

District 6 Annual Board Meeting

WestCoast Outlaw Hotel, Kalispell, MT
1701 Highway 93 South
Sunday July 10, 2005
Noon to 5:00 p.m.

MEETING MINUTES

CALL TO ORDER AND INTRODUCTIONS

Zaki Mustafa welcomed everyone to Kalispell and thanked Michael Sanderson for the great job the LAC has done and is still doing. He invited all of the officers to the President's reception prior to the Banquet on Tuesday evening. Self-introductions followed. The following were in attendance all or part of the day.

Zaki Mustafa, <i>President</i>	Walter Okitsu, <i>California Registration Chair</i>
Ken Ackeret, <i>Vice-President</i>	Walt Stringer, <i>Legislative Chair</i>
Dalene J. Whitlock, <i>Secretary-Treasurer</i>	Steve Sasaki, <i>Membership Chair</i>
Randy McCourt, <i>Past President</i>	Alyssa Reynolds, <i>Student Initiatives Chair</i>
Pat Noyes, <i>International Director</i>	Karen Aspelin, <i>Technical Chair</i>
Rock Miller, <i>International Director</i>	Michelle Norsten, <i>Vendor Representative</i>
Rory Grindley, <i>International Director</i>	Julie Townsend, <i>Int'l Director Candidate</i>
Jenny Grote, <i>District Administrator</i>	Ray Chong, <i>Central Coast Section</i>
John Kerenyi, <i>WesternITE Managing Editor</i>	James Biega, <i>Central Coast Section</i>
Tim Harpst, <i>International President</i>	Zoubir Ouadah, <i>California Border Section</i>
Rich Romer, <i>International Vice-President</i>	Jim Harris, <i>Riverside/San Bernardino Section</i>
Jon Pascal, <i>Website Manager</i>	Mark Spencer, <i>San Francisco Bay Area Section</i>
Nate Larson, <i>WesternITE Technical Editor</i>	Ray Davis, <i>San Francisco Bay Area Section</i>
Michael Sanderson, <i>Kalispell LAC Chair</i>	
Cathy Leong, <i>Honolulu LAC Chair</i>	
Jennifer Rosales, <i>Career Guidance Chair/Portland LAC Chair, Secretary/Treasurer Candidate</i>	

APPROVAL OF AGENDA

M/S Randy McCourt/Rock Miller to approve the agenda. Rory Grindley asked that Items A-8 and A-9 be included in consent and asked for Item B-10 to be removed and discussed separately. Additions to motion accepted. Motion passed as amended.

DISCUSSION ITEMS

I. ITEMS OF RECORD/CONSENT AGENDA

- A. Items of Record
 1. Appointment of Steve Sasaki – Membership Chair (1-31-05 to 1-31-08)
 2. Award of \$1,500 to UC Davis and Cal State Sacramento by Board per approval of 1-28-05
 3. Issuance input regarding International ITE Policy 9-9 on Joint Annual Meetings (via email 2-14-05, approved by IBOD 2-27-05)

4. Presidential Proclamations for Gary Tsutsumi, Julian Ng, Cathy Leong, Cheryl Yoshida, Peter Clark, Ty T. Fukumitsu, Jenny Grote, Rory Grindley, Terry Smith, Dave Royer and Bond Yee.
5. Issuance of Bylaw edits to WesternITE for publication to membership (3-25-05)
6. Appointment of Jon Pascal-Web Manager (5-1-05 to 5-1-08)
7. Appoint Advisory Committee members Jon Upchurch and Jerry Hall
8. Hawaii faculty advisor travel support.
9. Hawaii LAC polo shirt purchase
10. WEB page for Montana and Idaho

B. Consent Agenda *

1. Approval of January 28, 2005 Mid-Year Board Meeting Minutes
2. Approval of Changed ITE Student Chapter Advisors
Karen K. Dixon, Ph.D., P.E. Associate Professor, Oregon State University
3. Approval of Candidate/Election Guide edits regarding coin flip, WesternITE access
4. Approval of LAC Handbook edits regarding Family Night Policy of allow children under the age of 12 free and technical chair guides on moderator selection
5. Approval of student chapter book reimbursement policy
6. Approval of new student chapter Executive requirements and section support
7. Approval of individual achievement and lifetime awards process
8. Approval of Past President Roles to reflect change in awards process
9. Approval of new accountant
10. Approval of Southern California Section Charter.
11. Duties Update

M/S Randy/Rory to approve all but Item B-10. Passed

II. OFFICER REPORTS

A. President

1. Activities and Correspondence: Zaki Mustafa discussed the need to select the site for 2011 at the mid-year meeting versus the annual to avoid having potential candidates drop out because of the cost of going to Hawaii. Pat Noyes noted that the change from the mid-year to the annual meeting was made fairly recently. Rory Grindley discussed a 2-step process with the candidates whittled down to 2 at the mid-year, with the site still selected at the annual meeting. After discussion, decided to leave it as is.
2. Election: Zaki Mustafa discussed the need for some additional guidelines on the election. A committee chaired by Zaki will be set up to take care of this.
3. 2008 LAC Chair appointment: According to Rock Miller, it is anticipated that Tom Brahms will discuss this with the Section after the 2006 International Annual Meeting.
4. New CPA: Zaki Mustafa has interviewed a number of people, and has found someone who only does non-profits and is familiar with the Quicken files we use. Board unanimously indicated support.
5. Hotel Contract, Denver, CO: Need review by Tom Brahms then it can be signed.
6. Publication Awards: Zaki Mustafa congratulated Zoubir Ouadah for winning the award from International for best newsletter with a publication under 250 and John Kerenyi for winning in the over 500 category. This is the third time D6 has won both awards in the same year.

B. Vice-President

1. Leadership Directory: Ken Ackeret noted that keeping the directory current is an ongoing challenge due to the large number of people included and the need to update it so frequently. He asked that officers and committee chairs please

notify both Headquarters and the District's Vice-President whenever their address or other contact information changes.

2. District Awards: Ken Ackeret expressed thanks to everyone who provided information for the awards to be given out at this conference.
3. Close of FY03/04 Tax Year: Taxes were filed two weeks ago.

C. Secretary/Treasurer

1. Report on Current District Finances and Asset Balance: Dalene Whitlock noted that the expenses have been generally on track with the amounts budgeted.
2. Introduction of FY 05/06 Budget*: M/S Randy McCourt/Rock Miller to have limited discussion on budget now, with approval later. Approved. Rock Miller suggested putting 830, Mid-year meeting, back to the normal level of \$1500. John Kerenyi asked to keep the WesternITE income 487 at only \$5,000 over the 2004-2005 level. Rock Miller expressed a concern about having the committee lines items reduced by 50 percent. Randy McCourt suggested compressing all of the individual committee line items into two categories, committee expenses and committee travel. Pat Noyes suggested keeping committee travel at \$2,000, but combine Accounts 631-637 (the individual line items) and reduce to \$450 as suggested. Rich Romer discussed the District's reserve policy, which was to hold two times the annual operating expenses plus \$10,000 in reserve, which he thought we achieved last year. Based on current operating expenses annually of about \$69,000, this translates to a desired reserve of approximately \$148,000; the current balance in investments and savings is about \$149,400, so the District is on track in terms of the reserve level.
3. Budget Summary: Specific information regarding the finances year to date were provided in a print-out of the Quicken file.

D. Past President

1. Endowment Overview: Randy McCourt discussed work on the funding for Student Initiatives, including the survey taken to determine support for potential funding sources. The cost of these student initiatives is currently at about \$17,000, which happens to coincide with the amount of the budget deficit.
2. Advisory Committee Comments: The Committee had some concern about how aggressive we should be in going after this funding, and asked for some direction from the Board.
3. Summary of Potential Actions: Randy McCourt asked that we approve a purpose statement, determine the funding level we should try to achieve in the short term, how much that short term goal should be, phasing programs to match the funding amount, setting up a program structure, approve an audit committee, approve an administrator or fund executive, approve oversight committee, get fund approved and registered in California, and provide direction for materials. Board supported purpose statement. We should be funding the \$20,000 already included in our budget and try to reach that within 2-3 years. M/S Randy McCourt/Dalene Whitlock to make our accountant the head of the audit committee. Approved. Randy McCourt suggested that the President appoint the executive, and he will provide candidates for the position. He also suggested that the oversight committee be comprised of the Secretary-Treasurer, District Administrator, one International Director and the executive. He will work with Jenny Grote and the new accountant to take care of paperwork to get California registration. The fund will be advertised in WesternITE and on the web. A dues increase was mentioned, but tabled until later in the meeting. Rory Grindley suggested implementing the dues increase now so that we see the money coming in sooner, then having a budget line item to transfer that extra amount to the Endowment account.

III. INTERNATIONAL DIRECTORS' REPORTS

- A. International Director's Report: Pat Noyes indicated that much of her effort has been spent as the Vice-Chair of the ITS/Management and Operations Council, including framing the Mega issue for the Board to address this fall. She is also serving on the 2012 International Meeting Selection Committee.
- B. International Director's Report: Rock Miller discussed his trip to an Alaska Section meeting recently, which included a lot of travel for a short presentation. He suggested working with the Section to come up with a more comprehensive program so that more can be achieved during the visit. Rich Romer noted that when he went he scheduled a dinner the previous evening with all of the officers, which gave him more time to discuss issues.
- C. International Director's Report: Rory Grindley discussed meetings he has attended.

IV. INTERNATIONAL PRESIDENT'S/VICE-PRESIDENT'S COMMENTS

- A. Key International Activities: Tim Harpst has attended Board meetings in all the Districts this year. He is seeing a lot more activity at the District level, and the Strategic Plan seems to have energized that. This is the second year of e-balloting, and more members are taking advantage of it and voting. The Spring conference was to be in Phoenix in 2007, but due to a conflict with another conference immediately after it, consideration will be given to moving to San Diego in 2007 and Phoenix in 2008. International is looking to publish a best practice document, and has gotten little response, so Tim encouraged the District/Sections/Chapters to submit information on anything that is being done well at that level and email it to International. The Board has voted to change the dues structure so that there will be one free Council membership included in the base dues. They are looking to change the membership structure to reduce the number of levels and simplify the rate structure. Consideration is being given to changing the Section report format to allow the 12-month period to vary depending on what the reporting year for each Section is. Work force development is a very high priority for International, including new web seminars and other continuing education efforts.

Rich Romer noted that the program to offer certification for the traffic operations practitioner is getting started. This program will allow certification of proficiency for non-engineers. The Leadership Development Task Force obtained information on existing leadership programs at all levels, including the District 6 mentoring program. They have reviewed the Elected Leadership Manual, which has a lot of good information, but is not used much. A final report should be presented at the Australia meeting.

V. DISTRICT ADMINISTRATOR'S REPORT

- A. E- Balloting: Jenny Grote has talked to the company (ElectionsOnline) being used by International and completed an on-line webinar. She suggests using the more detailed and flexible format, called Evote Enterprise, that allows biographies and statements to pop up rather than just having the names and check boxes. They can also do e-balloting to amend by-laws, etc. We will need to do both the on-line and offer paper ballots for those without computer access. Tim Harpst suggested using WesternITE for notification, however, each member needs to receive their own password to vote on-line. Rory asked if there might be a way to combine our District election with the one for International. Jenny will talk to Pete Frentz about this as an option. The one concern is that the date that the *ITE Journal* goes out may be too late to meet the voting deadlines for District 6, especially next year when the meeting is in late June.

- B. Historical Data: Jenny Grote is updating this database as new information becomes available.
- C. Committee Chairs: Information regarding past and present chairs and their duties is to be posted on the web. Randy McCourt asked that the committee chairs prepare a statement of the charge of the committee to include on the website along with their pictures.
- D. By-laws: Jenny discussed comments received, including one to leave the petition process requirements alone because it appears to be working as it is and the proposed changes would make it more difficult for someone to petition onto the ballot, rather than qualify through the nominating committee. Rory Grindley noted that the reason for the suggested change was to get more widespread support from across the District. Currently only five signatures are needed. Some editorial comments were also submitted by Jonathan Upchurch that she suggests accepting. Additional comments will be taken at the Business Meeting. The next step for the charter will be to take it forward to the international meeting this fall, the by-law change will need to go out to the membership for a vote via paper ballot. Zaki Mustafa asked if this could be done this fall so that the final action can be taken at the mid-year meeting. Information on all this will be published in the *WesternITE*. The Board suggested keeping any balloting as part of normal elections to avoid the expense of an extra ballot mailing.
- E. Approval of Southern California Section Charter: (moved from consent calendar) Rory Grindley noted that the Board cannot change the charter without the Southern California Section first taking action that we can then act on. Jenny Grote asked about model by-laws that address revisions regarding e-balloting, and Tim Harpst didn't know of any, but suggested she contact the District 1 Administrator since they have made the change needed to allow e-balloting.
- F. University of Colorado, Denver Student Chapter Charter: Jenny has not had any success getting the charter and by-laws issued for this student chapter. Pat Noyes suggested that we make the chapter inactive, notify them of such, and give them a letter indicating what they need to do to achieve active status again. Randy McCourt offered to draft a letter for the President's signature. M/S Randy McCourt/Rock Miller to send the chapter a letter as discussed. Passed.

VI. WESTERNITE MANAGING EDITOR'S REPORT

- A. General Overview and Status: Nate Larson is following up on non-payment of ads. A list of firms that have not paid is included in his agenda report.
- B. New Managing Editor Search: The search is ongoing to have someone on tap for the January-February issue. John Kerenyi asked who will be reviewing the applications.

VII. WEBSITE MANAGER'S REPORT

- A. General Overview and Status Site Usage: Jon Pascal noted that the most used pages are job ads, annual meeting notices and the newsletter, receiving about 80 percent of the hits. The number of visitors is up by about 250 percent since 2002.
- B. 2005/2006 Goals: Jon asked about the Board's interest in allowing members to register for the Annual Meeting on-line. The benefits include ease of registration, access to information on registrants to LAC members and Board. It would need to be easy to customize to reflect events that vary from one event to the next. The cost is about \$2,500 to set up such a site, but it would be an ongoing effort for the Board to update the site each year. Payment by credit card would need to be set up to go to the LAC bank account. Dalene Whitlock discussed the ease of posting credit card payments rather than having to go to the bank to deposit checks, but stated concern about including that cost as part of the budget. Cathy Leong said she'd like to have it in place for the Honolulu meeting if it can be doing economically. M/S Randy McCourt/Dalene Whitlock to budget \$3,000 to fund a website to handle meeting

registration for the 2006 meeting. Rock Miller noted that the registration forms often come in with incorrect information, and the registration committee will still need to check data to ensure that it is correct. Pat Noyes asked that we make sure that any credit card numbers taken are not retained to be compliant with current law. Zoubir Ouadah suggested that a link to the site be included in Section emails.

VIII. COMMITTEE REPORTS

A. TECHNICAL COMMITTEE REPORT

1. Section Reports: Karen Aspelin noted that reports were received from 9 sections; Southern California won for the best large section and New Mexico for the small section.
2. Van Wagoner and Best Paper Awards: The awards for these two papers will be announced on Tuesday.
3. Data Collection Fund: All data has been received from the student chapters, although some of it needs to be condensed.

B. MEMBERSHIP COMMITTEE REPORT: Steve Sasaki noted that District 6 now has 4,760 members, which is a 5.8 percent increase in total membership and 3.58 percent increase in voting members. The Southern California Section had the greatest numerical increase and Riverside/San Bernardino had the highest percent increase, at 16.0 percent. A membership survey has been completed, but the responses have not yet been tabulated. Members are all encouraged to invite one younger professional to join ITE, and reference the tracking number on the survey.

C. LEGISLATIVE COMMITTEE REPORT: Walt Stringer is now actively participating on the Policy Committee at the international level.

D. CALIFORNIA TRAFFIC ENGINEERING REGISTRATION COMMITTEE REPORT: Walter Okitsu reported that legislation to convert TE registration to a practice will either be signed by the Governor in September or left as is.

E. CAREER GUIDANCE COMMITTEE REPORT: Jennifer Rosales recommended that Craig Grandstrom be appointed as her replacement. Zaki Mustafa made the appointment.

1. Mentoring Program Status: Jennifer said that there are plenty of mentors signed up, but more mentees are needed.
2. Young Professional Achievement Award: The first winner of this award is Christopher M. Monsere, Ph.D., an Associate Professor at Portland State University.

F. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL: Alyssa Reynolds received 15 student chapter reports and UNLV won for the best paper. She noted that she received a limited number of nominations for Best Educator or Graduate Student, so no awards are being presented in these categories this year. A competition was held to determine the contest for the Kell student competition at this meeting, and the Montana State University proposal of a crash attenuator design using an egg was selected. She is going to ask the advisors for a student email contact at each school to try and improve the amount of notification given.

G. VENDOR'S COMMITTEE: Michelle Norsten said that the vendors are getting set up and things are running smoothly. The LAC handbook does not provide information about how many tickets go along with each booth registration. She suggested that the vendor registration allow them to indicate specifically what events are included in their registration so that the meal count can be more accurate.

IX. SELECTION OF FUTURE ANNUAL MEETING LOCATION

- A. 2010 Annual Meeting Presentations: Mark Spencer made the San Francisco Bay Area's presentation and Ray Chong presented the benefits of holding the 2010 meeting in the Central Coast Section city of San Buenaventura.
- B. Selection of 2010 Host City: M/S Randy McCourt/Ken Ackeret to select San Francisco for the 2010 Annual Meeting. M/S Randy McCourt/Ken Ackeret to appoint Mark Spencer as Chair of the 2010 LAC.

X. ANNUAL MEETING REPORTS

- A. 2005 Kalispell Glacier: Michael Sanderson indicated that there are 337 registered delegates (including 56 students, 7 faculty); and 253 fully paid registrants. The "Going to the Sun" tour this afternoon was sold out. The income is expected to be adequate to meet the anticipated expenses for the registration level.
- B. 2006 Honolulu: Cathy Leong has submitted a preliminary budget. She asked about the golf tournament, and if it should be on Saturday or Sunday. It was suggested that it stay on Sunday morning, with as early as possible a start. The luau will be a private one at the Sheraton. Some of the technical tours have been selected, and the shirts have been purchased.
- C. 2007 Portland: Jennifer Rosales noted that another advance will be requested.
- D. 2008 Anaheim: The selection of a Chair will be discussed at the International Meeting in Australia.
- E. 2009 Denver: Nate Larsen said that there is a lot of interest from Section members serving on the LAC. He noted that the co-chair is Will Johnson.

XI. NEW BUSINESS

- A. FY 05/06 Budget Approval; M/S Rock Miller/Randy McCourt to increase general dues by 10 percent, or \$2 in the \$20 categories and \$1 in the \$11 categories. Passed. M/S Randy McCourt/Ken Ackeret to pass the budget as modified.

XII. NEXT MEETING: Will be the last Friday in January 2006 or first Friday in February 2006 at a time and place to be determined by in-coming President Ackeret.

XIII. ADJOURN: Meeting adjourned at 4:59.