



District 6 (Western District) Annual Board Meeting

Hilton Hotel and Executive Towers
Sunday, July 15, 2007
10:00 a.m. to 5:00 p.m.

MEETING MINUTES

M/S = Motion/Second

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:07 am by District 6 President Dalene J. Whitlock. The attendees are listed on the last page of the minutes and were in attendance all or part of the day.

APPROVAL OF AGENDA M/S Grindley/McCourt to approve the agenda. Motion Passed.

M/S Townsend/Grindley to move the Endowment Fund report to earlier in the meeting so Chair Gibson can leave to lead the James H. Kell Student competition. Motion Passed.

I. ITEMS OF RECORD/CONSENT AGENDA

A. Items of Record

1. Appointments to the District 6 Advisory Committee:
 - ❖ Timothy Harpst, 1-year term ending at the Mid-year meeting in 2008
 - ❖ Patricia Noyes, 2-year term ending at the Mid-year meeting in 2009
 - ❖ Jonathan Upchurch, 2-year term ending at the Mid-year meeting in 2009
2. Appointment of Gary Hansen as Membership Chair for a 3-year term effective July 15, 2007

B. Consent Agenda

1. Approval of February 2, 2007 Mid-Year Board Meeting Minutes:
 - ❖ **Item removed from consent agenda. M/S Grindley/Townsend to approve minutes with minor administrative edits. Motion passed. Action: Suter to finalize minutes.**
2. Approval of ITE Student Chapter Advisors including two new advisors noted below:
M/S McCourt/Ackeret to accept Student Chapter Advisors. Motion Passed.
 - ❖ Dr. He, Santa Clara State University
 - ❖ Pat Gibson, UCLA

II. PRESIDENT'S REPORT

- A. Section/Chapter Visits — President Dalene Whitlock visited numerous Sections throughout the District.
- B. Presidential Proclamations — Proclamations were presented to eight outstanding members.
- C. Updated Duties Document — Discussion ensued regarding having the Vice-President preside over the Leadership Breakfast; this was determined to be appropriate. **M/S Grindley/Suter to approve revised presidential duties. Motion Passed.**

III. VICE-PRESIDENT'S REPORT

Transfer Fellowship Award to Endowment Fund —Vice President Jennifer Rosales noted that this year there were no District 6 applicants for the student fellowship award. Further efforts should be made by the District to identify and encourage student members to apply for this award even at schools without ITE student chapters. A meeting with Faculty Advisors, Student & Professional Liaisons, etc. was recommended. **M/S Rosales/Whitlock that the District's Fellowship award amount of \$1000 be transferred to the Endowment Fund since not awarded this year. Motion passed. Actions: Suter to transfer \$1000 to the Endowment Fund. McCourt to discuss with Reynolds ideas on how to increase the number of applicants for this award.**

Leadership Directory — Vice President Jennifer Rosales noted that the leadership directory was updated in April 2007 and other updates are on-going as needed. (However, the District's directory is still useful since it includes Committee Chairs not included within ITE International's Elected Leadership Directory website.)

IV. SECRETARY/TREASURER'S REPORT

A. Proposed 2007/2008 Budget — Secretary/Treasurer Monica Suter summarized her report and the proposed budget.

The following items were discussed during this portion of the meeting.

Past President Ken Ackeret asked if additional budget was needed to cover endowment fund plaques, postage and mailing and it was agreed that such costs will come out of administrative costs rather than the Endowment Fund. **M/S Grindley/ Whitlock for District to charge administrative costs associated for the endowment fund to existing administrative account code line items rather than to the endowment fund. Motion Passed.**

Discussion occurred that the District Administrator duties have increased over the past several years such that it may be appropriate to increase the stipend. **M/S Townsend/Grindley to increase the District Administrator stipend to \$595. Motion passed.**

The budget was deferred until the end of the meeting to accommodate additional budget requests. Specific budget requests are discussed in the portion of the agenda in which they occurred. The budget was subsequently finalized to present to the membership during the Annual Business Meeting.

B. Update to Secretary/Treasurer Duties — Portions of the duties have been updated, however, it was recommended that they be further revised and revisited for action at either the Mid-year or Annual Board Meeting next year by the Secretary-Treasurer and Vice President. Details regarding the credit card processes for LACs versus the regular Board activities should also be considered for addition to the updated duties.

V. PAST PRESIDENT'S REPORT

A. Lifetime and Individual Achievement Awards — Past President Ken Ackeret reported that the Board previously approved Harry Parker and Gary Tsutsumi as the two District 6 Lifetime Achievement Award recipients and Jim Daisa received the Individual Achievement Award.

VI. INTERNATIONAL DIRECTORS' REPORTS

A. International Director's Report (Grindley)

International Director Rory Grindley provided a recap of activities from International Board of Direction (IBOD) meeting at the Spring Technical Conference. He noted that Tom Brahms did an excellent job of selecting the locations for the next five international annual meetings. Rory thanked everyone for their support during his years of service on the Board and noted that this meeting was his last meeting.

B. International Director's Report (Townsend)

1. Updated International Director Roles — International Director Julie Townsend provided a summary of her report including the upcoming Public Relations Mega Issue. She stated that ITE International is fiscally very sound. She also noted that there is now a fund available to offset any previous penalties obtained by District/Section/Chapter that host the certification exam if the minimum number of participants is not met. She also noted that the International Director's duties were revised. **M/S Grindley/Whitlock to approve revised International Director (ID) duties. Action: Jon Pascal to follow-up in putting all revised duties (Presidential and International Director) onto the Website.** Julie thanked Rory for his dedicated service to ITE.
2. Updates to the LAC Manual — Status: the President/LAC will review this manual and proposed updates if appropriate.

C. International Director's Report (McCourt)

International Director Randy McCourt reported that Border Section President Edgar Perez (San Diego, CA) has been working closely with our Mexican colleagues to start an ITE student chapter in Tijuana, Mexico. The Board encouraged Edgar to continue his efforts even though Mexico is not a part of District 6. Tom Brahms suggested that alliances with nearby sections and/or districts are also a possible option and there can be a tiered level for new Sections/Chapters in and out of the US.

VII. INTERNATIONAL PRESIDENT AND VICE PRESIDENT COMMENTS

International President Earl Newman summarized that he is very pleased to attend his first Western District 6 Annual Meeting in Portland. He commended the District for the many of the new and innovative ideas that have traditionally come from District 6. He emphasized the importance of keeping ITE International updated on District, Section, and Chapter activities and thanked volunteers for their contributions. He mentioned that the RRR (Recruitment, Retention, Re-activation) Committee activities continue along with mentoring emphases and rising stars continuing to be recognized. He encouraged Districts to share their information and successes on Websites for others to easily access. He covered the upcoming ITE International Pittsburgh Meeting upcoming events. He gave an update on the National Traffic Signal Report Card.

International Past President Rich Romer indicated that the Nominations Committee holds interviews in the fall. There is typically an open house at the Annual Meeting that anyone who may be interested in running for International Vice President in the future should attend. He encouraged all dedicated District 6 leaders to consider pursuing this ITE career path.

VIII. EXECUTIVE DIRECTOR'S COMMENTS

ITE Executive Director and CEO, Tom Brahms, indicated that the professional development Webinars grew substantially. Suggestions, including the content and speakers, should be submitted to ITE Headquarters. International is also seeking information from Councils for upcoming programs/needs.

Tom noted that ITE's *Trip Generation* manual is being updated. Large developers and the "International Council of Shopping Centers" have contacted ITE in effort to contribute their own studies. Studies done by developer's consultants are given a higher level of scrutiny given the potential for a conflict of interest. To date, some developer's data have apparently reflected a higher trip generation level than some of the rates currently in the manual.

The Department of Energy, AASHTO, ITE and NEMA are working on an emergency review to come up with appropriate standards to meet the minimum lighting levels of LED traffic signal indications for the safety of the public. (AASHTO provided \$50,000 in emergency AASHTO funds to conduct this study.)

ITE International is in the process of finalizing five future Annual Meeting site contracts which will result in estimated savings of \$500,000 to \$750,000 based on agreements made with various hotels. These include concessions for AV and meal costs that will be passed along to the Districts. An additional potential concession to the Districts pertaining to sleeping rooms will be discussed at the IBOD meeting in August. Tom Brahms thanked Eugene Wilson for his contributions as ITE International's Certification Board Chair for over 10 years and indicated that he is stepping down at the end of this year. Several milestones have been achieved under Eugene's reign with new certifications. Efforts are being made to obtain employer support for such certifications. Tom noted that 40 people took ITE certification exams during the Portland Annual Meeting and the State of Oregon has accepted the PTOE as equal to Traffic Engineering Registration.

IX. INTERNATIONAL VICE-PRESIDENT CANDIDATE COMMENTS

Both candidates, Rod Kelly and Ken Voigt, graciously suggested that, in the interest of time, their comments will be saved for Monday morning's opening session. Randy McCourt indicated that he is working on a way to have on-site voting available at the meeting following their candidate speeches.

X. DISTRICT ADMINISTRATOR'S REPORT

- A. Updated District Administrator's Duties — District Administrator Jenny Grote indicated she is updating the District Administrator duties for approval at either the Mid-Year or 2008 Annual Meeting.
- B. On-line District Balloting — Jenny provided an update on the e-balloting process which is new to the District this year. She noted that the same company was used for ITE International, District 6, and the Arizona Section. There's potential for the e-balloting overlapping timing issues and confusion. However, as members are becoming more familiar with e-balloting in general this should not be an issue.
- C. By-laws Change for Early Notification of Candidates — The issue of notifying candidates in advance of the District 6 meeting was discussed. It was noted that a bylaw change would be required. **Action: Advisory Committee to follow-up on this item and make a recommendation as appropriate at the Mid-year Board Meeting.**
- D. Travel Policy — It was noted that the Board previously increased the cap to \$1,800 at the Mid-Year Board Meeting (2/2/07) which is now reflected on the website.

XI. WESTERNITE MANAGING EDITOR'S REPORT

- A. Status Report — WesternITE Managing Editor Doug Smith noted there are on-going challenges and issues regarding the timeliness of WesternITE issues and advertising. WesternITE did not win the International award for Best Newsletter; TexITE received the award. The WesternITE Managing team will be looking to further enhance WesternITE. He also noted that the team will review electronic distribution and provide recommendations. Electronic distribution provides option for links and additional color.

ITE Headquarters recently made these types of electronic changes for Council newsletters. This option helps address the timeliness of issue distribution. However, there may be tax implications of electronic distribution due to potential cost savings from reduced printing costs. These should be reviewed with the District's tax accountant.

Action: Smith, Pascal, Larson, Townsend and Suter to pursue this as a committee and make a future recommendation.

- B. Technical Editor's Report — Doug Smith noted that Technical Editor Nate Larson has had some difficulty getting articles for WesternITE and that while Professional Services Directory ad income has fallen off, income from Positions Available ads has increased.

XII. WEBSITE MANAGER'S REPORT

- A. On-line Meeting Registration Website — A status report will be provided at the Mid-year Board Meeting. **Action: Pascal to work with LAC on refinements that can be considered for future District Annual Meetings.**

- B. Server Space and Hosting of Section Websites — Website Manager Jon Pascal indicated that the District has been hosting Section websites on its servers and that space is running low. He indicated that approximately ½ of the Sections would be over limits with a cap of 25 MB per Section (the District only pays for 200 MB). As a result, Jon discussed: 1) confirmation of the District's policy of hosting Section websites, 2) a proposed increase in the amount of storage for the District's site and 3) exploring the option to host an FTP site. Discussion ensued that as the District transitions into the electronic age that there are additional website costs but potentially reduced future mailing/printing costs. A key communication purpose is served by the District supporting Section/Chapter websites. **M/S Townsend/Suter to increase the limit of each Section/Chapter to a maximum of 75 Mb and increase the website budget by \$700 to offset the cost of increased space. Motion passed.** This issue will be further revisited at the Mid-year Board Meeting.

XIII. COMMITTEE REPORTS

- A. Advisory Committee Chair Report — No report.

- B. Technical Committee Report — Chair Karen Aspelin provided her report.

1. Section Activity Reports: Oregon and Colorado-Wyoming ITE Sections won for Small and Large Section Activity Awards, respectively.
2. Data Collection Fund: The data collection efforts by BYU, PSU, UNR and the University of Washington have been completed and the data is posted on the website.
3. Van Wagoner Award: There are three co-authors this year, so Karen asked that the budget be increased to grant them a monetary award of \$100 each; The language should be changed to clarify that for future awards, only the lead author receives the monetary award and all co-authors will receive recognition plaques. **M/S McCourt/Whitlock to adopt Karen's recommendation for this year only to increase this award to \$300 as a one-time change. Motion passed.**

- C. Membership Committee Chair Report — Chair Steve Sasaki noted that this is his last board meeting and that total membership has increased. However, the number of voting members has decreased. He indicated that the Arizona Section won the award for the Largest Numerical Membership Increase and Central California (2nd smallest Section) won for the Largest Percentage Membership Increase. He welcomed the new Membership Committee Chair, Gary Hansen.

- D. Legislative Committee Chair Report — Chair Walter Stringer referred to his report.

- E. Licensing & Certification Committee Chair Report — Chair Walter Okitsu noted that his position has changed since the Mid-year Board Meeting. He is helping the State of California recruit exam writers and activity continues in the effort to change the Traffic Engineering registration to be a "practice" rather than "title" act in California.

- F. Career Guidance Committee Chair Report — Chair Craig Grandstrom summarized his report as follows:
1. Mentoring Program Status: There has been a substantial increase in program participation —approximately 60 pairs of people are participating and some not yet matched due to students being outside of mentor's geographical area.
 2. Career Guidance Awards: The Young Professional Achievement Award was won by Peter Koonce and the Best Paper by a Young Professional Award will be given to Ramin Massoumi.
- G. Student and Faculty Initiatives Committee Chair Report/Education Council — Chair Alyssa Reynolds was not in attendance and no report was provided.
- H. Vendor's Committee Chair Report — Position Vacant; No report.
- I. Endowment Fund Committee Chair Report — Chair Pat Gibson distributed brochures and contribution forms (corporate/group vs. individual). He recommended future mailings, a booth at the District 6 Annual Meeting and prizes for contributors. For recognition, a minimum of \$75 and \$500 for individual and corporate donations are required, respectively. Pat noted that a goal of \$300,000 to \$500,000 has been previously discussed; he recommended that it be set at \$500,000. **M/S Suter/McCourt to set the endowment fund goal at \$500,000. Motion passed.** It was also agreed that the Endowment Fund contribution cut-off date continue to be 30 days prior to the Annual Meeting and that only donations made by this date will be recognized at the Annual Meeting. Donations occurring at the meeting will be recognized following the Annual Meeting. Pat suggested a potential workshop session on the Endowment Fund.
- J. WesternITE Reorganization Committee Chair Report — Proposal for Reorganization of Duties and various changes to existing duties were recommended: Doug Smith presented Chair Nate Larson's report and the proposal that shifts the prior Technical Editor duties to the WesternITE Managing Editor Position and creates a new Advertising Manager Position. Because this Advertising Manager has more responsibility, a new stipend was proposed. **M/S Suter/Whitlock to adopt proposed recommendation with three changes: drop rush postings, drop half-page ad changes and include a stipend of \$3000 per year. Motion Passed.**

It was confirmed that the Committee Travel Budget was established for committee chair travel to the mid-year board meeting. Any funds remaining after the mid-year expenses are deducted can be applied to travel to the annual meeting providing the total budget is not exceeded. It was agreed that the portion of travel costs for the WesternITE Technical Editor should be included as a WesternITE expense. **M/S Grindley/Townsend to increase budget for Committee Chair travel to \$2,200. Motion Passed.**

President Whitlock disbanded the WesternITE Committee and appointed Nate Larson as the first WesternITE Advertising Manager. **Actions: Advertising Manager Larson to work with WesternITE Managing Editor to update duties. Additionally, Managing Editor's duties need to be further generalized as a more generic document, i.e. remove all specific name references in the duties.**

XIV. ITE TECHNICAL COUNCIL REPORTS

No verbal reports were given.

XV. FUTURE ANNUAL MEETINGS

A. 2012 Annual Meeting Presentations

1. Central Coast Section Annual Meeting Presentation — Central Coast Section Vice President Anitha Balan presented their Section's bid to host the 2012 meeting. **M/S Grindley/Suter to Award the 2012 Annual Meeting to the Central Coast Section. Motion Passed.**

B. 2014 International Meeting in San Diego — No action taken at meeting.

XVI. ANNUAL MEETING REPORTS

- A. 2007 Portland — LAC Chair Peter Koonce's report in board packet.
- B. 2008 Anaheim — LAC Chair Zaki Mustafa gave an overview of the proposed tours; He is working with ITE Headquarters on the joint meeting budget.
- C. 2009 Denver — LAC Chair Larson's report in board packet.
- D. 2010 San Francisco — LAC Chair Mark Spencer has now received proposals for two hotels in San Francisco, one in the Napa Valley and one in Oakland and continues to pursue a venue for the meeting.
- E. 2011 Anchorage — No report was provided.

XVII. UNFINISHED BUSINESS

- A. Student Lounge at Future Annual Meetings — This idea came from a former Student Paper winner and has been initiated at the Portland Meeting.
- B. San Francisco Bay Area Section Bylaws — President Whitlock provided the status of the By-law vote to split the Secretary-Treasurer position, petition processes and other changes shown in the report which are primarily editorial. **M/S Grindley/Suter to approve San Francisco Bay Area's Section by-laws with changes approved by the membership and minor editorial edits. Motion passed.** Discussion ensued regarding the need to establish a new committee to review by-laws. This committee is to be comprised of the District Administrator and International Directors. **Action: District Administrator to confirm if ITE International has updated their model for bylaws/charters and also provide language to add the student chapter liaison requirement.**

XVIII. NEW BUSINESS

- A. Changes to Election Guide — **Action: It was agreed that this needs to be updated for e-voting election changes; Jenny Grote to obtain this document from Rock Miller and propose changes to this document at the Mid-year Board Meeting.**
- B. Other: — Per a member request, a dues increase was considered. **M/S Townsend/Grindley to increase dues from \$22 to \$24 and \$11 to \$12; discussion ensued. Motion Failed.**

XIX. NEXT MEETING: TBD

XX. ADJOURN — President Whitlock adjourned the meeting at 3:59 pm.

ATTENDEES:

District 6 Board:

Dalene J. Whitlock, President
Jennifer Rosales, Vice President
Monica M. Suter, Secretary-Treasurer
Ken Ackeret, Past President
Rory Grindley, International Director
Julia Townsend, International Director
Randy McCourt, International Director
Jenny Grote, District Administrator

Guests

Earl Newman, International President
Rich Romer, International Past President
Tom Brahms, ITE Executive Director
Rod Kelly, International V. President Candidate
Ken Voigt, International V. President Candidate
Karen Aspelin, Technical Chair
Walter Okitsu, Licensing/Certification Chair
Craig Grandstrom, Career Guidance Chair
Walt Stringer, Legislative Chair
Jon Pascal, Website Manager
Pat Gibson, Endowment Fund Chair & UCLA Faculty Advisor
Nate Larson, *WesternITE* Technical Editor,** WesternITE Re-Org. & LAC 2009 Denver Chair
Peter Koonce, LAC Chair 2007 Portland**
Edgar Perez, Border Section President
Gary Hansen, Incoming Membership Chair
Doug Smith, WesternITE Managing Co-Editor
Larry Wymer, N. Cal. Section President
Steve Sasaki, Outgoing Membership Chair**
Gene Wilson, Certification Board Chair
Joy Bhattacharya, SF Bay Area President**
Jim Harris, International Director Candidate
Zaki Mustafa, International Director Candidate & LAC Chair 2008 Anaheim**
Michael Sanderson, Sec.-Treasurer Candidate
Cathy Leong, Sec.-Treasurer Candidate
Anitha Balan, Cent. Coast Section Vice President
Bill Hange, Co-Wyoming Section President
Robert Sweeting, Cent. Coast Section President
Mark Spencer, LAC 2010 SF Bay Area Chair**
Jonathan Upchurch, D6 Advisory Committee**

***Attended portions of meeting*