



2016 Mid-Year Board Meeting Agenda

*Doubletree Hotel
Ontario, California
Friday, January 22, 2016
8:00 am – 4:00 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 | (Leong) | 8:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Leong) | 8:15 am |
| | a. Items of Record* | | |
| | i. <i>Creation of LAC Liaison as new District Committee Chair</i> | | |
| | ii. <i>Appointment of Randy McCourt as the LAC Liaison</i> | | |
| | iii. <i>Reappointment of Neelam Dorman as the Career Guidance Chair</i> | | |
| | iv. <i>Reappointment of Justin Link as the Webmaster</i> | | |
| | v. <i>Reappointment of Danielle Scharf as the Student Initiatives Chair</i> | | |
| | vi. <i>Appointment of Jenny Grote, Rock Miller, and Zaki Mustafa to the Advisory Committee</i> | | |
| | vii. <i>Appointment of Doug Smith as Public Relations Chair</i> | | |
| | viii. <i>Articles of Incorporation and dba</i> | | |
| | ix. <i>Updated Past President's and Vice President's Duties</i> | | |
| | x. <i>Revised Lifetime Achievement Award Selection Process</i> | | |
| | xi. <i>South Bay Chapter/SBTOA</i> | | |
| | xii. <i>Inland Northwest Chapter</i> | | |
| | xiii. <i>WesternITE Technical Editor Position</i> | | |
| | xiv. <i>Western District Fellowship</i> | | |
| | xv. <i>Wayne T. Van Wagoner Endowment</i> | | |
| | xvi. <i>Student Traffic Bowl Team Travel Support for Hollywood, FL Meeting</i> | | |
| | xvii. <i>Updated Travel and Expense Reimbursement Form</i> | | |

- b. Consent Agenda*
 - i. Approval of July 19, 2015, Annual Board Meeting Minutes
 - ii. Approval of July 20, 2015 Annual Business Meeting Minutes

- IV. **40 President's Report** (Leong) **8:30 am**
 - a. WesternITE and Communications
 - b. LeadershipITE
 - c. Section/Chapter Visits
 - d. WD Awards Deadlines
 - e. Action Items (see attachment)
- V. **50 Vice President's Report** (Spencer) **8:45 am**
 - a. Close of 2014-2015 Fiscal Year Accounting and Taxes
 - b. Committee Travel Budget
 - c. Leadership Directory update
- VI. **60 Secretary-Treasurer's Report** (Chang) **9:00 am**
 - a. 2015-2016 Fiscal Year-to-Date Financial Report
 - b. Accounts Exchange Meeting Summary
- VII. **70 Past President's Report** (Ortiz) **9:15 am**
 - a. Lifetime and Individual Achievement Awards

BREAK

9:30 am

- VIII. **Nominations - Executive Session**
 - a. Nomination of 2016-2017 Candidates for Western District Officers and International Director
 - b. Nomination of 2016 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 website
- X. **International Directors' Reports** **10:00 am**
 - a. **81** International Director's Report (Rosales)
 - b. **82** International Director's Report (Rodriguez)
 - c. **83** International Director's Report (Okitsu)
- XI. **ITE International Remarks** (Benway/Paniati)
 - a. **91** International Vice President Candidate Letter (Sanderson)
- XII. **100 District Administrator's Report** (Whitlock) **11:00 am**
 - a. Articles of Incorporation
 - b. Western District Bylaws Revision and Enumeration
 - c. Western District Insurance Policies

Lunch

11:30 pm

- XIII. 110 WesternITE Managing Editor's Report (Paskey) 12:15 am**
- XIV. 120 Advertising Manager's Report (Sweeting) 12:30 am**
- XV. 130 Website Manager's Report (Link) 12:45 pm**
- XVI. Committee Reports 1:00 pm**
- a. 141 Advisory Committee (Aspelin)
 - b. 142 Technical Committee (Kothari)
 - c. 143 Membership Committee (de la Garza)
 - d. 144 Legislative Committee (Mericle)
 - e. 145 Career Guidance Committee (Dorman)
 - f. 146 Vendor Committee (McKhann)
 - g. 147 Student & Faculty Initiatives Committee (Scharf)
 - h. 148 Student Endowment Committee Report (Leung)
 - i. 149 Public Relations Committee (Smith)
 - j. 150 Traffic Bowl Committee (Ackeret)
 - k. 151 LAC Liaison (McCourt)
 - i. LAC Policy and Handbook Revision
- XVII. ITE Technical Council Reports**

*****BREAK*****

2:00 pm

- XVIII. Future Annual Meetings 2:15 pm**
- a. 161 2020 Annual Meeting Statements of Interest (Leong)
- XIX. Annual Meeting Reports 2:30 pm**
- a. 171 2015 Las Vegas (Saner)
 - b. 172 2016 Albuquerque (Barrera)
 - c. 173 2017 San Diego (de la Garza)
 - d. 174 2018 Keystone (Waldman)
 - e. 175 2019 Monterey (Leung, Link)
- XX. Old Business 3:00 pm**
- a. 181 WD Student Expenditures (Leong)
- XXI. New Business 3:30 pm**
- a. Student Leadership Summit (Wong)
 - b. 191 WD Policies and Guidelines Manual (Leong)
 - c. 192 LeadershipITE Report (Brooks)
- XXII. Next Board Meeting: July 10, 2016, Albuquerque**
- XXIII. Adjourn 4:00 pm**

Outstanding Action Items

Old Action Items from 2015 Mid-Year Board Meeting:

- Mark Greenwood will finalize the Public Relations Committee Strategic Plan. **DEFER TO DOUG SMITH**
- Dalene Whitlock to incorporate the revised elections guidelines into the bylaws. **DONE**

Action Items from 2015 Annual Board Meeting:

- Website Manager Justin Link to contact all Committee Chairs and DA Dalene Whitlock and ask that they review and edit the current website content, and send edits to Justin Link and Cathy Leong. **IN PROGRESS**
- Dalene Whitlock to work with the current District Board to secure legal counsel for the District and pursue filing the District's Articles of Incorporation and refile of the District's 501(c)3 status (if necessary). **DONE**
- Dalene Whitlock will bring back insurance information at the 2016 Mid-Year Board Meeting.
- Dalene Whitlock will engage a new tax accountant close to her office in Santa Rosa, CA. **DONE**
- Joe De La Garza will summarize the membership stats for:
 - 30 and under members
 - the students transitioning to young professionals
 - private vs. public agency members
- Mark Greenwood to prepare a timeline for the Mid-Year Board Meeting regarding the implementation of items included in his report. **NEW COMMITTEE CHAIR APPOINTED**
- Cathy Leong to send MOU to Board Members for review, with comments due back by Mid-August. **DONE**
- All Board Members to review the LAC Manual and provide comments to Tom Mericle. **DEFER TO RANDY MCCOURT**
- Justin Link to update website with new policy and associated materials (i.e. expense reimbursement form). **DONE**
- Cathy Leong to invite Amy Martell of HelmsBriscoe to the Mid-Year Board Meeting. **DONE**

Action Items since the 2015 Annual Board Meeting:

- Public Relations Committee Chair Doug Smith to submit a Committee Strategic Plan and an action plan to the Board for discussion.
- LAC Liaison Randy McCourt to submit a revised LAC Manual at the Mid-Year Board Meeting for review and adoption.
- DA Dalene Whitlock to work with Walter Okitsu and Jenny Grote to submit proposed bylaws revisions to the Board at the Mid-Year Meeting for review and approval. **DONE**