



## **District 6 (Western District) Annual Board Meeting**

Sheraton Downtown  
Denver, Colorado  
Sunday, July 12, 2009  
8:00 a.m. to 3:30 p.m.

### **WELCOME**

The District 6 Board welcomes Committee Chairs, Council Chairs and leadership from all of its Sections and Chapters to its Annual Board meeting along with ITE International Leaders and candidates. The Executive Board consists of the President, Vice-President, Secretary-Treasurer, Past President and three International Directors; these persons are responsible for all motions, voting and the formal business of the District. There are two ex-officio members of the Board (District Administrator and WesternITE Editor). Committee Chairs/Vice Chairs, ITE Council Chairs/Vice Chairs, Candidates and leadership of all District 6 Sections and Chapters are welcome to contribute to the discussion of business items within the limits of the time allocated.

\* Indicates where possible motions might be considered.

### **MEETING AGENDA**

**8:00 a.m. Continental Breakfast**

**8:30 a.m. CALL TO ORDER AND INTRODUCTIONS (Suter)**

**APPROVAL OF AGENDA \***

#### **DISCUSSION ITEMS**

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#### **I. ITEMS OF RECORD/CONSENT AGENDA (Suter) – 8:40 AM**

##### **A. Items of Record \***

1. Re-appointment of Jenny Grote as District Administrator for a two-year term.
2. Appointment of Zaki Mustafa (May 20, 2009-August 1, 2009) as Interim WesternITE Managing Editor pending return of Rachel Donovan (following graduate school completion) which will extend her term to end on June 30, 2012)
3. Appointment of Advisory Committee Member Rich Romer (July 12, 2009-Annual Board Meeting 2011)
4. Appointment of Advisory Committee Member Rory Grindley (July 12, 2009-Annual Board Meeting 2011)
5. Issuance of Data Collection Fund 2009 Awards (Each Single \$1000 Grants)-- (Includes Both Trip Generation and Parking Data)
  - ❖ Montana State University (Small Office Buildings)
  - ❖ Portland State University (IKEA Store)
  - ❖ UCLA (Gas Stations With Fast-Food Service)
  - ❖ University of Nevada – Reno (Mega-Sporting Goods Store)
  - ❖ University of Washington (Gas Stations With Fast-Food Service)

##### **B. Consent Agenda \***

1. Approval of February 6, 2009 Mid-year Board Meeting Minutes
2. Approval of ITE Student Chapter Advisor(s):
  - ❖ Dr. Sudeshma Mitra, California Polytechnic State University, SLO

**II. PRESIDENT'S REPORT\* (Suter) – 9:00 AM**

- A. Thank Denver LAC, Chairs/Vice Chairs, Section/Chapter and Student Leaders/Faculty Advisor
- B. Section/Chapter Items, Visits, Presentations & Proclamations
- C. Updated Presidential Proclamation Historical List
- D. Ex Officio Board Member Appointments/Reappointments
- E. Other Board Items (VIP and WesternITE Managing Editor & Other Meeting Registrations—For Board Consideration)\*
- F. Advisory Committee Referrals
- G. Update to Presidents Duties\*

**III. VICE-PRESIDENT'S REPORT\* (Sanderson) – 9:25 AM**

- A. WesternITE Committee Update (Also See WesternITE Manager and Webmaster's Report)
- B. Financial Management/Audit Quotes
- C. Leadership Directory (Handout/Updates)
- D. ITE Council Chair/Vice Chair/International Committee Chair Budgets\*

**IV. SECRETARY/TREASURER'S REPORT (Perez) – 9:40 AM**

- A. Current District Finances
- B. Board Approval of Proposed Budget to be Presented at Annual Business Meeting\*
- C. Other Items: Investment Account/Student Endowment Fund/Professional Administration for District's Finances\*

**V. PAST PRESIDENT'S REPORT (Rosales) – 10:00 AM**

- A. Advisory Committee Report
- B. Lifetime and Individual Achievement Awards
- C. ITE Group on Facebook

***15 Minute Break***

**VI. INTERNATIONAL PRESIDENT'S REPORT (Voigt) –10:30 AM**

**VII. INTERNATIONAL DIRECTORS' REPORTS (McCourt, Mustafa, Ackeret) – 10:45 AM**

- A. International Director's Report (McCourt)
- B. International Director's Report (Mustafa)
- C. International Director's Report-(Ackeret)

**VIII. DISTRICT ADMINISTRATOR'S REPORT\* (Grote) – 11:00 AM**

- A. Activities Report (Follow-up From Mid-year Mtg. 2009)
- B. E-Voting Update
- C. Bylaws and Charters\*
- D. Supplemental Documents (On Web)

**IX. WESTERNITE MANAGING EDITOR'S REPORT (Mustafa/Donovan) – 11:25 AM**

- A. Thanks & General Overview and Status
- B. Interactive Web and Electronic Newsletter Enhancements
- C. Advertising Manager's Report (Larson)

**X. WEBSITE MANAGER'S REPORT \*(Campbell) – 11:40 AM**

- A. Annual Meeting Registration Process & On-going Web Updates
- B. Consideration of Web Hosting Options
- C. Recommended Approval of \$1,000/year to Maintain/Improve On-line Meeting Registration and Possibly to be Reimbursed by LAC Budgets\*
- D. Other Website Upgrades/"Make-over?"—Informal Vote
- E. Site Usage Statistics

**12:00 PM \*\*\* LUNCH SERVED \*\*\* 15 minutes after lunch is served, reports will continue**

**XI. COMMITTEE REPORTS (12:15 AM)**

- A. ADVISORY COMMITTEE REPORT (Chair Rosales)
- B. TECHNICAL COMMITTEE REPORT (Chair Aspelin/Vice Chair Henderson)
  - 1. Awards Update
  - 2. Data Collection Fund
- C. MEMBERSHIP COMMITTEE REPORT (Chair Hansen)
- D. LEGISLATIVE COMMITTEE REPORT (Chair Eagan/Vice Chair McLaughlin)
- E. LICENSING AND REGISTRATION COMMITTEE REPORT (Chair Okitsu)
- F. CAREER GUIDANCE COMMITTEE REPORT (Chair Camacho De La Cano)
  - 1. Mentoring Program Update
  - 2. Career Guidance Awards
  - 3. Save the Dates & Quarterly Updates
- G. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL (Chair Reynolds/Vice Chair Wymer)
  - 1. Status/Progress Report on Student Initiatives
  - 2. Award, Student and Faculty Advisor Updates
- H. VENDOR'S COMMITTEE (Chair Lichty)
- I. ENDOWMENT FUND COMMITTEE (Chair Leong)
  - 1. Fund Status
  - 2. Contributor Recognitions

**XII. ITE COUNCIL & COMMITTEE REPORTS – 12:40 PM**

*Verbal reports are welcome if the Chair or Vice Chair is present and has information to share.*

- A. Coordinating Council (Chair Noyes, Vice Chair Coleman)
- B. Public Agency Council (Chair Davis, Vice Chair Suter)
- C. Pedestrian & Bicycle Council (Chair Ridgway)
- D. Expert Witness Council (Vice Chair Logan)
- E. Transit Council (Chair Byrne)
- F. Transportation Consultants Council (Vice Chair Samdahl)
- G. Transportation Education Council (Vice Chair Young)
- H. Ethics Task Force (Chair Rosales)

**XIII. FUTURE ANNUAL MEETINGS – 12:50 PM**

- A. 2014 Annual Meeting Location—LAC Chair Appointment (McCourt)\*  
Rapid City, South Dakota (Near Mt. Rushmore)

#### **XIV. ANNUAL MEETING REPORTS – 1:00 PM**

*LAC Chairs serve the District 6 Board by appointment. They are the direct contact for the Board regarding LAC matters and are responsible for the organization and planning of the Annual Meetings.*

- A. 2009 Denver (Larson/Johnson)
  - 1. Registration Status
  - 2. Technical Tour Status
  - 3. On-line Registrations
  - 4. Wells Fargo “Suspicious Activity Alerts” Challenges
  - 5. Traffic Bowl(s) Status – Including Students
  - 6. Hotel & Vendor Space Challenges
  
- B. 2010 San Francisco\* (Spencer)
  - 1. Budget Review and \$5,000 Advance Requested\*
  - 2. Early Registration Fees (Estimated @ \$425)
  - 3. LAC Meetings
  - 4. Fundraising, Publicity and Promotions
  
- C. 2011 Anchorage (Brookes)
  - 1. LAC Committee Growth—Additional Volunteers
  - 2. Venue Determined: Hilton/Eagan
  - 3. Randy Visit
  - 4. Logo, Publicity, and Marketing
  - 5. Budget
  - 6. Participation w/ Denver LAC & San Antonio Meeting Marketing
  - 7. Presentation
  - 8. Contract Status/Experient
  
- D. 2012 Santa Barbara (Mericle/Vice-Chair Sweeting)
  - 1. Meeting Date: **June 24-27, 2012**
  - 2. Fess Parker Red Lyon Inn Hilton (Currently \$210/rm, Free Internet & 30% Attr.)
  - 3. Publicity-Twitter (<http://twitter.com/ITESB2012>), Facebook Page & Student Logo Competition Planned
  - 4. Activities – Being Narrowed Down
  - 5. Opened Wells Fargo Bank Account
  - 6. Budget Planning
  - 7. LAC Meeting and Volunteers
  - 8. Contract Status/Experient
  
- E. 2013 Phoenix\* (Carroll)
  - 1. Meeting Date: **July 14-17, 2013**
  - 2. General LAC & Vice Chair Activities
  - 3. Hotel Site Visits by President/D6 Board Members (Mar 2009)
  - 4. Hotel Selection – AZ Biltmore in Phoenix
  - 5. Food/Beverage Costs – Caution
  - 6. LAC Meetings
  - 7. Logo Student Competition
  - 8. LAC Planning Schedule
  - 9. Contract Status—Possible Approval\*/Experient

**XV. UNFINISHED BUSINESS\* – 2:00 PM**

- A. Spanish Translation Options – Roberto Becerril (5 Min. Presentation)\*
- B. Update on WesternITE CD (Ackeret)
- C. Mexico Chapter (Perez)

**XVI. NEW BUSINESS\* – 2:15 PM**

- A. Green Initiatives, Our Members, the Profession & District 6
- B. Public Member Erosion & Increasing Participation in Leadership, etc.
- C. Western District Wiki
- D. Technical Products Via the Web (iTunes Concept for Land Uses in Trip Gen. Manual)
- E. Potential New District Meeting Coordinator Chair Position\*
- F. MUTCD/ITE & Private Property/Parking Lot Standardization Issues
- G. Web Newsletter & Website Usage
- H. Electronic Record Keeping vs. Hard Copy

**XVII. NEXT MEETING: Location and Time to Be Determined in January/February of 2010**

**XVIII. ADJOURN – 3:30 PM (Earlier if Feasible)**