



2017 Annual Board Meeting Agenda

*San Diego Hilton Resort
San Diego, CA
Sunday, June 18, 2017
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

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|-------------|--|------------------|----------------|
| 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) | 8:05 am |
| | a. Consent Agenda* | | |
| | i. <i>Approval of January 22, 2016, Mid-Year Board Meeting Minutes</i> | | |
| | ii. <i>Approval of July 10, 2016, Annual Board Meeting Minutes</i> | | |
| | iii. <i>Approval of January 27, 2017, Mid-Year Board Meeting Minutes</i> | | |
| | iv. <i>Selection of 2021 Annual Meeting Host (Joint Mtg with ITE Int'l) – Oregon Section</i> | | |
| IV. | <u>40</u> President's Report | (Spencer) | 8:15 am |
| | a. WesternITE and Communications | | |
| | b. Leadership Directory Update | | |
| | c. Section/Chapter Visits | | |
| | d. Travel Policy Revisions | | |
| | e. Action Items (see attachment) | | |
| V. | <u>50</u> Acting Vice President's Report | (Leong) | 8:30 am |
| | <i>See items under Past President's Report</i> | | |

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| VI. | <u>60</u> Secretary-Treasurer's Report | (Dorman) | 8:30 am |
| | a. 2016-2017 Fiscal Year-to-Date Financial Report | | |
| | b. 2017-2018 Proposed Budget (final vote under New Business) | | |
| VII. | <u>70</u> Past President's Report | (Leong) | 8:45 am |
| | a. Awards | | |
| | b. Committee Travel Budget | | |
| | c. Lifetime and Individual Achievement Awards | | |
| VIII. | International Directors' Reports | | 9:00 am |
| | a. <u>81</u> International Director's Report | (Rodriguez) | |
| | b. <u>82</u> International Director's Report | (Okitsu) | |
| | c. <u>83</u> International Director's Report | (Aspelin) | |
| IX. | ITE International Remarks | | 9:30 am |
| | a. Executive Director | (Paniati) | |
| | b. International Vice President | (Sanderson) | |

BREAK***

10:00 am -10:15 am

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| 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 | (Paskey) | 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 | (Ortiz) | |
| | 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. 2022 Annual Meeting Presentations (Spencer)
 - i. **161** Joint Nor Cal/Nevada/SF Bay Sections (Shew)
 - ii. **162** Riverside San Bernardino Section (Ortiz/Acuna/Laurie)
 - iii. **163** Idaho Chapter (Luper)

*****BREAK/EXECUTIVE SESSION FOR LAC SELECTION*** 1:30 -1:45 pm**

- b. 2022 Annual Meeting (Spencer)
- XVI. Annual Meeting Reports 1:45 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 (Wells)

- XVII. Old Business 2:30 pm**
- a. **181** Section/Chapter Leadership Handbook (Rodriguez)
 - b. **182** Travel Policy Revision (Spencer)

- XVIII. New Business 3:30 pm**
- a. Committee Report (Huffine)
 - b. 2017-2018 Budget Review and Approval (Dorman)

XIX. Next Board Meeting: Friday, January 26, 2018, Oakland (Tentative)

XX. Adjourn 4:00 pm

Outstanding Action Items

Action Items from 2017 Mid-Year Board Meeting:

1	<u>Cathy and Mark</u> to finish 2016 Mid-Year and 2016 Annual Board meeting minutes to be approved at Annual Meeting. <u>Walter</u> to send his notes on motions to fill in minutes.
2	<u>Walter</u> to check with Pat on history and status of Van Wagoner Award. <u>Alyssa</u> to find out more about the full fund and how much we have been contributing.
3	<u>Alyssa</u> to add updating the Leadership Orientation Overview tool to the Senior ID duties. Alyssa to rollout at the Intermountain meeting.
4	<u>Walter</u> to conduct survey regarding normalizing a dues structure with all Western District Sections.
5	<u>Dalene</u> to check if Walter can serve as faculty advisor and international director.
6	<u>Dalene</u> to draft a letter to both Greater Oregon and Oregon regarding rescinding the charter
7	<u>Amit</u> to send out email to verify recipient addresses and check addressee, and then include the address line character restriction limits on Billpay in the Data Collection Fund RFP.
8	<u>Janna</u> to follow up with Randy regarding vendor issues.
9	<u>Kim</u> to revise strategic plan now that we're hit our goal. Kim to prepare details on Regional Travel Scholarship Program.
10	<u>Mark</u> to ask Oregon for 2021 Board Report. For 2022, Mark will send invitations to all three interested with specific questions to address prior to their presentations at the Board Meeting.
11	<u>Cathy and Mark</u> to prepare a proposal to pull stipends into a chair travel budget and prepare a prioritization for travel coverage for certain chairs. To be discussed at the next board meeting.
12	Joe De La Garza to work with Colleen Agan to have HQ provide consistent numbers and graphs.
13	Joe De La Garza to work with Colleen Agan to run membership numbers by age for the last three years.