH 12:00 pm – 1:00 pm

Resume General Session [HYBRID] 1:00pm – 4:00 pm

- XVI. ITE International Remarks** (Agan) 1:00 pm
- XVII. Section Representative Reports** 1:10 pm
 - a. Hawaii (Wasano)
 - b. Central California (Lee)
 - c. Central Coast (Kleinschmidt)
 - d. Alaska (Singleton)
 - e. Northern California (Carney)
 - f. Oregon (Bussey)
 - g. Riverside-San Bernardino (Madera)
 - h. San Diego (Swim)
 - i. San Francisco Bay Area (Solla)
 - j. Southern California (Heng)
 - k. Washington (Schilperoort)
- XVIII. Section 101 Updates** (Leong) 2:10 pm
- XIX. District Administrator’s Report** (Whitlock) 2:30 pm
 - a. Nor Cal Section Charter Updates and Central Cal Chapter Charter*
 - b. University of California Riverside Student Chapter Charter*
 - c. University of Portland Student Chapter Charter*
 - d. Start Up Funding for Student Chapter* (Marnell)
- XX. Advertising Manager’s Report** (Zellers) 2:45 pm
- XXI. WesternITE Managing Editor’s Report** (Caldera) 2:50 pm
- XXII. Website Manager’s Report** (Suwandhaputra) 2:55 pm
- XXIII. Committee Reports** 3:00 pm
 - a. Career Guidance Committee (Hammel)
 - b. Public Relations Committee (Ganddini)
 - c. Student Funding & Initiatives Committee (Fleskes-Lane)

- d. Technical Committee (Victoria)
- e. District LAC Committee (Leong)

XXIV. Annual Meeting Reports **3:25 pm**

- a. 2024 Sacramento, CA (Shew)
- b. 2025 Long Beach, CA (Chandrasekar)
- c. 2026 Bellevue, WA (Acutanza)

XXV. Old Business **3:40 pm**

XXVI. New Business **3:45 pm**

XXVII. Adjourn **4:00PM or Earlier**

Notice: Next Board Meeting: Sunday, June 29th, 2025, Long Beach, CA

Teams Link for General Session

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzVhZWY1OTUtZjllOC00MWNjLTkxNjltYmRiNGM2ZmJhZGQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2239ef44ca-adfa-4a24-8858-ef68dbe16345%22%2c%22Oid%22%3a%22023ef33a-f637-4935-8b78-692fd39822d7%22%7d

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Phone conference ID: 901 707 550#

Join on a video conferencing device

Tenant key: teams@video.q-free.com

Video ID: 123 747 715 3

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For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Action Items :

No.	Action Item	Owner	Target Date
2024 Fall EC Meeting			
1.	Consider IAA name change.	Doug Smith	1/31/25
2.	Discuss with Jeanne Acutanza how the Outstanding Technical Paper Award will be publicized. (Completed by Pat after the meeting)	Patrick Marnell	Complete
3.	Initiate Strategic Plan update	Doug Smith	1/31/25
4.	All EC members to upload files to District website files archive.	All EC members	12/31/24
5.	Josh to request budget (quicken books) from Cathy. (Completed by Josh after the meeting)	Joshua McNeill	Complete
6.	Doug to discuss webmaster appointment with Kezia Suwandhaputra. (Completed by Doug after the meeting)	Doug Smith	Complete
7.	Kim, Neelam, Josh to follow reach out to potential candidates for District Leadership. (Completed but efforts to receive nominations are ongoing)	Kim Leung Joshua McNeill Neelam Dorman	Complete
8.	Josh to create committee travel budget	Joshua McNeill	1/31/25
2024 Summer Board Meeting Executive Section			
1.	Draft roles structure for the Western ITE Managing Editor Committee Chair Duties that better define which person can take over if another person is unable to fulfill the newsletter requirements. This task is ongoing.	Kim Leung	1/31/25
2.	Josh to verify authority required for bank account. (Completed by Pat prior to meeting)	Pat Marnell	Complete
2024 Summer Board Meeting General Section			
1.	Dalene to update roles and responsibilities schedule to indicate that the nomination committee should send directions/guidance to section representatives. (Done prior to meeting)	Dalene Whitlock	Complete
2.	Neelam to form a committee that will weigh the merits of changing the election schedule. Josh will propose a change to election schedule at upcoming board meeting	Joshua McNeill	1/31/25
3.	Ryan Zellers to coordinate with Jeanne Acutanza to have existing sponsors be a sponsor for webinars. (Done prior to meeting)	Joshua McNeill	Complete
2024 Winter Board Meeting Executive Section			
1.	Change password for board access to website. (Done prior to meeting)	Cameron Shew	Complete
2.	Past president to consider updating IAA. Kim will also work with Cameron to clean up language on website. This task is closed and replaced with task 1 of 2024 Fall EC Meeting. Doug will consider a name change.	Kim Leung	Complete