

# AGENDA

## ITE Western District

### 2013 Annual Board Meeting

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*Arizona Biltmore Hotel, Phoenix, Arizona*  
*Sunday, July 14, 2013, 9:00 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. There are two non-voting ex-officio members of the board: the District Administrator and the WesternITE Managing Editor. All other Western District ITE members attending are welcome to participate in the discussion as time allows.

#### Meeting Agenda

- 1. Call to Order and Introductions** (Okitsu) **9:00 am**
- 2. Approval of Agenda**
- 3. Items of Record and Consent Agenda** (Okitsu) **9:05 am**
  - a. Items of Record
    - i. *Appointment of Ken Ackeret as Traffic Bowl Committee Chair to a 3-year term beginning after this Annual Meeting*
  - b. Consent Agenda
    - i. *Approval of February 1, 2013 Mid-Year Board Meeting Minutes*
  - c. Review of Action Items
    - i. *Those assigned with action items will respond with “Done”, “In Progress”, “Postponed”, or “Superseded by Events”*
- 4. President’s Report** (Okitsu) **9:10 am**
  - a. Committee and District Administrator Appointments
  - b. Section/Chapter Visits
  - c. Monthly e-News
    - i. *Should the District President produce them?*
    - ii. *Advertising or sponsorship funding source?*
    - iii. *15% to 20% of our members aren’t receiving it*
  - d. Key Issues during Term
    - i. *Shifting Responsibilities between President and Vice-President*
    - ii. *2018 Annual Meeting, Site Selection Postponed*
    - iii. *Proposal to appoint Election Procedures Task Force*

**5. Vice President's Report (Aspelin) 9:45 am**

- a. Awards
  - i. *Website Award trophy replacement status*
- b. Committee Travel
- c. Leadership Directory

**6. Secretary-Treasurer's Report (Ortiz) 10:00 am**

- a. 2012-2013 Year-to-Date Financial Report
- b. 2013-2014 Proposed Budget (Final vote under Old Business)

**7. Past President's Report (Reynolds) 10:15 am**

- a. A. Lifetime and Individual Achievement Awards
- b. Communications Task Force recommendations

**\*\*\*BREAK\*\*\***

**10:30 am**

**8. International Directors' Reports 10:45 am**

- a. International Director's Report (Sanderson)
  - i. *LeadershipITE sponsorship by District*
- b. International Director's Report (Suter)
- c. International Director's Report (Grote)

**9. International Officer's Remarks (TBD) 11:00 am**

**10. District Administrator's Report (Grindley) 11:10 am**

- a. Follow-up activities from Mid-year Board Meeting
- b. Bylaws and Charter Updates
- c. E- voting Update

**11. WesternITE Managing Editor's Report (Paskey) 11:30 am**

**12. Advertising Manager's Report (Martellaro-Palmer) 11:45 am**

**\*\*\*Lunch\*\*\***

**12:00 pm**

**13. Website Manager's Report (Link) 12:30 pm**

**14. Committee Reports 12:45 pm**

- a. Advisory Committee Report (Reynolds)
- b. Technical Committee Report (Kothari)
- c. Membership Committee Report (de la Garza)
- d. Legislative Committee Report (McLaughlin)
- e. Career Guidance Committee Report (Sharma)
- f. Vendor Committee (McKhann)
- g. Student & Faculty Initiatives Committee Report (Scharf)
- h. Student Endowment Committee Report (Leong)
- i. Public Relations Committee (Huffine)
- j. Traffic Bowl Committee (Hall)

**15. ITE Technical Council Reports**

*(No Council reports are anticipated, but may be provided if a representative is present)*

- 16. Future Annual Meetings** **2:00 pm**  
a. 2018 Annual Meeting Statements of Interest (Okitsu)  
i. *No Executive Session this year to review proposals: Postpone requests for a year*

- 17. Annual Meeting Reports** **2:00 pm**  
a. 2013 Phoenix  
i. a. *Registration numbers and Budget Update*  
b. 2014 Rapid City  
c. 2015 Las Vegas  
d. 2016 Albuquerque  
e. 2017 San Diego

**\*\*\*BREAK\*\*\***

**2:30 pm**

- 18. Old Business** **2:45 pm**  
**19. New Business** **3:15 pm**  
a. Budget Review  
**20. Next Board Meeting: Mid-Year, Winter 2014, site TBD**  
**21. Adjourn** **4:00 pm**