Welcome
The Western District Board welcomes committee chairs, council chairs, and section and chapter leaders to its mid-year 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. There are two non-voting ex-officio members of the board: the District Administrator and the WesternITE Managing Editor. 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 (Aspelin) 9:00 am

II. Approval of Agenda*

III. Items of Record and Consent Agenda (Aspelin) 9:10 am
   a. Items of Record*
      i. Appointment of Dalene J. Whitlock to the Advisory Committee
      ii. Appointment of Tom Mericle as Legislative Chair
      iii. Appointment of Robert Sweeting as Advertising Manager
      iv. Appointment of Kimberly Leung as Richard T. Romer Student Endowment Fund Chair
      v. Re-appointment of Joe de la Garza as Membership Chair
      vi. Re-appointment of Janna McKhann as Vendor Chair
   b. Consent Agenda*
      i. Approval of July 14, 2013, Annual Board Meeting Minutes
      ii. Approval of July 16, 2013, Annual Business Meeting Minutes

IV. President’s Report (Aspelin) 9:15 am
   a. Exchange of Records Meeting
   b. WesternITE and Communications
c. LeadershipITE

d. Greater Oregon Section

e. Appointments

f. Travel and Section/Chapter Visits

g. Action Items (see attachment)

V. 02 **Vice President’s Report** (Ortiz) 9:30 am

a. Close of 2012-2013 Fiscal Year Accounting and Taxes

b. Committee Travel Budget

c. Leadership Directory update

VI. 03 **Secretary-Treasurer’s Report** (Leong) 9:45 am

a. 2013-2014 Fiscal Year-to-Date Financial Report

b. Accounts Exchange Meeting Summary

VII. 04 **Past President’s Report** (Okitsu) 10:00 am

**ORDER LUNCH/BREAK** 10:15 am

VIII. **Nominations - Executive Session**

a. Nomination of 2014-2015 Candidates for Western District Officers and International Director

b. Nomination of 2014 Individual and Lifetime Achievement Awards

IX. **Nominating Committee Announcements - Resume General Session**

a. Acceptance of Nomination Committee’s Slate of Candidates*

b. Coin flip and notification procedures in WesternITE printed newsletter and on website

X. **International Directors’ Reports** 10:45 am

a. 05 International Director’s Report (Suter)

b. 06 International Director’s Report (Grote)

c. 07 International Director’s Report (Rosales)

XI. **International President’s Remarks** (none in attendance)

XII. 11 **District Administrator’s Report** (Grindley) 11:30 am

a. Articles of Incorporation

**Lunch** 12:00 pm

XIII. 12 **WesternITE Managing Editor’s Report** (Paskey) 12:30 pm

XIV. 14 **Advertising Manager’s Report** (Sweeting) 12:45 pm

XV. 15 **Website Manager’s Report** (Link, by teleconference) 1:00 pm

*Final Agenda — January 22, 2014*
XVI. Committee Reports
   a. 16 Advisory Committee Report (Reynolds)
   b. 17 Technical Committee Report (Kothari)
   c. 18 Membership Committee Report (de la Garza)
   d. 19 Legislative Committee Report (Mericle)
   e. 20 California SB 743 Task Force Report (Ruehr)
   f. 21 Career Guidance Committee Report (Sharma)
   g. 22 Vendor Committee (McKhann)
   h. 23 Student & Faculty Initiatives Committee Report (Scharf)
   i. 24 Student Endowment Committee Report (Leung)
   j. 25 Public Relations Committee (Huffine)
   k. 26 Traffic Bowl Committee (Ackeret)

XVII. ITE Technical Council Reports (none in attendance)

XVIII. Future Annual Meetings 2:15 pm
   a. 26 2018 Annual Meeting Statements of Interest (Aspelin)

XIX. Annual Meeting Reports 2:30 pm
   a. 27 2013 Phoenix (Carroll)
   b. 28 2014 Rapid City (McCourt)
   c. 29 2015 Las Vegas (O’Brien)
   d. 30 2016 Albuquerque (Barrera)
   e. 31 2017 San Diego (de la Garza)

***BREAK***

XX. Old Business 3:15 pm
   a. Section Tax Exempt Status (Okitsu)
   b. LAC Handbook revision (Mericle)
   c. Status of Strategic Plans (Leong)
   d. Task Force Recommendations - Revisions to Elections Guidelines (Okitsu)
   e. Communications Task Force – Report on Workshop (Reynolds)

XXI. New Business 4:15 pm
   a. District Historian Position (Okitsu)
   b. Request for International Vice President campaign funding (Aspelin)

XXII. Next Board Meeting: Rapid City, Sunday, June 29, 2014

XXIII. Adjourn 5:00 pm
Outstanding Action Items

Old Action Items from 2013 Mid-Year Board Meeting:

- 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. **IN PROGRESS**
- Amit Kothari to obtain report from section activity winner at the International level and have it posted on WesternITE.org. **IN PROGRESS**
- Rory Grindley to modify the rate of Student Endowment Fund donation through dues in the Secretary-Treasurer duties. **IN PROGRESS**
- Rory Grindley will establish his address as the District's address. We need to include Rory's name and signature to the bank accounts. **IN PROGRESS**
- Justin Link to retrieve our Facebook account. **IN PROGRESS**
- Roberta McLaughlin to provide at least two articles regarding legislation during the course of the year. **IN PROGRESS**

Action Items from 2014 Phoenix Board Meeting:

- Okitsu, Suter, and Grote: Members of our Election Procedures Task Force. They will review our election procedures and provide a list of recommendations by the Mid-Year Board Meeting. Also, they should coordinate with our Advisory Committee Chair.
- Secretary-Treasurer Carlos Ortiz to provide letter to Wells Fargo Bank for 2014 LAC bank account.
- Communication Task Committee (from Past President's Report)
  - Develop a social media policy document
  - Solicit proposals for new logo and branding
  - Obtain proposals from professional firms to update our website
  - Develop Advertising Form with fee structure
- Communication Task Force will prepare a detailed communication schedule in the next couple of months using Outlook. (from WesternITE Manager's Report)
- Lisa Martellaro-Palmer to provide Justin Link the Professional Services Advertisement List indicating who has paid. (from Advertising Manager's Report)
- Student & Faculty Initiative Committee
  - Justin Link to include Student Initiative Committee Chair Guidelines in the webpage.
  - Danielle Scharf to work with Justin Link for a student section in our webpage.
  - Danielle Scharf to seek ways to advertise the Western District Fellowship Award.
- Student Endowment Fund Committee
  - Cathy Leong to notify D.A. Davidson to conform to our 60-40 split. **DONE**
- San Diego 2017 LAC Report
  - Walter Okitsu will contact Joe De La Garza in regards to the room rate. The Board prefers the $200 per night room rate. Also, to check for possible conflicts with other Meetings/Conferences.
- LeadershipITE
  - Karen Aspelin to evaluate donation to LeadershipITE at the mid-year board meeting.
  - Karen Aspelin to provide a letter to challenge sections and chapters to donate to LeadershipITE.