



## **District 6 (Western District) Mid-Year Board Meeting**

Sheraton Downtown  
Denver, Colorado  
Friday, February 6, 2009  
8:00 a.m. to 5:00 p.m.

### **WELCOME**

The District 6 Board welcomes Committee Chairs, Council Chairs and leadership from all of its Sections and Chapters along with ITE International leaders to its Mid-Year Board meeting. The Executive Board consists of the President, Vice-President, Secretary-Treasurer, Past President and three International Directors; these persons are responsible for all motions, voting and the formal business of the District. There are two ex-officio members of the Board (District Administrator and WesternITE Editor). Committee Chairs/Vice Chairs, ITE Council Chairs/Vice Chairs, Candidates and leadership of all District 6 Sections and Chapters are welcome to contribute to the discussion of business items within the limits of the time allocated.

\* Indicates where possible motions might be considered.

### **MEETING AGENDA**

**8:00 a.m. Continental Breakfast (All)**

**8:30 a.m. CALL TO ORDER AND INTRODUCTIONS (Suter)**

**APPROVAL OF AGENDA \***

**DISCUSSION ITEMS**

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#### **I. ITEMS OF RECORD/CONSENT AGENDA (Suter) – 9:10 AM**

##### **A. Items of Record \***

1. Appointment of Jennifer Rosales to Chair the Western District Nominating Committee (September 2008)
2. Appointment of the Nominating Committee as follows:
  - ❖ Joseph (Joe) Henderson, Colorado-Wyoming Section
  - ❖ Lee Cabell, Intermountain Section
  - ❖ Brian Hoeft, Nevada Chapter
  - ❖ David Tokarski, Northern California Section
  - ❖ Joy Bhattacharya, San Francisco Bay Area Section
  - ❖ Ruth Smith, Southern California Section
3. Appointment of Steve L. Eagan and Roberta McLaughlin as Legislative Chair and Legislative Vice Chair, respectively (September 8, 2008-September 9, 2011)
4. Appointment of Larry Wymer, Student Initiatives Vice Chair (August 31, 2008-September 1, 2011)
5. Appointment of Joseph Henderson as Technical Committee Vice Chair (November 19, 2008-November 20, 2011)
6. Appointment of Jennifer Rosales as Advisory Committee Chair (February 7, 2009-Mid-year Board Meeting 2010)
7. Appointment of Anne Brookes and Joann Mitchell as LAC Co-Chairs for the 2011 Anchorage Annual Meeting.

8. Appointment of Tom Mericle as LAC Chair and Robert Sweeting as LAC Vice Chair for the 2012 Santa Barbara Annual Meeting.
  9. Appointment of Kim Carroll as LAC Chair and LAC Vice Chair Andrew Smigelski for the 2013 Phoenix Annual Meeting.
  10. Issuance of Data Collection Fund 2009 Awards (Each Single \$1000 Grants)
    - ❖ Montana State University (Small Office Buildings)
    - ❖ Portland State University (IKEA Store)
    - ❖ UCLA (Gas Stations With Fast-Food Service)
    - ❖ University of Nevada – Reno (Mega-Sporting Goods Store)
    - ❖ University of Washington (Gas Stations With Fast-Food Service)
  11. Accept resignation of Douglas Smith as WesternITE Managing Editor effective December 1, 2008
  12. Appointment of Rachel Donovan as WesternITE Managing Editor effective December 1, 2008 (December 1, 2008-November 30, 2011)
- B. Consent Agenda \*
1. Approval of August 17, 2008 Annual Board Meeting Minutes
  2. Approval of August 18, 2008 Annual Business Meetings Minutes
  3. Acceptance of Federal Mileage Rate for reimbursement (\$0.55/mile)
  4. Approval of ITE Student Chapter Advisors
    - ❖ Dr. Osama Asaba, University of Alaska, Anchorage
    - ❖ Dr. Simon Washington, Arizona State University
    - ❖ Dr. Mark Hickman, University of Arizona
    - ❖ Dr. Sherry Ryan, San Diego State University
    - ❖ Dr. Edward C. Sullivan, California Polytechnic State University, SLO
    - ❖ Unofficial Chapter Contact: Dr. Bruce Janson, University of Colorado, Denver
    - ❖ Dr. Rhonda Young, University of Wyoming
    - ❖ Ricardo Archilla, Civil Engineering Dept., University of Hawaii
    - ❖ Dr. Mandar Khanal, Boise State University
    - ❖ Dr. Mitsuru Saito, Brigham Young University
    - ❖ Dr. Ahmed Al-Kaisy, Montana State University
    - ❖ Dr. Michael Dixon, University of Idaho, Moscow
    - ❖ Dr. Mohamed Kaseko, University of Nevada, Las Vegas
    - ❖ Dr. Zong Tian, University of Nevada, Reno
    - ❖ Dr. Peter Martin, University of Utah
    - ❖ Dr. Anthony Chen, Utah State University
    - ❖ Dr. Jerome Hall, University of New Mexico
    - ❖ Dr. Ding Cheng, California State University, Chico
    - ❖ Dr. Kevan R. Shafizadeh, California State University, Sacramento
    - ❖ Prof. Susan Handy, University of California, Davis
    - ❖ Prof. Roger Lindgren, Oregon Institute of Technology
    - ❖ Dr. Karen K. Dixon, Oregon State University
    - ❖ Dr. Christopher Monsere, Portland State University
    - ❖ Dr. Xudong Jia, California Polytechnic State University, Pomona
    - ❖ Dr. Jan Botha, San Jose State University
    - ❖ Dr. Rachel He, San Jose State University
    - ❖ Dr. Michael Cassidy, University of California, Berkeley
    - ❖ Dr. Emelinda Parentela, California State University, Long Beach
    - ❖ Dr. Hassan Hashemian, California State University, Los Angeles
    - ❖ Dr. Michael McNally, University of California, Irvine
    - ❖ Dr. Yin Hai Wang, University of Washington
    - ❖ Haifang Wen, Washington State University
    - ❖ Pat Gibson, University of California, Los Angeles
  5. Approval of Student Chapter Professional Liaisons

- ❖ Intermountain Section, Walter Vodrazka, Jr.
- ❖ Intermountain Section, Pat McGowen
- ❖ Intermountain Section, Phil Rust
- ❖ Intermountain Section, Grant Shultz
- ❖ San Francisco Bay Area Section, Murali Ramanujam
- ❖ San Francisco Bay Area Section, Patty Camacho De Cano
- ❖ San Francisco Bay Area Section, Steve Weinberger
- ❖ San Francisco Bay Area Section, Andre Chandra
- ❖ Washington Section, Scott Lee
- ❖ Washington Section, Meagan Powers
- ❖ Washington Section, Liz Haselbach
- ❖ Oregon Section, Chris Tiesler
- ❖ Colorado-Wyoming Section, Scot Lewis
- ❖ Arizona Section, Goutham L. Reddy
- ❖ Arizona Section, Scott Kelley
- ❖ Northern California Section, Binu Abraham
- ❖ Northern California Section, Bob Grandy
- ❖ California Central Coast, Jake Hudson
- ❖ Southern California, Neelam Sharma
- ❖ San Diego Section, Ahmed Aburahmah

**II. PRESIDENT'S REPORT (Suter) – 9:15 AM**

- A. Welcoming of New Chairs, Vice Chairs and WesternITE Managing Editor
- B. Section/Chapter Items, Visits, Presentations & Presidential Proclamations
- C. LAC Manual & Travel Policy Language clarifications in Addition to DA's\*

**III. VICE-PRESIDENT'S REPORT (Sanderson) – 9:35 AM**

- A. Close of FY07/08 Tax Year/Accounting
- B. WesternITE Committee Update (Also See WesternITE Manager and Webmaster's Report)
- C. Results/Recommendations from Financial Management Subcommittee
- D. Updated Elected Leadership Directory (Handout)

**IV. SECRETARY/TREASURER'S REPORT (Perez) – 9:45 AM**

- A. Current District Finances
- B. Current District Budget
- C. Quicken File D6 & LAC Data File Size & Detail
- D. Future Investment Options

**V. PAST PRESIDENT'S REPORT (Rosales) – 10:05 AM**

- A. Nominations for 2009-2010 Officers and International Director

***BREAK***

*The Board shall convene to Executive Session for the following items:  
 Report on Nominations for Western District Officers and International Director  
 Report on Nominations for Individual and Lifetime Achievement Awards  
 Brief Discussion of Travel Policy Proposed Wording Clarifications\**

*The Board shall reconvene in General Session*

- B. Announcement of Slate of 2009 District 6 Candidates
- C. Key Dates for Publication of Candidates List and Statements: Website & WesternITE
- D. Formal Notification of Candidates, WesternITE/Website Coordination, Mailing List Requests and Coin Flip
- E. 400-word Statement (Only) Due Date

**VI. INTERNATIONAL PRESIDENT'S REPORT (Verbal, Voigt) –10:45 AM**

**VII. INTERNATIONAL DIRECTORS' REPORTS (McCourt, Mustafa, Ackeret) – 11:00 AM**

- A. International Director's Report (McCourt)
- B. International Director's Report (Mustafa)
- C. International Director's Report-(Verbal, Ackeret)

**VIII. DISTRICT ADMINISTRATOR'S REPORT (Grote) – 11:30 AM**

- A. Activities Report (Follow-up From Annual Meeting 2008 for Mid-year Mtg. 2009)
- B. Revised Professional Liaison Wording for Model Section Bylaws and Charter
- C. E-Voting Update
- D. Supplemental Documents
  - 1. Past Presidents Proclamation Historical Data
  - 2. Travel Policy (Proposed Updates) & Action Under Unfinished Business\*
  - 3. LAC Manual (Proposed Updates) & Action Under Unfinished Business\*
  - 4. Model Section Bylaws and Charter\*

**12:00 PM \*\*\* LUNCH SERVED \*\*\*** Once lunch is served, other reports will continue

**IX. WESTERNITE MANAGING EDITOR'S REPORT (Donovan) – 12:45 PM**

- A. General Overview and Status
- B. Anticipated 2009 WesternITE Schedule (Handout)
- C. Software Updates (Managing Editor & Printer)
- D. Candidate List & 400 Word Statement Due Dates
- E. Electronic Newsletter Transition Plan/Issues (Donovan/Campbell)
- F. Advertising Manager's Report (Larson)

**X. WEBSITE MANAGER'S REPORT (Campbell) – 1:00 PM**

- A. Annual Meeting Registration
- B. Site Usage & Anticipated Needs/Recommendations\*
- C. Other Website Upgrades

**XI. COMMITTEE REPORTS (1:20 PM)**

- A. ADVISORY COMMITTEE REPORT (Whitlock)  
Lifetime Achievement Award Process\*
- B. TECHNICAL COMMITTEE REPORT (Aspelin/Henderson)
  - 1. Awards
  - 2. Data Collection Fund
- C. MEMBERSHIP COMMITTEE REPORT (Hansen)
- D. LEGISLATIVE COMMITTEE REPORT (Eagan/McLaughlin)
- E. LICENSING AND REGISTRATION COMMITTEE REPORT (Okitsu)
- F. CAREER GUIDANCE COMMITTEE REPORT (Camacho De Cano)
  - 1. Mentoring Program Status
  - 2. Career Guidance Awards
- G. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL (Reynolds/Wymer)
  - 1. Status/Progress Report on Student Initiatives
  - 2. Student Chapter Website Award
- H. VENDOR'S COMMITTEE (Lichty)
- I. ENDOWMENT FUND COMMITTEE (Leong)

**XII. ITE TECHNICAL COUNCIL REPORTS**

*No verbal reports are anticipated, but may be provided if the Chair or Vice Chair is present.*

- A. Coordinating Council (Chair Noyes, Vice Chair Coleman)
- B. Public Agency Council (Chair Davis, Vice Chair Suter)
- C. Pedestrian & Bicycle Council (Chair Ridgway)
- D. Expert Witness Council (Vice Chair Logan)
- E. Transit Council (Chair Byrne)
- F. Transportation Consultants Council (Vice Chair Samdahl)
- G. Transportation Education Council (Vice Chair Young)

**XIII. FUTURE ANNUAL MEETINGS – 2:30 PM**

- 2014 Annual Meeting Location/Statements of Interest (Suter)\*
- 1. Seattle, WA International ITE Meeting
  - 2. Joint Meeting Options (i.e. District 4—S. Dakota/Mt. Rushmore) (McCourt)

**3:00 PM \*\*BREAK\*\***

*If deemed appropriate, the Board may convene to Executive Session to wrap-up the above item during the break:*

*The Board shall reconvene in General Session after the break.*

#### **XIV. ANNUAL MEETING & OTHER REPORTS – 3:15 PM**

*LAC Chairs serve the District 6 Board by appointment. They are the direct contact for the Board regarding LAC matters and are responsible for the organization and planning of the Annual Meetings.*

- A. 2008 Anaheim Wrap-up Report (Chair Mustafa)
  - 1. Proposed \$2500 Transfer to Cal Poly Pomona Student Chapter\*
  - 2. Other Contributions to the Student Endowment Fund?\*
  - 3. LAC Account Close-out
- B. 2009 Denver (Co-Chairs Larson/Johnson)
  - 1. Meeting Date: July 12-15, 2009
  - 2. Technical Tours
  - 3. Budget Status
  - 4. Registration Fee\*
  - 5. Thumb Drive Sponsor Advertising on Compendium (Also See New Business)\*
  - 6. Other
- C. 2010 San Francisco (Chair Spencer)
  - 1. Meeting Date: June 27-30, 2010
  - 2. LAC Meetings & Walk-throughs
  - 3. Preliminary Budget & Registration Fee
  - 4. Location/Facility Updates
  - 5. Fundraising/Publicity
- D. 2011 Anchorage (Chair Brookes/Vice Chair Mitchell)
  - 1. Anticipated Meeting Date: July 9-13, 2011
  - 2. Potential Meeting Locations
  - 3. Status of Contract
  - 4. Timing of Advances & Proposed Logo
  - 5. Working With Experient
  - 6. LAC Committee
- E. 2012 Santa Barbara (Chair Mericle/Vice Chair Sweeting)
  - 1. Anticipated Meeting Date: June 24-27, 2012
  - 2. Fess Parker DoubleTree Resort (Currently \$289/room)
  - 3. Wells Fargo Bank Account Being Set-up
  - 4. Timing of Advances & Proposed Logo
  - 5. Website Hosting
  - 6. Technical Training Coordination
  - 7. Working With Experient
- F. 2013 Phoenix (Chair Carroll/Vice Chair Smigelski)
  - 1. Anticipated Meeting Date: July 14-17, 2013
  - 2. City Selection – Phoenix
  - 3. Hotel Selection Process/Status
  - 4. Development of LAC Committee
- G. Other Reports
  - 1. Washington Section Report (Ching)
  - 2. New Mexico Section Report (Verbal-Barrera)
  - 3. San Diego Section Report (Verbal-Mizuta)
  - 4. Cal Poly Pomona Chapter Report (Ling)

**XV. UNFINISHED BUSINESS – 3:45 PM**

- A. Annual Meeting Coordinators: Experient & Other Provider & Process Considerations
- B. Advertising on District Items (Compendium Thumb/Jump Drive Option, etc.)\*
- C. Potential Charter/Bylaw Review Committee (Needed/Not Needed?)
- D. Spanish Translation Options
- E. Update on WesternITE CD (Ackeret)
- F. Mexico Chapter (Perez)
- G. Travel Policy (Proposed Updates)\*
- H. LAC Manual & Remote LACs (Proposed Updates)\*

**XVI. NEW BUSINESS – 4:15 PM**

- A. Economic Situation and Considerations for District 6
- B. Green Initiatives, Our Members, the Profession & District 6
- C. Policy Guidance vs. Rules & Greyer Areas
- D. Coordinating Council Brainstorming Session & Relevance to District
- E. Public Member Erosion & Increasing Participation in Leadership, etc.
- F. Western District Wiki
- G. Technical Products Via the Web (iTunes Concept for Land Uses in Trip Gen. Manual)
- H. Travel Models/Census and Integrating/Adding Value to MPOs/DOTs & Agencies
- I. Student Access to Webinar – Voucher System
- J. Electronic Record Keeping vs. Hard Copy

**XVII. NEXT MEETING: Sunday, July 12, 2009, in Denver, Colorado at the Sheraton Downtown**

**XVIII. ADJOURN – 5:00 PM**