



2015 Mid-Year Board Meeting Agenda

*URS/AECOM Office
1333 Broadway, 8th Floor
Oakland, California
Friday, January 23, 2015
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 | (Ortiz) | 9:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Ortiz) | 9:10 am |
| | a. Items of Record* | | |
| | i. <i>Appointment of Mark Greenwood to the Public Relations Committee</i> | | |
| | ii. <i>Re-appointment of Joey Paskey as the Managing Editor WesternITE</i> | | |
| | iii. <i>Re-appointment of Amit Kothari to the Technical Committee</i> | | |
| | iv. <i>Re-appointment of Dalene J. Whitlock to the Advisory Committee</i> | | |
| | b. Consent Agenda* | | |
| | i. <i>Approval of June 29, 2014, Annual Board Meeting Minutes</i> | | |
| | ii. <i>Approval of July 1, 2014, Annual Business Meeting Minutes</i> | | |
| IV. | <u>40</u> President's Report | (Ortiz) | 9:15 am |
| | a. Exchange of Records Meeting | | |
| | b. WesternITE and Communications | | |
| | c. LeadershipITE | | |
| | d. 2015 ITE Student Summit | | |
| | e. New Fairbanks, Alaska ITE Chapter | | |
| | f. New Fresno State ITE Student Chapter | | |
| | g. Appointments | | |

- h. Section/Chapter Visits
- i. New Membership Structure Assessment and Impacts
- j. New Website Update and Financial Plan
- k. District Administrator Update
- l. Western District Bylaws Committee and Update
- m. Articles of Incorporation Update

- V. 50 Vice President's Report (Leong) 9:30 am**
- a. Close of 2013-2014 Fiscal Year Accounting and Taxes
 - b. Committee Travel Budget
 - c. Leadership Directory Update
 - d. 2015 Annual Meeting Awards Update
- VI. 60 Secretary-Treasurer's Report (Spencer) 9:45 am**
- a. 2014-2015 Fiscal Year-to-Date Financial Report
 - b. Accounts Exchange Meeting Summary
- VII. 70 Past President's Report (Aspelin) 10:00 am**
- a. Lifetime and Individual Achievement Awards

*****BREAK*****

10:15 am

- VIII. Nominations - Executive Session**
- a. Nomination of 2015-2016 Candidates for Western District Officers and International Director
 - b. Nomination of 2015 Individual and Lifetime Achievement Awards
 - c. Coordination of 2015 Travel Schedule
- 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. **81** International Director's Report (Grote)
 - b. **82** International Director's Report (Rosales)
 - c. **83** International Director's Report (Reynolds)
- XI. International President's Remarks**
- a. **84** International Vice President Update (Benway)

- XII. 100 District Administrator’s Report (TBA) 11:30 am**
- New Fairbanks, Alaska ITE Chapter
 - New Fresno State ITE Student Chapter
 - Utah State University ITE Student Chapter
 - Western District Bylaws Committee and Update
 - Article of Incorporation Update
 - Tax Accountant

*****LUNCH*** 12:00 pm**

- XIII. 110 *WesternITE* Managing Editor’s Report (Paskey) 12:30 pm**

- XIV. 120 Advertising Manager’s Report (Sweeting) 12:45 pm**

- XV. 130 Website Manager’s Report (Link) 1:00 pm**

- XVI. Committee Reports 1:15 pm**

- 141 Advisory Committee Report (Okitsu)
- 142 Technical Committee Report (Kothari)
- 143 Membership Committee Report (de la Garza)
- 144 Legislative Committee Report (Mericle)
- 145 California SB 743 Task Force Report (Ruehr/Okitsu)
- 146 Career Guidance Committee Report (Dorman)
- 147 Vendor Committee Report (McKhann)
- 148 Student & Faculty Initiatives Committee Report (Scharf)
- 149 Student Endowment Committee Report (Leung)
- 150 Public Relations Committee Report (Greenwood)
- 151 Traffic Bowl Committee Report (Ackeret)

- XVII. ITE Technical Council Reports**

- 152 Advocacy Committee Report (Grote/Suter)
- 153 Complete Streets Council Report (Mitman)

- XVIII. Future Annual Meetings 2:15 pm**

- 2019 Annual Meeting Statements of Interest (Ortiz)

- XIX. Annual Meeting Reports 2:30 pm**

- 171 2014 Rapid City (McCourt)
- 172 2015 Las Vegas (Reynolds, Sundberg)
- 173 2016 Albuquerque (Barrera)
- 174 2017 San Diego (de la Garza)
- 175 2018 Breckenridge (Waldman)
- 176 2019 Riverside-San Bernardino (Kerenyi, Hofert)

*****BREAK/EXECUTIVE SESSION (TBD)*****

3:00 pm

XX. Old Business

3:15 pm

- a. **177** LAC Handbook Revision and Approval (Mericle)
- b. Task Force Recommendations - Revisions to Elections Guidelines (Okitsu)

XXI. New Business

4:15 pm

- a. **180a** Student Leadership Summit Update (Ali/Ord)
- b. **180b** HelmsBriscoe Assistance (Grote)
- c. **180c** LeadershipITE - "Benefactor" Level Sponsor: \$6000 (Sanderson/Grote/Ortiz)
- d. **180d** Travel Policy and Travel Reimbursement (Ortiz)
- e. ITE WD Student Chapter Traffic Bowl Winner
Travel to Annual Meeting (Ortiz)

**XXII. Next Board Meeting: Sunday, July 19, 2015, Location Planet Hollywood,
Las Vegas, Nevada**

XXIII. Adjourn

5:00 pm

Outstanding Action Items

Old Action Items from 2014 Mid-Year Board Meeting:

- Danielle Scharf to work with Justin Link for a student section in our webpage. **IN PROGRESS**

New Action Items from 2014 Mid-Year Board Meeting:

- Justin to replace the lost Best Website trophy. **IN PROGRESS**
- Communications Task Force to prepare a schedule and guidelines for the posting of messages and/or articles by the District Committee Chairs. **IN PROGRESS**
- Communications Task Force to assist Justin Link with identifying people to help with monitoring and responding to posts on the District's social media sites. **IN PROGRESS**

New Action Items via Email since Mid-Year Board Meeting:

- Rory to locate missing Board Meeting minutes and Agendas in District archives for posting on the website. **IN PROGRESS**

New Action Items from 2014 Annual Board Meeting:

- Rory to work with Cathy Leong and the incoming Secretary-Treasurer to secure legal counsel for the District and pursue filing the District's Articles of Incorporation and refiling of the District's 501(c)3 status (if necessary).
- Amit to check the proposal from the University of Utah's Data Collection Fund project to verify what they indicated how they planned to use the received funds.
- Joe to compare the voting member lists received by his committee with the list Rory received for the elections to reconcile the differences between the two lists.
- Cathy to add \$3000 to the FY 2014-2015 budget for the 2nd half of the District's advance to the 2015 Las Vegas LAC. **DONE**
- Tom to send a draft of the revised LAC Handbook to Rory to verify its consistency with District policies.
- Tom to present the final LAC Manual Update at the 2015 Mid-Year Board Meeting for approval.
- Walter to revise the Nomination Policies for Officer and International Director Candidates to incorporate the approved revisions and make corresponding revisions to the Candidate's Guide for Elections. Note: Subsequent to the Board Meeting the board voted by email to change the name of the document to "Election Policies of the Western District." **DONE**
- As the Chair of the Bylaws Revision Committee, Rory to prepare a draft of bylaws changes by the 2015 Mid-Year Board Meeting.
- Justin Link to work with a committee to prepare an RFP to solicit proposals for the update/redesign of the District website. **DONE**
- Cathy Leong to work with a committee to prepare a financial plan to fund/support the website redesign. **DONE**