



Western District 2012 Mid-Year Board Meeting Minutes

*Held at the Hilton Garden Inn, Las Vegas, Nevada
Friday, January 27, 2012*

Submitted for the Annual Board Meeting, June 24, 2012

CALL TO ORDER AND INTRODUCTIONS

Western District President Alyssa Reynolds called the meeting to order at 9:02 am. Attendees during the course of the meeting were:

Board Members:

Alyssa Reynolds, President
Walter Okitsu, Vice President
Karen Aspelin, Secretary-Treasurer (preparer of these minutes)
Ken Ackeret, Past President
Dalene J. Whitlock, International Director
Michael Sanderson, International Director
Monica M. Suter, International Director and Advisory Committee Chair
Jenny Grote, District Administrator (ex-officio non-voting board member)
Joey Markuson, *WesternITE* Managing Editor (ex-officio non-voting board member)

Committee Chairs and Guests:

Lisa Martellaro-Palmer, *WesternITE* Advertising Manager
Jerry Hall, Traffic Bowl Committee Chair
Janna McKhann, Vendor/Industry Committee Chair
Amit Kothari, Technical Committee Chair
Danielle Scharf, Student Initiatives Committee Chair
Chuck Huffine, Public Relations Committee Chair
Roberta McLaughlin, Legislative Committee Chair
Patricia Camacho de Cano, Career Guidance Committee Chair
Neelam Sharma, Career Guidance Committee
Cathy Leong, Student Endowment Fund Committee Chair
Tom Mericle, Santa Barbara 2012 LAC Chair
Robert Sweeting, Santa Barbara 2012 LAC Vice-chair
Joann Mitchell, Alaska 2011 LAC Co-chair
Anne Brooks, Alaska 2011 LAC Co-chair
Kim Carroll, Phoenix 2013 LAC Chair
Andrew Smigielski, Phoenix 2013 LAC Vice-chair
Dawn Wilson, President – San Diego Section
Justin Link, Santa Barbara 2012 LAC Member
Reed Salan, founding member – California State University Fullerton ITE student chapter
Felix Velasco, founding member – California State University Fullerton ITE student chapter
Martin Varona, founding member – California State University Fullerton ITE student chapter
Charles Askar, founding member – California State University Fullerton ITE student chapter

I. AGENDA, ITEMS OF RECORD AND CONSENT AGENDA

A. Items of Record

1. Appointment of Michael Sanderson and Dalene Whitlock as co-chairs of the Western District Nominating Committee (August 2011)
2. Appointment of Nominating Committee:
 - Matt Boyer
 - Greg MacKinnon
 - Danielle Scharf
 - Nate Chanchareon
 - Dennis Lammers
 - Lisa Martellaro-Palmer
3. Appointment of Joey Markuson as *WesternITE* Managing Editor (term: August 24, 2011 through August 24, 2014)
4. Appointment of Amit Kothari as Technical Chair (term: October 26, 2011 through October 26, 2014)
5. Appointment of Roberta McLaughlin as Legislative Chair (term: September 9, 2010 through September 9, 2013)
6. Re-appointment of Patricia Camacho de Cano as Career Guidance Chair (term: August 8, 2011 through August 8, 2014)
7. Appointment of Lisa Martellaro-Palmer as *WesternITE* Advertising Manager (term: October 1, 2011 through October 1, 2013)
8. Appointment of Chuck Huffine as Public Relations Chair (term: October 31, 2011 through October 31, 2014)
9. Due to a vacancy in the position, Monica Suter served as Past President from August – December 2011 and Ken Ackeret will serve as Past President from January 2012 until the Annual Meeting in Santa Barbara

MOTION: Suter, 2nd Whitlock to approve agenda. Motion passed.

B. Consent Agenda

1. Approval of July 10, 2011, Board Meeting Minutes
2. Approval of July 12, 2011, Annual Business Meeting Minutes

MOTION: Whitlock, 2nd Ackeret to accept minutes without changes. Motion passed.

II. PRESIDENT'S REPORT

President Alyssa Reynolds reported that the District would be paying a reduced fee for the meeting room. The hotel had booked another group in the larger room where the District was originally going to meet.

- A. Committee Appointments per Items of Record: Alyssa introduced the new committee chairs that were in attendance at the meeting.
- B. Section/Chapter Visits: Alyssa listed the section and chapter meetings she had visited since the summer and thanked her local hosts. During her visit to the San Diego Section she issued a Presidential Proclamation to Edgar C. Monroy.
- C. Form for Petition Candidates: Alyssa has prepared a form for petitioning candidates and requested comments on the form from the group.
- D. Strategic Planning: Alyssa reported that all committee chair strategic plans are complete and requested that the newly appointed committee chairs review their strategic plans.

III. VICE PRESIDENT'S REPORT

- A. Exchange of Books: Vice President Walter Okitsu reported that he and Alyssa had gone to Albuquerque on September 30, 2011 to perform the exchange of books with Secretary-Treasurer Karen Aspelin. Walter explained that the District's Quicken file is being kept on the Dropbox website so that it can be used by both himself and the new Secretary-Treasurer, and that that system is working well.
- B. Close of 2010-2011 Fiscal Year Accounting: Walter reported that the Anchorage meeting netted over \$19,000 after repayment to the District of the \$6,000 advance. The endowment fund received about \$26,000 in donations in the fiscal year. *WesternITE's* advertising revenue was about \$8,000 less than budgeted, which was not enough to cover expenses of the mailed newsletters. Dues revenue fell by about \$9,000 because of a drop in membership. The District's reserves fell to \$70,000 which is not as low as had been projected at the annual board meeting in July 2011 but still well below the target reserves of \$120,000. Walter reported that with the current trend we should be able to avoid dissipating our reserves without raising annual District dues to \$40 as authorized at the last Board Meeting.
- C. Taxes: Our accountant Albert Li has completed the tax forms for Fiscal Year 2010-2011. International ITE sent all sections and chapters an email last July inquiring whether they would be interested in being included in the 501(c)(3) status under International ITE. As of this week, however, International ITE has put that subject on hold, because there is some question as to whether the IRS will begin requiring documentation of this status.
- D. Committee Travel Budget: Five committee chairs requested reimbursement for their airfare for the mid-year board meeting. (*Note – one committee chair was unable to attend and ultimately just four committee chair requests were received.*) The budget should allow all of these requests to be paid, with some funds left over to help reimburse committee chair travel to the Santa Barbara meeting.
- E. Leadership Directory: Walter emailed the District leadership directory to Western District leaders in January. He noted that fax numbers are no longer included in the directory.
- F. WesternITE Activities: Walter reported that the *WesternITE* committee met in December by conference call. The advertising revenue target for 2012 is \$11,000, in comparison to last year's revenue of \$8,000. That amount would cover the cost of the three printed issues (two of which are mailed) of *WesternITE*. The committee concluded that if more revenue is generated then a third issue of *WesternITE* could be mailed next year. Walter pointed out that some District members consider the printed issue of the newsletter to be the only product they receive for their District dues.
- G. Rapid City 2014 LAC: Walter announced that he will be serving as treasurer for the 2014 joint Western-Midwestern Districts annual meeting in Rapid City, South Dakota.

IV. SECRETARY-TREASURER'S REPORT

- A. Income first quarter of 2011-2012: Income for the period September 30, 2011 – December 31, 2012 included \$2,251 in positions available advertisements and \$11,935.19 in dues from International (\$1,096.90 of those dues were donated to the Student Endowment Fund).
- B. Expenses first quarter of 2011-2012: Expenses for the period September 30, 2011 – December 31, 2012 included \$96 for web internet access, \$5,414.66 for International Director travel, \$280.98 for officer travel, and \$326.41 for bank charges related to the merchant services account.

- C. Assets: The District's assets as of January 2, 2012 totaled approximately \$75,000, not including Endowment Fund accounts.
- D. Merchant Services Account: Secretary-Treasurer Karen Aspelin reported that the District's Merchant Services Account with Wells Fargo had been closed after it was discovered that the District had paid over 29% in fees for the service (to accept credit card payments) in the year 2011. Instead, a PayPal Virtual Terminal account has been set up to accept credit card payments. Because few advertisers have opted to pay by credit card (preferring instead to pay by check), the PayPal account will be turned off until the time that it is needed to save the \$30 per month fee.

V. PAST PRESIDENT'S REPORT

Monica Suter served as Past President between August 2011 (when past President Edgar Perez moved out of the District) and January 1, 2012, when her term as International Director began. Monica reported that she had updated the list of Advisory Committee members. Ken Ackeret began his service as the most recent available District Past President as of January 1, 2012 and is also the new chair of the Advisory Committee. Alyssa explained the reasons for the vacancies in the Past President and International Director positions brought about when former Western District members Jennifer Rosales and Edgar Perez moved out of the District.

VI. NOMINATIONS - EXECUTIVE SESSION

The Board convened in executive session to discuss nominations for upcoming elections, 2012 Lifetime Achievement Award, and 2012 Individual Achievement Award.

ACTION: The Advisory Committee will review and clarify the District's election policy and the intent of the Lifetime Achievement Award.

VII. NOMINATING COMMITTEE ANNOUNCEMENT

- A. Acceptance of Nomination Committee's Slate of Candidates: After closed session, Alyssa presented the slate of candidates as follows:
 - For President, Walter Okitsu
 - For Vice President, Karen Aspelin
 - For Secretary-Treasurer, Carlos Ortiz and Justin Link
 - For International Director, Jenny Grote
- B. Coin flip and notification procedures: Justin Link will be listed first on the website; Carlos Ortiz will be listed first in *WesternITE*.

VIII. INTERNATIONAL DIRECTORS' REPORTS

- A. International Director's Report: Dalene Whitlock recounted that in the International Board of Directors (IBOD) meeting in October the focus was on budget issues and the fact that ITE is losing membership, including student members. International is taking measures to "set ITE apart," to make it the premier traffic engineering organization and make people want to become members and attend the annual meetings.
- B. International Director's Report: Michael Sanderson reported that he had been appointed by past ITE International President Robert Wunderlich to chair an International ITE committee on leadership development. ITE will be developing a leadership program of webinars and face-to-face meetings (based on modules developed by the Southern District) for a class of approximately 20 to 30 ITE members.

- C. International Director's Report: Monica Suter reported that she attended ITE's orientation for new directors in Washington, DC in addition to the international board meeting in October, and was sworn in to begin her term in January 2012.

IX. INTERNATIONAL PRESIDENT'S REMARKS

International President Rock Miller was not in attendance but asked the group to discuss the upcoming 2012 Pro Walk Pro Bike conference in Long Beach, CA, which is discussed later in New Business.

X. DISTRICT ADMINISTRATOR'S REPORT

Jenny reported that former ITE Western District and International President Tim Harpst had recently retired and that she had sent a card on behalf of the Board.

- A. Follow-up activities from the Annual Board Meeting: Jenny announced that all of the documents updated since the Annual Board Meeting in Anchorage have been posted on WesternITE.org.
- B. E-Voting update: Jenny reported that using Elections Online cost about the same amount as printing and mailing ballots (\$2,000) but provides a much faster turnaround in results. She added that other items can be put on the officer election ballot. Jenny noted that the response rate to e-ballots has not changed at all in the last few years, with more than half of voters responding on day one and about 13 percent voting in response to a reminder email. Jenny said she had received a request to reveal the number of votes that candidates had received in a past election. The group discussed this and concluded that this information might be vital to a candidate's decision whether or not to run again.

ACTION: Ken Ackeret to revise election policy to release election results to candidates and/or Board members.

Walter pointed out that with Jenny as a candidate for International Director that the election administration duties may have to be reassigned to a non-candidate.

C. Activities Prior to the 2012 Mid-Year Board Meeting

1. Bylaws and charters for Board action

- Bylaws for the University of Colorado Denver: the UC Denver ITE student chapter has requested board approval of their bylaws. Jenny noted that they are now in conformance with the ITE model.

MOTION: Ackeret, 2nd Whitlock to approve University of Colorado-Denver ITE student chapter bylaws. Motion passed.

- Bylaws and Charter for the California State University Fullerton Student Chapter: the CSU Fullerton ITE student chapter sent four of its founding members to the mid-year board meeting to request board approval of their chapter and bylaws. Jenny noted that the student chapter set a new District record by getting the documents approved in only 15 days.

MOTION: Suter, 2nd Okitsu to approve California State University Fullerton ITE student chapter charter and bylaws. Motion passed.

2. Pending bylaws and charters: Jenny listed in her report the pending charters and bylaws that are undergoing revision and are in the hands of the requesting chapters.

3. Charter and bylaw amendments process: Jenny listed the bylaw and chapter amendment process in her report.

Jerry Hall asked Jenny about the Northwest Inland Section of ITE that is shown on the International ITE website. Jenny said that while they are within the geographical limits of the Western District they were approved by International but did not go through the District Board for approval.

XI. WESTERNITE MANAGING EDITOR'S REPORT

WesternITE Managing Editor Joey Markuson reported that her committee had met via teleconference in December. She informed the group of her goals and visions for *WesternITE*, which were to provide information from the Board and committees to the membership, and to generate enough revenue in advertising to be self-sustaining. Joey would like to diversify the content of the newsletter to increase interest. She would like the newsletter to provide more technical articles (Wen Cheng is the new technical editor) and shorter section and chapter reports, and may create a form for sections and chapters to submit to elicit specific information that will be most useful to readers. Joey would like to streamline the review process for the newsletter. She is also considering a "digest" format where short blurbs are sent out to members via email on a weekly or monthly basis. Joey announced that because the next issue of *WesternITE* has to be published 60 days prior to the election it will be an April/May issue. Walter suggested that an opinion column be part of the newsletter, to generate debate. He mentioned that in his review that few other district-level societies have printed newsletters, but that as long as we are able to generate ad revenue to pay for them that we should continue to print them. Roberta asked about getting legislative information out via email to improve the timeliness of receipt of such data.

XII. WESTERNITE ADVERTISING MANAGER'S REPORT

WesternITE advertising manager Lisa Martellaro-Palmer reported that she has been in her position for about a month now and has prepared an official invoice form for the District. She announced that advertisers have been paying promptly when invoiced and that she has a spreadsheet listing advertisers, invoices sent, and payments made on Dropbox. The District has 48 vendors between the website and the printed version of *WesternITE*. Lisa expects revenues of about \$16,000 this year. She informed the group that a maximum of 66 characters is allowed per line on either the website or printed version, based on legibility. Lisa plans to coordinate with vendor committee chair Janna McKhann to generate more advertising. Lisa commented that she had an idea for a newsletter article called "Art in Transportation." Walter requested that a different method be used for listing the professional services directory firms on the website so that the companies starting with the letter "A" do not always get listed first.

ACTION: Nathan Mustafa to look into listing firms on the website's professional services directory so that the same firms do not always get shown at the top of the list.

XIII. WEBSITE MANAGER'S REPORT

Website Manager Nathan Mustafa was unable to attend the mid-year board meeting. Several meeting attendees pointed out that the website's drop down menus did not allow users to scroll down to the bottom. Lisa Martellaro-Palmer asked whether the President's video message would continue to be a part of the website. Alyssa pointed out that the District was also going to try to post the annual meeting best paper presentation on the website with a voiceover, citing the Montana Chapter's annual report as a good example.

ACTION: Nathan Mustafa to fix the drop-down menus on WesternITE.org.

XIV. COMMITTEE REPORTS

- A. Advisory Committee Report: Advisory Committee Chair Monica Suter noted that the new list of Advisory Committee members is included in her report.
- B. Technical Committee Report: Technical Committee Chair Amit Kothari announced that he will be working with the Santa Barbara LAC to determine a Best Paper award winner. Eleven articles are eligible for the 2011 Van Wagoner award but Amit noted that there were no articles in the *ITE Journal* from Western District members from August to December 2012, and that we need to encourage more articles from our District members. The RFP for student data collection projects received 11 proposals from nine student chapters.
- C. Membership Committee Report: Membership Committee Chair Joe de la Garza was not able to attend but provided his report. Joe has contacted all sections and chapters about their activities and documented them in his report. The District lost 19 percent of its total members in 2011 but many of those are students who don't pay dues to the District anyway. Walter Okitsu commented that he had thought the membership decline would be worse. Several meeting attendees provided suggestions for increasing membership including ensuring that membership forms are brought to section/chapter meetings, providing a free lunch if you bring a friend who joins ITE, and having an "ambassador committee" that brings welcome/membership packets to local meetings.

ACTION: Joe de la Garza to put out a message to all sections/chapters with suggestions to increase membership.

Jerry Hall asked whether the District could lose its third International Director position if our membership dips low enough but it was explained that because all districts are losing membership fairly equally we still have the relative numbers to keep three director positions. Jerry Hall asked if the District was receiving dues from everyone who was supposed to be paying them (for instance, he has not been billed for District dues for many years).

ACTION: Karen Aspelin to clarify ITE membership levels and what each level pays for District dues.

- D. Legislative Committee Report: Legislative Committee Chair Roberta McLaughlin reported that she has only been in her position as committee chair for a short time. She said she will strive to keep up with legislation all around the West and not just in California.
- E. Career Guidance Committee Report: Career Guidance Committee Chair Patty Camacho de Cano brought committee member Neelam Sharma with her as she will be the committee's new chair after the Santa Barbara meeting. Patty reported that the mentorship program currently has students on a waiting list for professional mentors. The committee is trying to track down informal mentorship programs in the District and merge them into one central District program. Patty reported that about four or five of the students in the mentorship program are involved with ITE but are not members and that they are trying to get them officially signed up. The committee's upcoming awards are the Young Professional Paper award, which they will be coordinating with Santa Barbara LAC chair, the Young Professional of the Year award which will be announced in February, and the Employer of the Year award. The committee will be posting resumes and jobs available at the annual meeting, and electronically for those unable to attend.

The committee is also considering conducting mock interviews for students at the Santa Barbara meeting. Patty announced that she is editing the job description for the Career Guidance committee chair right now and that she has completed the committee's strategic plan.

- F. Vendor Committee Report: Vendor Committee Chair Janna McKhann reported that she has been keeping in touch with vendors to get them to sign up early for the Santa Barbara meeting. She announced that the large IMSA meeting in 2013 will not be in conflict with our Western District annual meeting in Phoenix that year, and that IMSA and ITS America now have the dates of our 2014 meeting so as not to hold conflicting events. Janna summarized comments from vendors at the Alaska meeting: Alaska was too hard to get to, the student raffle in the exhibit area was good, they prefer to have the exhibit hall on the same floor as the technical sessions, they liked how they felt "included" at the Anaheim meeting, they want the coffee breaks in the exhibit area and they are willing to pay for better food and drinks there if that will draw the meeting delegates, some want to be included in the lunches/others prefer to stay at their booth and eat lunch there, they like the vendor punch card concept, make the vendor show shorter, don't have exhibits open during technical sessions, provide business card or name tag scanning technology to vendors (at a cost). Santa Barbara LAC Chair Tom Mericle informed the group that the Sunday get-acquainted event in Santa Barbara will not be in the vendor exhibit area but that vendors have been provided the opportunity to sponsor the event and give out glasses with their logo on them.
- G. Student & Faculty Initiatives Committee Report: Student and Faculty Initiatives Committee Chair Danielle Scharf reported the award winners from the Kell competition (University of Washington's Traffic Hero game was the event). She announced that there will be a MITEy Race at the Santa Barbara meeting but it will be on Saturday so it won't conflict with the Kell competition. Danielle announced that BYU had won the District's Student Traffic Bowl and had gone on to win the International Student Traffic Bowl. Twenty-two student chapters submitted student chapter reports - Oregon State University won the Best Chapter award and Cal Poly Pomona and CSU Long Beach won honorable mentions. A student newsletter has not been published in a couple of years and Danielle said her committee is considering starting it again in an electronic newsletter format, possibly combined with the Student Endowment Fund webpage. Nathan Mustafa and Scott Lee are helping her with this. Danielle asked Jenny about the status of the USC chapter and Jenny reported that their charter is approved but not their bylaws. They are operating and they have a liaison. Neelam Sharma said she will encourage them to get their bylaws done and will provide them with the District's model bylaws. Jenny said she will try to get CSU Fullerton's paperwork signed right away so they can be recognized officially by International ITE.
- H. Student Endowment Committee Report: Student Endowment Fund Committee Chair Cathy Leong announced that although the stock market had been up and down this year the Student Endowment Fund has broken the \$300,000 mark. She recently sent out billing reminders for last year. Over \$13,000 in donations were collected at the Anchorage meeting, including \$5,000 from the Washington section and \$2,000 from the student raffle. Several Endowment Fund fund-raisers will be held as part of the Santa Barbara meeting, including the MITEy Race that will be held the Saturday before the meeting from 3 to 5 pm. A webpage for the Santa Barbara MITEy Race is up and running. A second fund-raiser will be a Guitar Hero-style traffic counting game to be held on Sunday night of the annual meeting. Cathy reported that the committee's strategic plan had been edited recently and was attached as part of her report. The Endowment Fund webpage was also recently updated. Alyssa expressed that the Endowment Fund committee spotlights on WesternITE.org are a good model for other committee chairs.

- I. Public Relations Committee Report: Public Relations Committee Chair Chuck Huffine reported that he had only been in his position for about a week. He described his vision for the committee, noting that he wants to distribute our members' news beyond the walls of ITE and build up the power and credibility of our organization and profession. Chuck wants to set up a committee, and solicited members from the group. Tom Mericle volunteered to serve on the committee, and Jenny Grote suggested that Chuck review what ITE's strategic plan says about public relations.
- J. Traffic Bowl Committee Report: Traffic Bowl Committee Chair Jerry Hall gave a brief history of the District's traffic bowl and asked the meeting attendees to contribute questions. The group made several suggestions on how to get questions, including asking for questions from a specific category, soliciting questions from the people who write the PTOE exam and California Traffic Engineering exam, having a "fun category" in each round, and requesting traffic bowl questions from other ITE districts.

XV. ITE TECHNICAL COUNCIL REPORTS

No technical council reports were received.

XVI. FUTURE ANNUAL MEETINGS

Statements of interest for the 2016 annual meeting were received from the New Mexico Section (to host in Albuquerque) and the Utah Chapter (to host in either Salt Lake City or Park City). Alyssa will invite both groups to make a presentation to the Board at the Santa Barbara Board meeting.

ACTION: Alyssa Reynolds to invite representatives from the New Mexico Section and Utah Chapter to make presentations to the Board to host the 2016 annual meeting.

XVII. ANNUAL MEETING REPORTS

- A. 2011 Anchorage Final Report: LAC Co-chair Anne Brooks reported that the Anchorage meeting had 380 registered attendees and four technical tracks. They will present the District with checks totaling \$25,885, which includes payback for the District's advance of \$6,000.
- B. 2012 Santa Barbara (June 24-27, 2012): Santa Barbara LAC General Chair Tom Mericle reported that the meeting's technical program has been the LAC's recent focus, and that they had received 100 abstracts to fill the three tracks of technical sessions. The LAC accepted 72 papers for presentation and invited the authors of the other abstracts to present at a poster session. A partial fourth track will be held on Monday for parking pricing, safety audits, and civic engagement. To save costs, borrowed projectors and laptops will be used. The LAC is currently trying to get PDH certification and to fill the keynote speaker spot. Bill Fulton has agreed to speak at the Monday kick-off luncheon. Sunday's activities will include a wine tasting tour during the day to the Santa Ynez Valley and a pub crawl on Sunday evening. The LAC will sign a contract with the Santa Barbara Zoo for the family night on Monday. The banquet will have a swing band and requested attire will be "retro formal." Four dance instructors will be at the banquet to teach swing dance. The meeting's four technical tours are multimodal, roundabout, bicycle, and pedestrian. Nine vendors have committed to the meeting and the LAC has signed a contract with a vendor set-up company. The LAC had hoped to have Smartphone interaction as part of the meeting, but it turned out to be too much work.

Santa Barbara LAC Treasurer Robert Sweeting reported that they are trying to keep their budget close to that of the 2010 San Francisco meeting. He requested that the Board approve an early registration (before May 4) fee of \$395 for ITE members and an early student registration fee of \$50. That amount was deemed low enough for a student to afford but high enough to weed out students that may not be serious about the event. The vendor space has 60 spots available and the LAC budget is based on 50 being sold. Tom Mericle informed the group that the Cal Poly Pomona and Cal State San Luis Obispo students have volunteered to assist the LAC at the meeting so they would probably not need additional student volunteers. Jerry Hall informed the group that if a member is classified as a student when he/she pays dues at the beginning of the calendar year that even if they have graduated they are still classified as a student for that calendar year. Karen Aspelin suggested that the LAC hold a session on ethics; Jerry Hall agreed to be the presenter for such a session.

MOTION: Okitsu, 2nd Sanderson to approve Santa Barbara LAC registration fees of \$395 for early ITE members, \$50 for early student ITE members, \$495 for late ITE members, \$150 for late student ITE members, \$495 for early non-members, and \$595 for late non-members. Motion passed.

- C. 2013 Phoenix (July 14-17, 2013): LAC General Chair Kim Carroll requested a \$3,000 advance from the District for the meeting. The meeting will be held at the Arizona Biltmore with a rate of \$149 per night. The LAC has concerns with how expensive the event registration company Cvent is and will be evaluating another company – Constant Contact - at a local ITE/IMSA meeting this March. The Phoenix LAC has prepared a preliminary budget assuming just 35 vendors and a high registration fee so they will need to adjust that. The LAC has a Facebook page, LAC shirts, and a banner that will be displayed in Santa Barbara. Ray Yparraguirre is the LAC's technical program chair and ideas for technical tours are the Sedona roundabouts, the ADOT traffic operations center, Valley Metro, and the Sky Train. Kim Konte is the LAC's Vendor Chair. The LAC has some concerns about filling hotel rooms because of the high number of local meeting delegates expected to come to the meeting. The LAC may hold a golf event. The banquet theme will likely be a "White Party." Cathy Leong mentioned that it might be too hot in Phoenix at that time to put on a MITEy Race but that maybe another Endowment Fund fund-raising event could be held.

ACTION: Karen Aspelin to send \$3,000 advance to Phoenix LAC.

- D. 2014 Rapid City (June 29-July 2, 2014): Rapid City LAC General Chair Randy McCourt was not in attendance at the mid-year board meeting but included a report with the meeting packet. Alyssa has drafted a Memorandum of Understanding (MOU) and has submitted it to Randy. Randy is to finalize the MOU and route to both the Western District and Midwestern District boards for their review and approval. Karen Aspelin will sign from the Western District as she will be president of the District at the time of that meeting.

ACTION: Randy McCourt to finalize MOU for 2014 joint annual meeting and route to Western and Midwestern boards for approval.

- E. 2015 Las Vegas (July 18-22, 2015): Alyssa reported that the meeting will be held at the Planet Hollywood hotel July 18-22, 2015. Helms-Briscoe was used to negotiate the contract with the hotel.
- F. 2017 San Diego: Dawn Wilson represented the San Diego LAC. She reported that the group is looking to fill its LAC committee chair positions.

XVIII. OLD BUSINESS

- A. Western District Dues and Related Ballot Language: Vice President Okitsu reminded the group that the board can raise dues up to 10 percent each year without a vote by the membership. The dues this year went up to \$24.20. With the help of the meeting surplus from Anchorage the District should be able to keep a safe amount of reserves (about \$50,000) if we continue to raise dues 10 percent per year and break even on upcoming meetings.

ACTION: Joann Mitchell or Anne Brooks to rewrite check for meeting excess from Alaska LAC for payment to the Western District and send to Secretary-Treasurer Aspelin.

Walter reported that the last printed edition of *WesternITE* announced that the membership would vote on raising the dues to \$40 this summer. Dalene Whitlock suggested that we defer the vote to next year to see what the District's financial situation is at that time. Michael Sanderson stated that the District needs to make decisions on next year's budget that will help us reach our reserves target of \$120,000. It was questioned whether the amount of dues that the District donates to the Endowment Fund is 10 percent or \$2 per member.

MOTION: Suter, 2nd Whitlock to change the wording of the amount of dues donated to Student Endowment Fund from \$2 per member to 10% of dues per member. After discussion/clarifications, Suter rescinded the motion because if it is \$2 per member rather than 10% this helps reach the high-priority goal to increase the District's reserves.

ACTION: Jenny Grote to review past board meeting minutes to determine whether the District's motion was to donate 10 percent of dues or \$2 per member to the Student Endowment Fund.

Jenny pointed out that International dues for 2012 were increased by \$10 for all members. Michael voiced his concern that we will continue to lose members if dues are consistently being raised. Alyssa recommended that we continue to monitor the situation and increase dues by 10 percent again this year.

MOTION: Whitlock, 2nd Suter to defer the vote to increase District annual dues to \$40. Motion passed.

- B. Section Tax Exempt Status: This topic was previously mentioned in the Vice President's report. Alyssa will keep this topic on the list of old business. While LACs can use the District's 501(c) (3) tax exempt status as a charitable organization, the District's sections and chapters cannot.
- C. Western Dist. Travel Policy/Flight Reimbursement: The group discussed whether airfare may be reimbursed prior to a meeting for which it will be used. The conclusion was that it should be encouraged to have airfare purchased well in advance of meetings to get better prices, and that board members/committee chairs should not have to personally float that amount for several months. It was asked how remaining funds in the committee travel budget would be used. The use of those remaining funds is up to the discretion of the Vice President.

XIX. NEW BUSINESS

- A. Student Traffic Bowl: A Student Traffic Bowl Task Force was assembled chaired by Danielle Scharf and including Dalene Whitlock, Adam Moore, and Neelam Sharma. The task force's conclusion was to limit the number of competing teams at the District level to nine. Student teams may sign up to participate as late as on-site at the meeting and then (if more than nine teams sign up) will qualify to become one of the nine competing teams by taking a written quiz, which will be administered on Sunday afternoon of the annual meeting right after the Kell competition. Only one team of students will be allowed per university. Alyssa asked if there is a purpose/requirement document for the Student Traffic Bowl. Jerry Hall stated that he believes there is such a document.

ACTION: Danielle Scharf to find or develop a Student Traffic Bowl purpose/requirement document.

MOTION: Whitlock, 2nd Suter that a written prequalification quiz should be conducted, if needed, to narrow the field of student traffic bowl teams to nine. Motion passed.

- B. Pledge of Allegiance: After some discussion the group decided it was appropriate to say the Pledge of Allegiance at the annual business meetings because our District is within the United States.
- C. 2012 Pro Walk Pro Bike conference in Long Beach, CA, December 10-12, 2012: Alyssa reported that International President Rock Miller requested that the District provide its support for this conference by submitting abstracts. The request will be discussed in more detail at the Board meeting during our Annual Meeting in Santa Barbara. It was suggested that if a flyer for the conference were available that it could be distributed to meeting delegates at the Santa Barbara meeting.

XX. NEXT MEETING: Sunday, June 24, 2012, in Santa Barbara, California

XXI. ADJOURN: Occurred at 4:00 pm, in advance of the 5:00 pm scheduled time