



2018 Annual Board Meeting Agenda

Keystone Conference Center

Keystone, CO

Sunday, June 24, 2018

8:00 am – 4:00 pm

Welcome

The Western District Board welcomes committee chairs, council chairs, and section and chapter leaders to its annual board meeting. The voting members of the board include the President, Vice President, Secretary-Treasurer, Past President and three International Directors. These persons are responsible for all motions, voting and formal business of the District. 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

- | | | | |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| I. | Call to Order and Introductions | (Spencer) | 8:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Spencer) | 8:10 am |
| | a. Items of Record* | | |
| | i. <i>Election Policies and Guideline</i> | | |
| | ii. <i>Updated duties for Webmaster, Public Relations Manager, WesternITE Managing Editor, and Advisory Committee Chair</i> | | |
| | b. Consent Agenda* | | |
| | i. <i>Approval of January 26, 2018, Mid-Year Board Meeting Minutes</i> | | |
| IV. | <u>40</u> President's Report | (Spencer) | 8:20 am |
| | a. WesternITE and Communications | | |
| | b. Section/Chapter Visits | | |
| | c. Action Items (see attachment) | | |
| V. | <u>50</u> Vice President's Report | (Dorman) | 8:30 am |
| | a. Awards | | |
| | b. Committee Travel Budget | | |
| | c. Leadership Directory Update | | |

- | | | | |
|--------------|--------------------------------------------------------------|---------------------|----------------|
| VI. | <u>60</u> Secretary-Treasurer's Report | (Barricklow) | 8:35 am |
| | a. 2017-2018 Fiscal Year-to-Date Financial Report | | |
| | b. 2018-2019 Proposed Budget (final vote under New Business) | | |
| VII. | <u>70</u> Past President's Report | (Leong) | 8:50 am |
| | a. Lifetime and Individual Achievement Awards | | |
| VIII. | International Directors' Reports | | 9:00 am |
| | a. <u>81</u> International Director's Report | (Okitsu) | |
| | b. <u>82</u> International Director's Report | (Aspelin) | |
| | c. <u>83</u> International Director's Report | (Ortiz) | |
| IX. | ITE International Remarks | | 9:30 am |
| | a. Executive Director | (Paniati) | |
| | b. International Vice President | (Sanderson) | |

BREAK***

10:00 am - 10:15 am

- | | | | |
|--------------|--------------------------------------------------------------|-------------------|-----------------|
| X. | <u>100</u> District Administrator's Report | (Whitlock) | 10:15 am |
| | a. Taxes and Insurance | | |
| | b. Election update | | |
| XI. | <u>110</u> WesternITE Managing Editor's Report | (Jensen) | 10:30 am |
| XII. | <u>120</u> Advertising Manager's Report | (Sweeting) | 10:40 am |
| XIII. | <u>130</u> Website Manager's Report | (Link) | 10:50 pm |
| XIV. | Committee Reports | | 11:00 pm |
| | a. <u>141</u> Advisory Committee | (Leong) | |
| | b. <u>142</u> Technical Committee | (Kothari) | |
| | c. <u>143</u> Membership Committee | (De La Garza) | |
| | d. <u>144</u> Legislative Committee | (Mericle) | |
| | e. <u>145</u> Career Guidance Committee | (McNeill) | |
| | f. <u>146</u> Vendor Committee | (McKhann) | |
| | g. <u>147</u> Student & Faculty Initiatives Committee | (Scharf) | |
| | h. <u>148</u> Student Endowment Committee Report | (Leung) | |

*****Lunch*****

11:45 - 12:30 pm

- XIV. Committee Reports (Cont.) 12:30 pm**
- a. **149** Public Relations Committee (Stanis)
 - b. **150** Traffic Bowl Committee (Ackeret)
 - c. **151** LAC Liaison (McCourt)
- XV. Future Annual Meetings 12:45 pm**
- a. No presentations are scheduled this year as we selected two sites last year.
- XVI. Annual Meeting Reports 12:46 pm**
- a. **171** 2017 San Diego (De La Garza)
 - b. **172** 2018 Keystone (Waldman)
 - c. **173** 2019 Monterey (Leung, Link)
 - d. **174** 2020 Honolulu (Leong/Dorman)
 - e. **175** 2021 Portland (McCourt/O'Brien)
 - f. **176** 2022 Palm Springs (Acuna/Laurie)
 - g. **177** 2023 Boise (Jones/Saak)
- XVII. Old Business 2:30 pm**
- a.
- XVIII. New Business 3:00 pm**
- a. 2018-2019 Budget Review and Approval (Barricklow)
- XIX. Next Board Meeting:**
Friday, January 25, 2019, Oakland/Berkeley (Tentative)
- XX. Adjourn 4:00 pm or earlier**

Outstanding Action Items from 2018 Mid-Year Board Meeting

2017 Annual Board Meeting hold-overs

1. Neelam Dorman to update VP duties regarding travel reimbursement for committee chairs.- Upload pending
2. Danielle Scharf to check with Rhonda on how sharing officers with other organizations is working. – provide report at 2018 Annual Meeting
3. Alyssa Rodriguez to send updated PowerPoint file to Justin to post on Western District website. - Not done. Walter Okitsu to get an update.

2018 Mid-Year Board Meeting

1. Cathy Leong to coordinate the Chair Duty edits. DONE
2. Cathy Leong will edit Past President Duties and Walter Okitsu will edit Senior ID Duties to reflect election responsibilities. **Deferred to Walter Okitsu**
3. Cathy Leong to work with the selected website vendor to develop the LAC website as well as open a District PayPal account for all LACs to use. **DONE**
4. Cathy Leong to revise the Duties of Advisory Committee so that the chair is no longer the Past-Past President for second half of the calendar year but the Immediate Past President for full extent of term. **DONE**
5. Ben Waldman to send shipping address at the beginning of June.
6. Ben Waldman to check on rooms for guests needing easy access.
7. Ben Waldman to confirm meeting code for rooms booked at Hyatt.
8. Paul Barricklow to update Quicken and other accounting documentation.
9. Randy McCourt will check on the availability of the HQ Autonomous Vehicle roadshow with Jeff Lindley for the Keystone and communicate with Ben and Mark.
10. Randy McCourt to get meeting summary data from Joe to assist in Keystone Planning.
11. Carlos Ortiz will suggest insurance guidance is part of the HQ leadership orientation.
12. Dalene Whitlock will continue to work on resolving non-profit status or next steps to reestablish non-profit status with the State of California.
13. Justin Link to provide logins for social media accounts for transfer to the new Social Media Manager. **DONE**

14. Mark Spencer and Cathy Leong will search and appoint replacement website manager. DONE
15. Janna McKhann to explore coordinating with vendor shows outside CA to expand market in Western District 13 states.
16. Paul Barricklow will move \$20K from Endowment Fund Checking to the DA Davidson Investment Account.