

Western District 2013 Mid-Year Annual Board Meeting February 1, 2013, Los Angeles, California

Meeting Minutes: By Carlos Ortiz, P.E., P.T.O.E.

The Western District Mid-Year Board Meeting was held on February 1, 2013 at the Crowne Plaza Los Angeles International Airport. Board Members, Committee Chairs, and guests attended the meeting.

CALL TO ORDER AND INTRODUCTIONS

Western District President Walter Okitsu called the meeting to order at 9:10 a.m. Attendees at the meeting were:

BOARD MEMBERS:

Walter Okitsu, President

Karen Aspelin, Vice President

Carlos Ortiz, Secretary-Treasurer (preparer of the meeting minutes)

Alyssa Reynolds, Past-President and Advisory Committee Chair

Michael Sanderson, International Director

Monica M. Suter, International Director

Jenny Grote, International Director

Rory Grindley, District Administrator (ex-officio, non-voting member)

Joey Paskey, *WesternITE* Managing Editor (ex-officio, non-voting member)

COMMITTEE CHAIRS AND GUESTS:

Lisa Martellaro-Palmer, *WesternITE* Advertising Manager

Justin Link, Website Manager

Amit Kothari, Technical Committee Chair

Joe De La Garza, Membership Committee Chair

Roberta McLaughlin, Legislative Committee Chair

Neelam Sharma, Career Guidance Committee Chair

Janna McKhann, Vendor/Industry Committee Chair

Danielle Scharf, Student and Faculty Initiatives Committee Chair

Cathy Leong, Student Endowment Fund Committee Chair

Chuck Huffine, Public Relations Committee Chair

Robert Sweeting, Santa Barbara 2012 LAC Vice-chair

Kim Carroll, Phoenix 2013 LAC General Chairperson

Andrew Smigielski, Phoenix 2013 LAC Vice Chair

Jim Barrera, Albuquerque 2016 LAC Chair

Minjie Mei, San Diego Section President

Zaki Mustafa, International President

John Fisher, Candidate for International Director

I. ACTION ITEMS FROM JUNE 24, 2012 BOARD MEETING

A. Action Items from June 24, 2012 Board Meeting Minutes: President Walter Okitsu ran through the action items listed in the June 24, 2012 Board Meeting Minutes. Reported status were as follows:

- Alyssa Reynolds and Ken Ackeret to draft a timetable for receiving nominations and update the policy accordingly. **DONE**
- Lisa Martellaro-Palmer to create a price list for advertising on WesternITE.org and *WesternITE* printed newsletter. **DONE**
- Karen Aspelin to let International know that we are increasing our District dues by 10% for 2013. **DONE**
- Randy McCourt to finalize MOU for 2014 joint annual meeting and route to Western and Midwestern boards for approval. Randy McCourt to prepare a description of the proposed technical program bidding process for the meeting and submit for review and approval by the Board. **ON TODAY'S AGENDA**
- Nathan Mustafa (or his successor) to fix the drop-down menus on WesternITE.org. **IN PROGRESS.**
- Amit Kothari to obtain report from section activity winner at the International level and have it posted on WesternITE.org. **IN PROGRESS**
- Phoenix LAC to ensure that there is wording on the registration form that meeting registrants' information will be made available to vendors participating in the meeting. **IN PROGRESS**
- District Administrator to add to the secretary-treasurer duties that the dues transfer to the Endowment Fund is \$2 per member. **DONE**

II. AGENDA, ITEMS OF RECORD AND CONSENT AGENDA

A. Items of Record:

- i. Appointment of Justin Link as Web Manager
- ii. Approval by Board (August 2012) of Rory Grindley to succeed Jenny Grote as District Administrator for a minimum of 5-year term
- iii. Appointment of Jenny Grote to the Student Endowment Fund Committee

B. Consent Agenda:

- i. Approval of June 24, 2012 Board Meeting Minutes
- ii. Approval of June 26, 2012 Annual Business Meeting Minutes

MOTION: Michael Sanderson, 2nd Monica Suter to accept minutes without changes. Motion passed.

III. PRESIDENT'S REPORT

- A. Appointments:** Walter announced the appointment of Justin Link as *WesternITE* Website Manager, and the appointment of Rory Grindley to succeed Jenny Grote as District Administrator. Rory's appointment was approved by the Western District Board in August 2012. Also, Jenny Grote was appointed to join the Student Endowment Fund Committee.
- B. Exchange of Committee Oversight with the Vice President:** On July 10, 2012 Walter proposed to swap committees for which the President and Vice President are responsible for oversight. This is a one year experiment. Walter presented the proposed Western District organization with the proposed changes. Walter's intention is to place all committees that involve external communications as responsibility of the President and committees that deal with internal activities within the District under the direction of the Vice President. Walter indicated that the results have been mixed. Walter's time involvement with the WesternITE Committee was limited because of his time spent on new initiatives including creating the monthly E-news from Western District.
- C. E-News from Western District:** Walter has created E-news to provide periodic e-mails to all members as a suggestion from the 2012 Annual Board Meeting to provide more Western District information to our members. Issues were sent on July, September, October, and December 2012.
- D. Members' E-Mail Addresses:** Walter presented statistics charts representing the number of e-mails sent to our members. Not all members are providing their e-mail address on the ite.org profile. Therefore, some members are not receiving the e-mails sent by Western District. In addition, some e-mails are being lost through company spam filters. This issue needs to be addressed if the District provides more digital information to the members.
- E. Website Matters:** Some suggestions have been made to reconfigure the Professional Services Directory on the web site. No decisions have been made yet. Some sections and chapters use the Western District's web services for their own websites, although Montana is the only chapter that requests our District Website Manager to modify their contents. It is expected that the District continues to provide minor updates to the Montana Chapter's web site.

ACTION: Sanderson, Reynolds, Ortiz: As a Communications Task Force, create a communications plan regarding WesternITE and other forms of communication with the membership. Topics to consider include: E-news: should the President continue assembling the E-news? Should advertising be allowed? Should the scope of coverage be expanded? Is the format adequate (too long, too short, viewable on mobile devices)? How do we resolve the lack of valid e-mail addresses from 15% of our members? Examine whether and how Western District website needs to be completely reconfigured.

Walter reported only the Oregon Section indicated interest in hosting the 2018 Annual Meeting in Portland. Despite his effort in recruiting other sections, no other site has been proposed.

ACTION: Okitsu, invite Oregon Section to make a presentation to the Board this July in Phoenix.

IV. VICE PRESIDENT'S REPORT

A. Exchange of Records: Vice President Ms. Karen Aspelin reported that on September 30, 2012 Past President Alyssa Reynolds, President Walter Okitsu, and Secretary-Treasurer Carlos Ortiz and she met in Irvine, California to establish Carlos as a new signer for all accounts and to transfer the District's financial records.

B. Previous Year Financial Closure: Nearly all expenditures stayed within budget. Santa Barbara LAC had an excess income of about \$8,700, which includes a return of a \$6,000 start-up loan from the District. *WesternITE* newsletter income was approximately \$12,500 which included \$8,500 for professional services directory ads and \$4,000 for positions available ads. Expenses for the *WesternITE* newsletter were approximately \$13,400 (for two mailed issues and one color issue distributed at the Santa Barbara Annual Meeting). Total dues received from members were \$66,068 for fiscal year 2011/2012.

District's policy on reserves is to retain 1.5 times annual expenditures. Our annual non-LAC expenditures were about \$80k. Therefore, our reserves should be \$120k

C. Taxes: Our tax return for calendar year 2012 was prepared by our accountant and submitted to the IRS. Our tax accountant fee is very high. Karen suggested finding an accountant that can prepare multi-state taxes. The Western District mailing address is Phoenix, Arizona. Jenny Grote indicated that ITE HQ is talking about taking the lead to perform the taxes for the Districts. This issue was discussed with Pete Frenz at ITE HQ. The cost can be approximately \$800 per year.

ITE HQ is 501c3 organization. ITE Western District is a separate 501c3 organization. Western District pays minimal taxes on our advertising revenues. The District's original reason for setting up a tax ID was for accountability regarding revenue from annual meetings. It was discussed whether to bring other chapters/sections under our umbrella, but decided that sections should be under ITE HQ's instead.

Expense Report Form: Karen created a new expense report form. It provides more information including date and reimbursement policy. Karen asked the Board for their review and approval. Walter indicated that it does not require Board approval. Karen will forward the form to Rory for his review.

D. Leadership Directory: The 2013 directory is completed and was distributed before the mid-year meeting.

E. Dues: Karen informed ITE HQ that dues for calendar year 2013 increased by 10%. Our 2013 dues are as follows:

- i. Fellows, Members, Members (5+ years), Affiliates - \$26.62
- ii. Retired - \$14.63
- iii. Honorary Members, Student Chapter Faculty Advisors, Students, Life Members - \$0

ACTION: Karen Aspelin to send Justin Link the expense form to be accessed from the website.

Carlos mentioned that using Dropbox to share Quicken files is not allowed by his employer.

ACTION: Carlos Ortiz to work with Justin Link to develop a “cloud” solution for sharing documents.

V. SECRETARY-TREASURER’S REPORT

A. Year-to-Date Income: Secretary-Treasurer Mr. Carlos Ortiz reported on the District’s year-to-date income (for the period of October 1, 2012 – December 31, 2012). It included the following: \$6,000 for repayment of loan and \$2,667.99 net income for the 2012 Annual Meeting in Santa Barbara, \$1,031.00 in positions available ads, and \$9,791.00 in dues from International. Year to date expenses totaled \$6,541.50. It was for travel expenses for International Directors and District Officers. Mr. Randy McCourt donated \$3,000 to the Student Endowment Fund.

B. Endowment Distribution: It was proposed that the rate at which the District donates to the Endowment Fund should be \$2/member and 8% per agency. The Western District currently has 4,700 members including students and 3,600 voting members.

MOTION: To establish the District’s rate of donation at \$2 per member and 8% of agency memberships to Endowment Fund. Motion passed.

ACTION: Rory Grindley to modify the rate of Student Endowment Fund donation through dues in the Secretary-Treasurer duties.

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- C. **WesternITE Website:** Carlos suggested to the Western District Board to find ways to enhance our *WesternITE* website in order to improve our communications to our members and increase our advertising revenue.

VI. PAST PRESIDENT'S REPORT

- A. **District's Election Guidelines: Past President Ms. Alyssa Reynolds** updated the District's election guidelines at the direction of the Board and in accordance with comments to the Advisory Committee. She revised the format and not the content of the guidelines.

MOTION: That said "by November 1 if the number of candidates were insufficient, a candidate outside of the normal California/Non-California sequence could be nominated. Motion passed.

- B. **Presentations:** Alyssa spoke to the Cal Poly Pomona ITE Student Chapter on September 21, 2012.

ACTION: Alyssa Reynolds to send candidate guidelines and get approval by the next Board Meeting.

VII. INTERNATIONAL PRESIDENT'S REPORT

- A. **International President Zaki Mustafa** reported ITE International is working toward placing Districts and Sections that lack IRS Code 501(c)(3) tax exempt status under the umbrella of headquarters. Walter indicated District 6 (Western District) has an IRS letter stating we're a 501(c)(3) separate from headquarters, and that we ought to continue to stay independent, doing our own tax returns, but that we have no documentation regarding in which state our district is incorporated.

ACTION: Rory Grindley to contact Ron Cameron to determine Western District's incorporation history.

VIII. WESTERN DISTRICT CANDIDATES REPORT

- A. An Executive Session was held by the Board to review the nominations of 2013 – 2014 candidates for Western District Officers and International Director; and the nomination of 2013 Individual and Lifetime Achievement Awards.

After the break, the General Session resumed and the following candidates were announced. Ms. Cathy Leong and Mr. Lee Cabell for 2013/2014 Western District Secretary-Treasurer, and Mr. John Fisher and Mr. Steve Orosz for 2014 –to-2016 International Director.

MOTION: To accept the list of nominees: Ms. Cathy Leong and Mr. Lee Cabell for 2013/2014 Western District Secretary-Treasurer, and Mr. John Fisher and Mr. Steve Orosz for 2014-to-2016 International Director. Motion passed.

A coin flip was conducted and the results are:

- Ms. Cathy Leong first on the website and second on WesternITE. Mr. Lee Cabell first on WesternITE.
- Mr. John Fisher first on the website and second on WesternITE. Mr. Steve Orosz first on WesternITE. Congrats to nominees.

IX. SENIOR INTERNATIONAL DIRECTOR'S REPORT

A. Leadership Program: *Senior International Director Michael Sanderson* reported he is chair of the international committee developing a leadership program for LeadershipITE. Michael mentioned an issue to be resolved is whether financing would be through sponsorship by the districts or through individual donations. Michael attended the fall meeting in Washington D.C. to discuss Leadership Development for ITE Task Force. The goal is to fully develop the program after the November's meeting and begin marketing the program in the Spring of 2013. The program will begin in the Fall of 2013. This is a leadership program for 30 people to meet face to face for team building, leadership development, and a deliverable project for ITE. Intend to develop ITE alumni for future leaders for the profession. The program will be provided to upcoming leaders and also to someone who is just getting involved with ITE. Selection committee to put a class together based on employer type, gender type, etc. Tuition will cost about \$2,500 and travel to three (3) meetings. Level of commitment is about \$10,000 and wants to reach out to committees and councils. The candidate will graduate from the program. Want to see Western District to sponsor 1 or 2 candidates. ITE is looking for 30 people out of the entire organization. The candidates will be selected by a Selection Committee. In June 2013, the application process will start.

B. *Nomination Committee:* Michael served on the nominating committee for selecting International Vice Presidential candidates.

X. MIDDLE INTERNATIONAL DIRECTOR'S REPORT

A. *Meetings: International Director Ms. Monica Suter* joined the end of the exchange-of-records meeting. Monica also attended the ITE Annual Meeting in Atlanta in August 2012 including the Board Meeting. Monica also has attended local Southern California Section meetings. Joint meetings with other organizations including CTE and OCTEC are well attended and have good interaction. Monica will be presenting at Cal Poly Pomona Student Chapter, Cal State Fullerton Student Chapter, and social events for upcoming leaders at the school chapters.

- B. Agency Challenges:** State Department (Caltrans) challenges. Need the agencies to become more involved in our industry. Reduce cost for members at the section level.
- C. MUCTD:** John Fisher is one of our ITE delegates at the NCUTCD. Need professionals to provide comments. March 12 is the deadline from national committee for changes to the MUTCD.

XI. JUNIOR INTERNATIONAL DIRECTOR'S REPORT

- A. Meetings: International Director Jenny Grote** held a conference call to discuss transition with Rory. Orientation session attended at ITE HQ. There seems to be a disconnection between the local sections and International ITE.
- B. General Discussion:** For upcoming Western District Conferences, we should plan to stay in conference hotels contracted by ITE.

XII. DISTRICT ADMINISTRATOR'S REPORT

- A. General Discussion:** Travel reimbursement forms have been updated. Press releases have been approved. Currently, reviewing section's by-laws and finding conflicts. The District Administrator duties are as follows: reviews contracts, historian, and administrator. What's the District address (Walter)? Bank accounts should include Rory.

ACTION: Rory Grindley will establish his address as the District's address. We need to include Rory's name and signature to the bank accounts.

XIII. WesternITE MANAGING EDITOR'S REPORT

- A. General Discussion: WesternITE Managing Editor Joey Paskey** provided the names of the current *WesternITE* Committee members. It includes: Joey Paskey/Managing Editor, Justin Link/Web Manager, Wen Cheng/Technical Editor, Lisa Martellaro-Palmer/Advertising Manager, and Walter Okitsu/Western District President. Joey provided a list of goals for the future of *WesternITE* that are in the process of being implemented. Joey also indicated that *WesternITE* circulation is at approximately 3,700. Our current policy is to produce two printed/mailed issues per year, plus an additional printed issue distributed at the Annual Meeting.

Next edition will include election information. Articles due 1st week of March and printing in 1st week of April. Need candidates' statements.

ACTION: Alyssa Reynolds and Rory Grindley to check on dates. July 16 is the election date so WesternITE or the web site must announce the names of the nominees by April 16.

XIV. WesternITE ADVERTISING MANAGER'S REPORT

A. General Discussion: *WesternITE advertising manager Lisa Martellaro-Palmer* reported that in 2012 she has brought in about \$14,000 in advertising revenues, and has a list of about 20 to 30 companies who want to continue advertising. Lisa is in the process of sending out letters for renewal to advertise on *WesternITE* to companies that have advertised in the past. Lisa suggested making some changes to bring additional advertising revenue. One suggestion is to update *WesternITE* website and provide options for companies to advertise. Currently, the ads in our web page are based on alphabetical order. Another suggestion is to have a separate advertising page for vendors/manufacturers. Lisa provided a price list for advertising.

ACTION: The Communications Task Force (Alyssa Reynolds, Michael Sanderson, and Carlos Ortiz) will examine the District's approach to advertising.

XV. WEBSITE MANAGER'S REPORT

A. General Discussion: *Website Manager Justin Link* also suggested that we need to make some changes to the *WesternITE* website. We need to remove outdated information. Professional service directory needs to be streamlined. The positions available ads page, the awards section, and other sections were updated. Our website costs \$96 per year.

B. Other Items: Use e-news and include a link to the website. Website layout is boring more people are using Firefox Google Chrome. Want to stay away from everyone updating the website. We do have a Facebook page. Don't have the password to it. Advantages/disadvantages of hosting others websites – cost to maintain it.

ACTION: Justin Link to retrieve our Facebook account.

XVI. TECHNICAL COMMITTEE CHAIR'S REPORT

A. General Discussion: *Technical Committee Chair Amit Kothari* indicated that a Request For Proposal (RFP) soliciting innovative data collection projects was sent in October 2012 with a due date of November 7, 2012. Fourteen proposals from twelve student chapters were received. Amit mentioned that, like in previous years, a few proposals had to be rejected because students did not follow the posted requirements. A four member panel selected five projects based on the criteria identified in the RFP. The five projects will be prepared by the Student Chapters from Montana State University, Arizona State University, Brigham Young University, University of Washington, and UC Berkeley. Upon meeting the program requirements, each Student Chapter will be awarded a grant of \$1,000.

XVII. MEMBERSHIP COMMITTEE CHAIR'S REPORT

- A. General Discussion: Membership Committee Chair Joe de la Garza** provided a breakdown of the totals of members and membership types. As of December 2012, Western District has 4,702 members. This is an increase of 11.3% from the previous year. It includes 3,623 voting members and 1,079 non-voting members. The total membership has increased in 2012 by 479 members but it is still lower than the highest reported in 2010.

Joe indicated that we do not have an e-mail address for about 10% of our members. Many members over age 60 don't have e-mail addresses. Several in the older age groups don't want to release their email address. We get approximately 6% bounced back e-mails. Looking to take the list and send it out to each section. Each section maintains their own database. Typically, they are not checking their list vs. HQ. Some sections have affiliate members. Would like to see Sections to be more consistent on their approach. It helps the local section but not the District. Sanderson indicated that our priority should be to focus on the transition from students to professionals and to keep their memberships active.

Jenny indicated that International Directors should coordinate with HQ to obtain members list including contact information.

ACTION: Jenny Grote to coordinate with HQ and obtain Western District membership reports.

XVIII. LEGISLATIVE COMMITTEE CHAIR'S REPORT

- A. General Discussion: Legislative Committee Chair Roberta McLaughlin** indicated that she is receiving legislative information from California and not much information from other states. Roberta will collect the legislative calendar from each of the thirteen states.

ACTION: Roberta McLaughlin to provide at least two articles regarding legislation during the course of the year.

XIX. CAREER GUIDANCE COMMITTEE CHAIR'S REPORT

- A. General Discussion: Career Guidance Committee Chair Neelam Sharma** indicated that announcements for the 2013 Mentoring Program will be distributed in mid-February. A call for Mentors will also be posted on the *WesternITE* website. Two Career Guidance Awards will be presented to young professional members of the Western District at the 2013 Annual Meeting. This will be the 8th year of recognition. The recognition will be for the "Best Annual Meeting

Paper Award by a Young Professional” and “Young Professional Achievement Award”. In addition, the Employer Achievement Award that recognizes an employer for supporting young professionals in ITE activities and training will be presented at the Annual Meeting.

- B. Mentoring Program Concerns:** We are having issues getting mentors. We are running out of professionals to volunteer on the program.

Jenny indicated that it’s hard to provide mentoring from different states. Maybe we can provide/promote it at the local level.

ACTION: Neelam Sharma to provide Walter Okitsu with an article for recruiting mentors.

XX. VENDOR/INDUSTRY COMMITTEE CHAIR’S REPORT

- A. General Discussion: Vendor/Industry Committee Chair Janna McKhann** is coordinating with IMSA for meeting location for 2015 (odd years are in the west coast) to make sure that there are no conflicts with the Western District Annual Meeting. Vendors prefer exhibitions where all the breaks are inside the exhibit hall. Vendors like the raffle approach but prefer using stamps instead of signatures. Best Booth Award at the Santa Barbara Annual Meeting was well received.

XXI. STUDENT & FACULTY INITIATIVE COMMITTEE CHAIR’S REPORT

- A. General Discussion: Student & Faculty Initiative Committee Chair Danielle Scharf** reported that the University Nevada-Reno hosted the James H. Kell RFP Competition at the 2012 Annual Meeting. They were selected for their competition on Emergency Evacuation Transportation Planning for a Tsunami in the San Francisco Bay Area. They were awarded with \$1,500. In addition, \$1,000 was awarded to the competition winners. Over forty students participated in the event. Looking for suggestions to improve the event.

- B. Student Traffic Bowl:** Cal Poly- San Luis Obispo represented the Western District at the ITE Annual Meeting. Revised guidelines were implemented, including the pre-qualifications rounds. Top nine (9) teams competed in the event. Different questions are provided for all the rounds so students can sit in the room during the competition.

Student information needs to be easily accessible. Need an updated faculty advisors and liaison list.

ACTION: Danielle Scharf to compare faculty advisors list with Karen Aspelin roster list. Also, send revised Student Traffic Bowl Guidelines to Rory Grindley.

XXII. STUDENT & FACULTY INITIATIVE COMMITTEE CHAIR'S REPORT

A. General Discussion: Student Endowment Committee Chair Cathy Leong presented the status of the Endowment Fund. The Endowment Fund account was at \$304,740.26 as of January 9, 2013. A total of \$3,805.00 was collected at the Santa Barbara Annual Meeting. The committee is planning another MiteY Race at the upcoming Annual Meeting in Phoenix. Hope to have about 50 teams competing in two categories. The Endowment Fund spotlight continues to run in each edition of the WesternITE.

DA Davidson liaison provided a report for 2012 (see report). Do we need to re-balance our account? Cathy recommends leaving it alone.

Investment 70% in fixed 30% in security. Do we need to adjust it or to keep it at 70/30 split? Recommendations should be provided by Student Endowment Committee.

B. Endowment Fund New Name: Alyssa Reynolds presented a motion to rename the Endowment Fund to the "Richard T. Romer Student Endowment Fund".

MOTION: To rename the Endowment Fund to the "Richard T. Romer Student Endowment Fund" including plaques and publications. Motion passed.

ACTION: Cathy Leong to implement the changes to the "Richard T. Romer Student Endowment Fund" including plaques and publications in the next six (6) months. EF Committee would come up with an appropriate plan to implement the name change and then accomplish it.

XXIII. PUBLIC RELATIONS COMMITTEE CHAIR'S REPORT

A. General Discussion: Public Relations Committee Chuck Huffine indicated that he contacted ITE Headquarters to obtain their initial media and organization contact database. They have little in terms of outreach. Chuck is forming the Western District contact database and expands it as necessary. A press release was posted in November regarding Jonathan Upchurch's District Lifetime Achievement Award. The next topic will be Traffic Engineer's Public Image: he has 12 people on the committee to help on that topic. The committee will focus on items that the public want to hear. The committee will focus on white paper/template for press releases.

XXIV. TRAFFIC BOWL COMMITTEE CHAIR'S REPORT

- A. General Discussion: Traffic Bowl Committee Chair Jerry Hall** (not in attendance) has been involved with the District's Traffic Bowl since participating at the Annual Meeting in 1994 and provided questions at various Annual Meetings since 1996. He was appointed to Chair the Committee in 2010. Jerry will be stepping down from the Traffic Bowl Committee after the Phoenix meeting in 2013. The Board will be looking to fill the vacant position.

ACTION: The Board to look for candidates to Chair the Traffic Bowl Committee.

XXV. ANNUAL MEETINGS' REPORTS

- A. Santa Barbara 2012 LAC Vice-Chair Robert Sweeting** indicated that 403 people participated at the Annual Meeting including students and spouses. Total attendance was over 500 with vendors. The Annual Meeting had net revenue of \$2,667.99 and will be transferring that as well as its \$6,000 District advance back to the District for a total of \$8,667.99.
- B. Phoenix 2013 LAC Chair Kim Carol** presented the anticipated budget for the upcoming Annual Meeting. The LAC is trying to balance budget and expenses. The LAC is working on the various costs including meals, audio-visual equipment, etc. The LAC is promoting vendors to participate in all the events. The Hotel rate can also apply to 3 days prior and after the Annual Meeting. The Technical Program will consist of three tracks. The LAC is working on Technical Tours and Monday and Tuesday night events.

Cost: Recent events have increased students participation. TRB charges \$100 per student w/o meals. Ask ourselves questions to try to balance the cost. Last couple years hotel charges have increased and taking items out to balance the budget.

Proposed registration is at \$425 per person. Estimated \$24,000 for sponsorships and may run in some risks. AV cost is approximately \$38,000. The high costs are due to the screens. Proposing \$100 per student registration.

Registration per person cost for food and beverage is \$425. LAC is trying to cut printing budget and going with mobile application. Proposing \$450 for registration include all the meals, and \$100 per student.

Program: FHWA representative to teach session on Wednesday – Safety Manual Training. Technical tours – Monday - light rail. Tuesday – bike tour and ADOT TOC in the afternoon.

Publicity: Coordinating with ITE Journal ¼ page layout for May and June Editions.

Social Events: Sunday - Pub crawl at Downtown Scottsdale. Bus will take to the event. Monday - family night trampoline venue.

MOTION: To charge \$450 to members and \$100 to students for early registration, and \$100 more for late registration. Motion passed.

- C. Rapid City 2014 LAC Coordinator Randy McCourt** did not attend the meeting but provided his report.
We have not received the MOU signed from Midwest District. The LAC is expecting to finalize social events and other activities in Spring 2013. A special format for technical program may be suggested.
- D. Las Vegas 2015 LAC Co-Chair Alyssa Reynolds** indicated that her second Co-Chair has moved. The LAC has the Hotel contract.
- E. Albuquerque 2016 LAC General Chair Jim Barrera** indicated that the LAC has been formed. The LAC is developing the preliminary budget and will be presenting it at the July Board Meeting. The LAC is informally making contact to vendors.
- F. San Diego 2017 General LAC Chair Joe de la Garza** indicated that they have formed the LAC with 14 members.
The goal is to have all committee chairs in 2 months. Next quarter they will meet to select the meeting hotel. By the end of the year, they expect to finalize the hotel contract.

XXVI. NEW BUSINESS

- A. General Discussions: Vice President Karen Aspelin** indicated that Western District provides a voucher for \$150 per year to Student Advisors. Only 7 faculty members are ITE members. We need to check with HQ to buy scrip.

ACTION: Continue discussion at the next Board Meeting and Jenny Grote to research alternative for scrip.

The meeting adjourned at 4:35 pm. The next board meeting will be at the 2013 Annual Meeting in Phoenix Arizona on July 14, 2013.