



2014 Annual Board Meeting Agenda

*Holiday Inn Rushmore Plaza – Rooms A, B, C
 Rapid City, South Dakota
 Sunday, June 29, 2014
 8:00 am – 4:00 pm*

Welcome

The Western District Board welcomes committee chairs, council chairs, and section and chapter leaders to its mid-year 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.

*Indicates items where action is required.

Meeting Agenda

- | | | | |
|-------------|--|------------------|----------------|
| I. | Call to Order and Introductions | (Aspelin) | 8:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Aspelin) | 8:10 am |
| | a. Items of Record* | | |
| | i. <i>Appointment of Michael Sanderson to the Advisory Committee</i> | | |
| | b. Consent Agenda* | | |
| | i. <i>Approval of January 24, 2014, Mid-Year Board Meeting Minutes</i> | | |
| IV. | <u>40</u> President's Report | (Aspelin) | 8:15 am |
| | a. Section/Chapter Visits | | |
| | b. Presidential Proclamations | | |
| | c. WesternITE and Communications | | |
| | d. Action Items (see attachment) | | |
| V. | <u>50</u> Vice President's Report | (Ortiz) | 8:30 am |
| | a. Awards | | |
| | b. Committee Travel Budget | | |
| | c. Leadership Directory update | | |
| VI. | <u>60</u> Secretary-Treasurer's Report | (Leong) | 8:45 am |
| | a. 2013-2014 Fiscal Year-to-Date Financial Report | | |
| | b. Historic data on District accounts | | |
| | c. 2014-2015 Proposed Budget (final vote under New Business) | | |

VII.	<u>70</u> Past President's Report	(Okitsu)	9:00 am
	a. Lifetime and Individual Achievement Awards		
VIII.	International Directors' Reports		9:15 am
	a. <u>81</u> International Director's Report	(Suter)	
	<i>i. International dues schedule modifications</i>		
	b. <u>82</u> International Director's Report	(Grote)	
	<i>i. Reports from Western District LeadershipITE participants</i>		
	c. <u>83</u> International Director's Report	(Rosales)	
<hr/>			
	BREAK		10:00 am
<hr/>			
IX.	International President's Remarks	(Neel)	10:15 am
X.	<u>100</u> District Administrator's Report	(Grindley)	10:30 am
	a. Articles of Incorporation		
	b. Election update/recommendations for elections process changes		
	c. Policy manual		
XI.	<u>110</u> WesternITE Managing Editor's Report	(Paskey)	11:00 am
XII.	<u>120</u> Advertising Manager's Report	(Sweeting)	11:15 am
<hr/>			
	Lunch with Midwestern Board Meeting Attendees		11:30 am
<hr/>			
XIII.	<u>130</u> Website Manager's Report	(Link)	12:00 pm
XIV.	Committee Reports		12:15 pm
	a. <u>141</u> Advisory Committee Report	(Okitsu)	
	<i>i. Revisions to elections guidelines/policy</i>		
	<i>ii. Western District documentation</i>		
	b. <u>142</u> Technical Committee Report	(Kothari)	
	c. <u>143</u> Membership Committee Report	(de la Garza)	
	d. <u>144</u> Legislative Committee Report	(Mericle)	
	<i>i. Update of Legislative Committee duties</i>		
	<u>145</u> California SB 743 Task Force Report	(Ruehr/Okitsu)	
	e. <u>146</u> Career Guidance Committee Report	(Sharma)	
	<i>i. Committee-level strategic plan</i>		
	f. <u>147</u> Vendor Committee	(McKhann)	
	g. <u>148</u> Student & Faculty Initiatives Committee Report	(Scharf)	
	h. <u>149</u> Student Endowment Committee Report	(Leung)	
	<i>i. Endowment Fund fund-raising plan</i>		
	i. <u>150</u> Public Relations Committee	(Huffine)	
	<i>i. Committee-level strategic plan</i>		
	j. <u>151</u> Traffic Bowl Committee	(Ackeret)	
XV.	ITE Technical Council Reports		

- XVI. Future Annual Meetings 1:15 pm**
- a. 2018 Annual Meeting Presentations (Aspelin)
 - i. **160** Colorado-Wyoming Section
 - ii. **161** Washington Section

*****BREAK/EXECUTIVE SESSION FOR LAC SELECTION*** 1:45 pm**

- XVII. Annual Meeting Reports 2:00 pm**
- a. **171** 2014 Rapid City (McCourt)
 - b. **172** 2015 Las Vegas (Reynolds, Sundberg)
 - c. **173** 2016 Albuquerque (Barrera)
 - d. **174** 2017 San Diego (de la Garza)

- XVIII. Old Business 2:30 pm**
- a. LAC Handbook revision (Mericle)
 - b. Task Force Recommendations - Revisions to Elections Guidelines (Okitsu)
 - c. Bylaws amendments proposal – Article V Nomination and Election of Officers (Okitsu)
 - d. **180** Communications Task Force – Social Media Update, RFP and funding for Website Revisions (Reynolds)

- XIX. New Business 3:15 pm**
- a. South Bay Chapter/SBTOA
 - b. Student Leadership Summit Task Force Update (Roseman, Ali)
 - c. 2014-2015 Budget Review and Approval (Leong)

XX. Next Board Meeting: January/February 2015, Location TBD

XXI. Adjourn 4:00 pm

Outstanding Action Items

Old Action Items from 2014 Mid-Year Board Meeting:

- (Originally from 2013 Annual Board Meeting) Rory Grindley to modify the rate of Student Endowment Fund donation through dues in the Secretary- Treasurer duties. **VERIFYING IF COMPLETED**
- Danielle Scharf to work with Justin Link for a student section in our webpage. **IN PROGRESS**

New Action Items from 2014 Mid-Year Board Meeting:

- Elections Process Task Force to solicit Board comments on the proposed draft updates to the District's election guidelines and send the document to the Advisory Committee for review and comment. The Advisory Committee can solicit input from outside sources including recent Western District candidates. The Elections Process Task Force is to revise the document based on the solicited comments, split the document into policy and guideline sections, then provide a final document to the Board for ratification. The final document will be posted on the District website.
- Jenny to request reports from LeadershipITE participants.
- Rory to research how many ballots have been received for the last calls for ballots during the Annual Business Meeting in the last few years. He will provide the Board with a recommendation for modifying the elections procedure regarding sharing the results of the election with the candidates prior to the Annual Meeting.
- Rory Gridley to enlist the services of a CPA to assist the Western District with filing Articles of Incorporation. In addition, the CPA could provide guidance on other issues that arise for the District.
- Cathy to add a line item to the draft 2014-2015 budget to allot \$3,000 for the assistance of a CPA. **DONE**
- Robert to prepare a new Advertising Pricing Table by the next Annual Meeting. **DONE**
- Justin to follow up with Nathan Mustafa to deactivate the old WordPress website for the District.
- Justin to replace the lost Best Website trophy.
- Jenny Grote to request a summary of the survey conducted by International of members, previous members, and potential members.
- Kimberly to prepare a calendar that includes deadlines and fundraising goals that might get us to the over \$15,000 the District needs for student initiatives per year.
- Cathy to add a new line item to the draft 2014-2015 budget for \$500 to fund the purchase of media contact lists by the Public Relations Committee. **DONE**
- Karen to invite Colorado-Wyoming and Washington State Sections to the Annual Board Meeting to make a presentation.
- Tom Mericle to send a draft of the revised LAC Handbook to previous LACs for review. **DONE**
- Career Guidance Committee and Public Relations Committee Chairs to prepare Committee-Level Strategic Plans prior to the Rapid City Annual Meeting.
- Communications Task Force to prepare an RFP to solicit proposals for the update/redesign of the District website.
- Communications Task Force to prepare a schedule and guidelines for the posting of messages and/or articles by the District Committee Chairs.
- Communications Task Force to assist Justin Link with identifying people to help with monitoring and responding to posts on the District's social media sites.

- Jennifer Rosales to work with Kaylinn Roseman to identify someone to Tweet about events at the Student Summit.
- Advisory Committee to compile a list of needs the District may have with regards to documentation of Western District events and assign them to the appropriate people or committees.
- Monica Suter to write up the Western District policy regarding the support of Western District candidates for International Vice President. **DONE**

New Action Items via Email since Mid-Year Board Meeting:

- Rory to locate missing Board Meeting minutes and Agendas in District archives for posting on the website.
- Justin to incorporate new District logo on website. **DONE**
- Joey to incorporate new District logo in WesternITE newsletter. **DONE**
- Cathy to set up new on-line WesternITE Advertising webpage. **DONE**
- Cathy to prepare Sustainability Policy for the Endowment Fund. **DONE**