



## Western District

### 2008 Annual Board Meeting

Anaheim Marriott  
Anaheim, California  
Sunday, August 17, 2008

#### MEETING MINUTES

(M/S = Motion/Second)

#### CALL TO ORDER AND INTRODUCTIONS

President Jennifer Rosales called the meeting to order at 8:45 a.m. Attendees introduced themselves. The following were in attendance:

##### **Board Members:**

Jennifer Rosales, President  
Monica Suter, Vice President  
Michael Sanderson, Secretary-Treasurer  
Dalene Whitlock, Past President  
Julia Townsend, International Director  
Randy McCourt, International Director  
Zaki Mustafa International Director  
Jenny Grote, District Administrator

##### **Committee Chairs and Guests:**

Ken Ackeret, Candidate for Western District International Director  
Mujib Ahmed, Riverside-San Bernardino Section President  
Alex Ariniello, Candidate for Western District International Director  
Karen Aspelin, Technical Committee Chair  
Bill Baldwin, ITE Membership Services Senior Director  
Tom Brahms, ITE Executive Director and CEO  
Patricia Camacho de Cano, Career Guidance Chair  
France Campbell, Western District Website Manager  
Kim Carroll, Arizona Section Past President  
Peter Clark, Cal Poly – Pomona Student Chapter Advisor  
Jon Collins, San Diego Section President  
Paul Eng-Wong, ITE International Vice President-Elect  
Alex Georgevitch, Greater Oregon Section  
Alf Guebert, ITE International President  
Xudong Jia, Cal Poly – Pomona Faculty  
Nate Larson, WesternITE Advertising Coordinator & 2009 LAC Co-chair  
Cathy Leong, Endowment Fund Committee Chair  
Albert Li, CPA, Accountant  
Mark Lichty, Western District Vendor Chair  
Victor Ling, Cal Poly – Pomona Student Chapter President  
Lisa Martellaro Palmer, Southern California Section Secretary-Treasurer  
Rock Miller, 2008 LAC Vice Chair & former Western District International Director  
Walter Okitsu, Licensing and Certification Chair  
Paul Porell, Arizona Section Vice President  
Alyssa Reynolds, Student & Faculty Initiatives Chair

Doug Smith, WesternITE Managing Editor  
Ruth Smith, 2008 LAC & Southern California Section Past President  
Mark Spencer, 2010 LAC Chair  
Walt Stringer, Legislative Chair  
Gary Thomas, Texas District International Director-Elect  
Ken Voigt, ITE International Vice President  
Larry Wymer, Candidate for Western District Secretary-Treasurer & N. California Section Past Pres.

## **APPROVAL OF AGENDA**

*M/S Suter/McCourt to approve the meeting agenda. Motion passed.*

### **I. ITEMS OF RECORD/CONSENT AGENDA**

- A. Items of Record \*
  - 1. Appointments to the District 6 Advisory Committee
    - Timothy Harpst, 2-year term ending at the Mid-year meeting in 2010
  - 2. Appointment of France Campbell as Website Committee Chair (May 22, 2008 – May 22, 2011)
  - 3. Appointment of Patricia Camacho de Cano as Career Guidance Chair (August 8, 2008 – August 8, 2011)
  - 4. Acceptance of the Individual and Lifetime Achievement Award Forms
- B. Consent Agenda
  - 1. Approval of January 25, 2008, Mid-Year Board Meeting Minutes
  - 2. Acceptance of Federal Mileage Rate for reimbursement (\$0.585/mile)

*M/S McCourt/Townsend to approve consent agenda with the Mid-Year Board Meeting minutes to be considered separately. Motion passed.*

Julia Townsend offered the following comments on the minutes: Item 14b. should state that the \$50 subsidy is for traffic bowl only, and in Item 14c. the word “are” should be deleted.

*M/S McCourt/Townsend to approve minutes with corrections. Motion passed.*

### **II. PRESIDENT’S REPORT**

President Rosales reported on her activities since the mid-year board meeting. She welcomed new committee chairs France Campbell, WesternITE Web Site Manager, and Patricia Camacho de Cano, Career Guidance Chair. She also announced that the District now has a Facebook site to reach out to younger members and potential new members.

- A. Section/Chapter Items and Visits

President Rosales reported that she had made nine visits to local sections and chapters.
- B. Presidential Proclamations

President Rosales presented four presidential proclamations during her visits to local sections and chapters, including presentations to Diahn Swartz, Terry Smith, Wes Pringle and Tom Clausen.

### III. VICE-PRESIDENT'S REPORT

#### A. Elected Leadership Directory

Vice President Monica Suter presented a report of her activities, including the leadership directory update and the WesternITE improvement committee. She reported that the WesternITE committee was considering a move to electronic delivery and that District members would have to "opt-in" if they wanted a printed copy. She discussed the District Fellowship Award and recommended that a policy be adopted that the award money be donated to the Endowment Fund if no winner is chosen in a given year. This year there is a Fellowship Award winner so the money would not go to the Endowment this year.

*M/S Suter/Whitlock to adopt a policy to donate the Fellowship Award, if there is no winner, to the Endowment Fund. Motion passed.*

Randy McCourt commented on the WesternITE and that the publication delays experienced this year are unacceptable and every effort should be made to see that it doesn't happen again.

### IV. SECRETARY/TREASURER'S REPORT

#### A. Current District Finances

Secretary-Treasurer Michael Sanderson presented the financial reports. He reported that the year-to-date income through July 31, 2008 was \$134,451, and expenses for the same period totaled \$100,931. He noted that he had created new accounts to track administrative expenses related to the Endowment Fund and to track income tax expenses. Sanderson reported that the District has total assets of \$368,672.

#### B. Proposed 2008-09 Budget

Michael presented the proposed 2008-2009 budget. The proposed budget includes increases in expenses to support the endowment fund and to support travel of the District Administrator. The budget also anticipates reduced income from WesternITE advertising as employers reduce the number of position available ads. The budget was discussed and then tabled until later in the meeting in order to consider some of the discussion about committees and other activities.

Michael commented that the financial management of the District has become very complex and involves the management of significant assets. He said that the current financial management practices put too much responsibility with a single individual that is likely untrained in finance or accounting. He suggested that the District consider using a professional administrator to manage some of the District's financial matters.

Tom Brahms and Julie Townsend commented that, given the current turmoil in the banking industry, the District should consider dividing its investments between multiple banks.

Sanderson suggested that Endowment Fund finances be managed separately by the Endowment Committee. He suggested that possibly an Endowment Fund treasurer be made part of the Endowment Committee.

*M/S McCourt/Sanderson to create a financial sub-committee (Dalene Whitlock, Jenny Grote and Michael Sanderson). Motion passed.*

**ACTION:** The Finance Subcommittee will evaluate the financial management of the District and the District's investment policies and make recommendations for improvement at the Mid-year board meeting.

## **V. PAST PRESIDENT'S REPORT**

### **A. Updated Past President Duties**

Past President Dalene Whitlock presented an update to the written duties for the Past President.

*M/S McCourt/Townsend to approve the updated Past President duties as presented. Motion passed.*

## **VI. INTERNATIONAL DIRECTORS' REPORTS**

### **A. International Director's Report (Townsend)**

Julie Townsend, Senior International Director, presented highlights from her written report summarizing her recent activities. She thanked the board and members, since this was her last meeting on the Board.

### **B. International Director's Report (McCourt)**

Randy McCourt presented the highlights of his recent activities as outlined in his written report. He commented that the ITE Board had voted to make sustainability one of ITE's mega-issues. He suggested that this issue should be highlighted at the Denver annual meeting. Randy said that the ITE Board is going to be investing more significantly in member services than ever seen before.

### **C. International Director's Report (Mustafa)**

Zaki Mustafa presented his report. He discussed the activities of the Anaheim LAC and the status of the meeting planning and events.

## **VII. INTERNATIONAL PRESIDENT'S COMMENTS**

Alf Guebert discussed his recent activities as International President. He thanked the District for its support during his presidential year.

## **VIII. EXECUTIVE DIRECTOR'S COMMENTS**

Tom Brahms, ITE Executive Director, commented on initiatives that ITE International is undertaking, specifically with respect to member services, webinars, and publications. He discussed the way that ITE is leveraging volunteer expertise to enhance ITE's services.

## **IX. DISTRICT ADMINISTRATOR'S REPORT**

Jenny Grote, Western District Administrator, summarized the items in her written report. She highlighted changes proposed for the Election Guidelines related to e-balloting. She reported that we have had about 25% participating in the voting process this year.

*M/S McCourt/Townsend to approve the updated Election Guidelines as presented, which includes updates for the new e-balloting process. Motion passed.*

Grote presented an updated Local Arrangements Committee manual.

*M/S McCourt/Rosales to approve updates to the Local Arrangements Committee manual. Motion passed.*

Grote discussed several issues that have arisen as she has helped various sections and chapters with updates to their charters and bylaws. The Board discussed the merits of requiring student chapter advisors and professional liaisons to serve on the executive board of their local section or chapter.

*M/S McCourt/Sanderson to establish a position for a professional liaison to student chapters in the section/chapter charter and bylaws, and to have student chapters have reciprocating language in their charters and bylaws.*

*M/S McCourt/Sanderson to recommend that the section/chapter charter and bylaws state that the Student Chapter Professional Liaison be established as an ex officio member of their local section/chapter board, but the local section/chapter could at its discretion choose not to. Motion passed.*

**ACTION:** President Rosales directed the review committee to develop specific language for the Student Chapter Professional Liaison position to include in the model bylaws.

Grote presented the charter for the San Diego Section.

*M/S McCourt/Townsend to approve the San Diego Section charter changing their name from the California Border Section. Motion passed.*

Grote presented the proposed bylaws for the Cal Poly Pomona Student Chapter.

*M/S McCourt/Whitlock to conditionally approve the Cal Poly Pomona Bylaws contingent on the Board approving the update to the standard bylaw language. Motion passed.*

Grote presented the proposed bylaws of the Greater Oregon Section.

*M/S Suter/Whitlock to conditionally approve the Greater Oregon Section Bylaws contingent on the Board approving the update to the standard bylaw language. Motion passed.*

Grote commented on the increasing workload of the DA position. She suggested that at some future time the District may need to consider a professional administrator. To facilitate her work as District Administrator, she requested the purchase of a portable external hard drive.

*M/S Townsend/McCourt to provide \$300 reimbursement for purchase of a portable external hard drive for the use of the District Administrator.*

## **X. WESTERNITE MANAGING EDITOR'S REPORT**

Doug Smith, WesternITE Managing Editor, presented his report and highlighted three main issues. The publication schedule had slipped this year, but he reported that it is now back on track. Doug and Michelle's term as managing editor is up at the end of the year and the District is currently advertising for a new managing editor. Doug said that they are exploring options to begin publishing WesternITE as an electronic newsletter.

**XI. WESTERNITE ADVERTISING MANAGER'S REPORT**

Nate Larson, WesternITE Advertising Manager, presented the highlights of his written report. He reported that advertising income was down significantly over the previous year in part because firms have fewer open positions to advertise.

**XII. WEBSITE MANAGER'S REPORT**

France Campbell, the new website manager, presented a report on his recent activities. He reported that content stored on the website has exceeded the storage limits of our current hosting arrangement. He is evaluating new hosts for the website.

**XIII. COMMITTEE REPORTS (11:30 AM)**

A. ADVISORY COMMITTEE REPORT

Dalene Whitlock, Past President, discussed the recent activities of the Advisory Committee.

B. TECHNICAL COMMITTEE REPORT

Karen Aspelin, Technical Committee Chair, announced that the Section Activity Awards were won by the Colorado-Wyoming Section for the best large section and by the Oregon Section for the best small section. She reported that Venu Parimi was the recipient of the Wayne T. Van Wagoner Award, presented to the author of the best article published in the ITE Journal by a Western District author. Aspelin also reported that Data Collection Fund projects were awarded to student chapters from UCLA, BYU, Nevada-Reno, Wyoming and Washington. She referred the Board to her written report for the rest of her report.

C. MEMBERSHIP COMMITTEE REPORT

No report was presented. The Board was referred to the written report included in the Board packet.

D. LEGISLATIVE COMMITTEE REPORT

No legislative committee report was presented.

E. LICENSING AND CERTIFICATION COMMITTEE REPORT

Walter Okitsu discussed the state of traffic engineering licensure in California.

F. CAREER GUIDANCE COMMITTEE REPORT

Patricia Camacho de Cano, the new Career Guidance Chair, presented a summary of committee activities. She announced that the Young Professional Achievement Award winner is Cathy Leong. She also reported that the Employer Recognition Award was won by Fehr & Peers.

G. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL

Alyssa Reynolds summarized the activities of the Student and Faculty Initiatives Committee. She announced that the University of Wyoming won the District's Best Student Chapter award. Montana State University and UCLA were awarded honorable mentions. Reynolds announced that Xuan Wang from University of Nevada-Reno received the Best Student Paper award. She also reported that Cal Poly Pomona won the competition to host the James H. Kell competition.

H. VENDOR'S COMMITTEE

Mark Lichty presented a brief summary of his committee's activities and referred the Board to his written report.

I. ENDOWMENT FUND COMMITTEE

Cathy Leong summarized activities related to the Endowment Fund. She reported that the endowment fund currently has about \$137,000 towards its goal of \$500,000.

**XIV. ITE TECHNICAL COUNCIL REPORTS**

- A. Coordinating Council (Vice-Chair Noyes)
- B. Public Agency Council (Chair Davis/Vice-Chair Suter)
- C. Pedestrian & Bicycle Council (Chair Ridgway)
- D. Transit Council (Vice-Chair Byrne)

No oral reports were presented. The Board was referred to the written reports included in their packets.

**XV. FUTURE ANNUAL MEETINGS**

A. 2013 Annual Meeting Presentation

- 1. Arizona Section

The Arizona Section presented their proposal to host the 2013 Annual Meeting.

*M/S McCourt/Whitlock to approve the Arizona Section as host of the 2013 annual meeting.*

**XVI. ANNUAL MEETING REPORTS**

A. 2008 Anaheim

Zaki Mustafa reported on the activities of the Anaheim Local Arrangements Committee.

B. 2009 Denver

Nate Larson, 2009 LAC Chair, presented a summary of the recent activities of his committee. He presented a budget for next year's meeting in Denver and requested an additional \$3000 advance to fund LAC activities.

*M/S Townsend/Suter to advance \$3000 to the Denver LAC. Motion passed.*

C. 2010 San Francisco

Mark Spencer summarized the recent activities of his committee. He reported that a hotel contract has been secured with the San Francisco Palace Hotel. He requested a \$3000 advance to fund start-up LAC activities.

*M/S Whitlock/McCourt to approve a \$3000 advance to the San Francisco LAC. Motion passed.*

No other LAC reports were presented.

**XVII. UNFINISHED BUSINESS – 1:10 PM**

A. Annual Meeting Rotation Schedule

The board discussed the schedule of upcoming District and International annual meetings. The Board discussed the merits of holding joint District-International meetings when the International meetings are held inside the District. President Rosales directed the Advisory Committee to evaluate the meetings schedule and the District's policy on joint meetings and to report back at the mid-year board meeting.

***ACTION:** The Advisory Committee will meet prior to the mid-year board meeting to evaluate the annual meeting schedule and review the District's policies on joint meetings. The Advisory Committee will report to the board at the mid-year meeting.*

**XVIII. NEW BUSINESS – 1:20 PM**

A. Approval of Business Meeting Agenda and Western States Luncheon

President Rosales presented the proposed agendas for the Annual Business Meeting and the Western States Luncheon.

*M/S Suter/McCourt to approve the agendas as presented for the Annual Business Meeting and the Western States Luncheon. Motion passed.*

B. District Administrator Allowance

President Rosales discussed ways to compensate the District Administrator without increasing the stipend.

*M/S McCourt/Rosales to approve reimbursement of the District Administrator's District 6 annual meeting registration fees. Motion passed.*

*M/S McCourt/Whitlock to approve reimbursement of the cost of registration for the District Administrator to attend the International Annual Meeting when it is held jointly with District 6. Motion passed.*



C. Experient – Annual Meeting Planners

President Rosales presented a proposal from Experient to assist with hotel negotiations for future annual meetings.

*M/S McCourt/Rosales to approve engaging Experient to assist the District with annual meeting site selection and hotel contract negotiation, and to review Experient's contract on an annual basis. Motion passed.*

**ACTION:** President Rosales directed the District Administrator, Jenny Grote, to update the LAC manual to include Experient's role in hotel selection and contract negotiation.

D. Joint meetings registration – LAA policies and reimbursement

Julie Townsend discussed the difficulty with waiving registration fees for District 6 Lifetime Achievement award winners when the Annual Meeting is held jointly with International.

*M/S Townsend/McCourt to establish a policy that the District will reimburse lifetime achievement award winners, upon request, for the District 6 portion of their registration for joint International/District 6 meetings. Motion passed.*

E. Lifetime Achievement Award – limitations on number of award winners related to membership

President Rosales directed the advisory committee to consider a policy that would limit the number of living Lifetime Achievement Award winners.

*M/S McCourt/Rosales to award one Lifetime Achievement Award per year starting in 2009. Motion passed.*

F. WesternITE – Spanish Translation

The Board discussed the potential for translating and producing a Spanish language version of the WesternITE newsletter. With a Tijuana chapter starting, the Board agreed that this topic would need more discussion, but no action was taken.

G. President's Messages – Length and frequency limits

Dalene Whitlock noted that the Board had expressed concern about overuse of email to the membership. It had previously been decided that the President should send out messages bi-monthly to coincide with the release of the new issue of WesternITE. Additional messages should be infrequent and only when there is a time constraint for getting the information out to the members. The Board indicated support for continuing with this informal policy.

**IV. SECRETARY-TREASURER'S REPORT – continued**

The board discussed adjustments to the proposed budget presented earlier in the meeting. Based on actions taken during the meeting, the budget was adjusted to include an additional \$400 to provide for reimbursement of the District Administrator's annual meeting registration. The \$300 for District Administrator expenses will be taken from the existing Administrative Expenses account so no budget change is required. As amended, the budget projects a deficit of \$15,695. Sanderson reported that the District has sufficient cash reserves to cover the potential of a net loss.

*M/S Sanderson/Whitlock to approve the budget as amended. Motion passed.*

**XIX. NEXT MEETING: Friday, February 6, 2008 in Denver, Colorado.**

**XX. ADJOURN**

President Rosales adjourned the meeting at 3:40 p.m.