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. 30 Items of Record and Consent Agenda (Spencer) 8:05 am
   a. Consent Agenda*
      i. Approval of January 22, 2016, Mid-Year Board Meeting Minutes
      ii. Approval of July 10, 2016, Annual Board Meeting Minutes
      iii. Approval of January 27, 2017, Mid-Year Board Meeting Minutes
      iv. Selection of 2021 Annual Meeting Host (Joint Mtg with ITE Int’l) – Oregon Section

IV. 40 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. 50 Acting Vice President’s Report (Leong) 8:30 am
   See items under Past President’s Report
Final Agenda – June 7, 2017

VI. 60 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. 70 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. 81 International Director’s Report (Rodriguez)
      b. 82 International Director’s Report (Okitsu)
      c. 83 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

X. 100 District Administrator’s Report (Whitlock) 10:15 am
    a. Taxes and Insurance
    b. Election update

XI. 110 WesternITE Managing Editor’s Report (Paskey) 10:30 am

XII. 120 Advertising Manager’s Report (Sweeting) 10:40 am

XIII. 130 Website Manager’s Report (Link) 10:50 pm

XIV. Committee Reports 11:00 pm
      a. 141 Advisory Committee (Ortiz)
      b. 142 Technical Committee (Kothari)
      c. 143 Membership Committee (De La Garza)
      d. 144 Legislative Committee (Mericle)
      e. 145 Career Guidance Committee (McNeill)
      f. 146 Vendor Committee (McKhann)
      g. 147 Student & Faculty Initiatives Committee (Scharf)
      h. 148 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:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Cathy and Mark</strong> to finish 2016 Mid-Year and 2016 Annual Board meeting minutes to be approved at Annual Meeting. <strong>Walter</strong> to send his notes on motions to fill in minutes.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Walter</strong> to check with Pat on history and status of Van Wagoner Award. <strong>Alyssa</strong> to find out more about the full fund and how much we have been contributing.</td>
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<tr>
<td>3</td>
<td><strong>Alyssa</strong> to add updating the Leadership Orientation Overview tool to the Senior ID duties. <strong>Alyssa</strong> to rollout at the Intermountain meeting.</td>
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<tr>
<td>4</td>
<td><strong>Walter</strong> to conduct survey regarding normalizing a dues structure with all Western District Sections.</td>
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<tr>
<td>5</td>
<td><strong>Dalene</strong> to check if Walter can serve as faculty advisor and international director.</td>
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<tr>
<td>6</td>
<td><strong>Dalene</strong> to draft a letter to both Greater Oregon and Oregon regarding rescinding the charter.</td>
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<tr>
<td>7</td>
<td><strong>Amit</strong> 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.</td>
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<tr>
<td>8</td>
<td><strong>Janna</strong> to follow up with Randy regarding vendor issues.</td>
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<tr>
<td>9</td>
<td><strong>Kim</strong> to revise strategic plan now that we’re hit our goal. <strong>Kim</strong> to prepare details on Regional Travel Scholarship Program.</td>
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<tr>
<td>10</td>
<td><strong>Mark</strong> to ask Oregon for 2021 Board Report. For 2022, <strong>Mark</strong> will send invitations to all three interested with specific questions to address prior to their presentations at the Board Meeting.</td>
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<td>11</td>
<td><strong>Cathy and Mark</strong> 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.</td>
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<td>12</td>
<td><strong>Joe De La Garza</strong> to work with Colleen Agan to have HQ provide consistent numbers and graphs.</td>
</tr>
<tr>
<td>13</td>
<td><strong>Joe De La Garza</strong> to work with Colleen Agan to run membership numbers by age for the last three years.</td>
</tr>
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