

ITE

Western District

2014 Mid-Year Board Meeting

Kimley-Horn Office
6671 S. Las Vegas Blvd., Suite 320, Las Vegas, Nevada
Friday, January 24, 2014
9:00 am – 5:00 pm

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

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|-------------|---|------------------|----------------|
| 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. <i>Appointment of Dalene J. Whitlock to the Advisory Committee</i> | | |
| | ii. <i>Appointment of Tom Mericle as Legislative Chair</i> | | |
| | iii. <i>Appointment of Robert Sweeting as Advertising Manager</i> | | |
| | iv. <i>Appointment of Kimberly Leung as Richard T. Romer Student Endowment Fund Chair</i> | | |
| | v. <i>Re-appointment of Joe de la Garza as Membership Chair</i> | | |
| | vi. <i>Re-appointment of Janna McKhann as Vendor Chair</i> | | |
| | b. Consent Agenda* | | |
| | i. 000 <i>Approval of July 14, 2013, Annual Board Meeting Minutes</i> | | |
| | ii. 00 <i>Approval of July 16, 2013, Annual Business Meeting Minutes</i> | | |
| IV. | 01 President's Report | (Aspelin) | 9:15 am |
| | a. Exchange of Records Meeting | | |
| | b. <i>WesternITE</i> and Communications | | |

- XVI. Committee Reports 1:15 pm**
- 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)
California SB 743 Task Force Report (Ruehr)
 - e. **20** Career Guidance Committee Report (Sharma)
 - f. **21** Vendor Committee (McKhann)
 - g. **22** Student & Faculty Initiatives Committee Report (Scharf)
 - h. **23** Student Endowment Committee Report (Leung)
 - i. **24** Public Relations Committee (Huffine)
 - j. **25** 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*** 3:00 pm**
- 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.