



2017 Mid-Year Board Meeting Agenda

*Cal State East Bay Conference Center
1000 Broadway, Oakland, California
Friday, January 27, 2016
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. 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 | (Spencer) | 9:00 am |
| II. | Approval of Agenda* | | |
| III. | <u>30</u> Items of Record and Consent Agenda | (Spencer) | 9:10 am |
| | a. Items of Record* | | |
| | i. Reappointment of Janna McKhann as the Vendor | | |
| | ii. Reappointment of Joe De La Garza as the Membership Chair | | |
| | iii. Reappointment of Ken Ackeret as the Traffic Bowl Chair | | |
| | iv. Reappointment of Kimberly Leung as the Student Endowment Fund Chair | | |
| | v. Reappointment of Robert Sweeting as the WesternITE Advertising Manager | | |
| | vi. Reappointment of Tom Mericle as the Legislative Chair | | |
| | vii. Appointment of Josh McNeill as Career Guidance Chair | | |
| | viii. Appointment of Paul Stanis as Public Relations Chair | | |
| | ix. Adoption of new LAA Nomination Form | | |
| | b. Consent Agenda* | | |
| | i. Approval of January 22, 2016 Mid-Year Board Meeting Minutes | | |
| | ii. Approval of July 10, 2016, Annual Board Meeting Minutes | | |
| | iii. Approval of July 12, 2016 Annual Business Meeting Minutes | | |
| IV. | <u>40</u> President's Report | (Spencer) | 9:20 am |
| | a. WesternITE and Communications | | |
| | b. LeadershipITE | | |
| | c. Section/Chapter Visits | | |
| | d. Action Items (see attachment) | | |

- V. 50 Vice President's Report (Chang) 9:30 am**
a. Leadership Directory update
- VI. 60 Secretary-Treasurer's Report (Dorman) 9:40 am**
a. Close of 2015-2016 Fiscal Year Accounting
b. 2016-2017 Fiscal Year-to-Date Financial Report
c. Exchange of Records Meeting Summary
- VII. 70 Past President's Report (Leong) 9:50 am**
a. Lifetime and Individual Achievement Awards
b. Taxes/CA State Tax-Exempt Status
c. Committee Travel Budget

BREAK

10:00 am – 10:45 am

- VIII. Nominations - Executive Session**
a. Nomination of 2017-2018 Candidates for Western District Officers and International Director
b. Nomination of 2017 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 11:00 am**
a. 81 International Director's Report (Rodriguez)
b. 82 International Director's Report (Okitsu)
c. 83 International Director's Report (Aspelin)
- XI. ITE International Remarks/Candidates (Ackeret)**
a. 91 International VP Candidate Request
- XII. 100 District Administrator's Report (Whitlock) 11:30 am**
- XIII. 110 WesternITE Managing Editor's Report (Paskey) 11:40 am**
- XIV. 120 Advertising Manager's Report (Sweeting) 11:50 am**
- XV. 130 Website Manager's Report (Link) 12:00 pm**

XVI. Continue with Committee Chair Reports as time allows up to lunch break

*****Lunch***** **12:15 pm +/-**

XVI. Committee Reports (Cont.) **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 (McNeill)
- f. **146** Vendor Committee (McKhann)
- g. **147** Student & Faculty Initiatives Committee (Scharf)
- h. **148** Student Endowment Committee Report (Leung)
- i. **149** Public Relations Committee (Stanis)
- j. **150** Traffic Bowl Committee (Ackeret)
- k. **151** LAC Liaison (McCourt)

XVII. ITE Technical Council Reports

- a. **152** Traffic Engineering Council (Huffine)

XVIII. Future Annual Meetings **2:30 pm**

- a. **161** 2021 Annual Meeting Statements of Interest (Wells)
- b. **161** 2022 Annual Meeting Statements of Interest (Luper, Qureshi)

*****BREAK***** **2:45 pm**

XIX. Annual Meeting Reports **3:00 pm**

- a. **171** 2016 Albuquerque (Barrera)
- b. **172** 2017 San Diego (de la Garza)
- c. **173** 2018 Keystone (Waldman- via phone)
- d. **174** 2019 Monterey (Leung, Link)
- e. **175** 2020 Honolulu (Leong, Dorman)

XX. Old Business **3:55 pm**

XXI. New Business **4:00 pm**

- a. **191** Student Leadership Summit Recap (Spencer)
- b. **191** LeadershipITE Reports (Roseman, Mantra)
- c. **191** Changes to Committee Chair Travel Budget (Spencer)

XXII. Next Board Meeting: June 18, 2017, San Diego

XXIII. Adjourn **5:00 pm**

Outstanding Action Items

Action Items from 2016 Annual Board Meeting:

- Alyssa Rodriguez will talk with ITE International and track down status of the Van Wagoner Endowment Account.
- Alyssa Rodriguez to present draft Section/Chapter Leadership Handbook at 2017 Mid-Year meeting.
- Amit Kothari to include the address line character restriction limits on Billpay in the Data Collection Fund RFP.
- Danielle Scharf to reach out to Fresno State and get signed Bylaws to Dalene Whitlock.
- Dongho Chang to send electronic copy of Secretary-Treasurer's report to Dalene.
- Dongho Chang to send Danielle Scharf the address line and character restriction limits on Wells Fargo Billpay so that checks can be sent with better assurance of receipt.
- Joe De La Garza to work with Colleen Agan to have HQ provide consistent numbers and graphs.
- Joe De La Garza to work with Colleen Agan to run membership numbers by age for the last three years.
- Joey Paskey to develop automated process to remind members that they will be receiving their ballots within the 60 day window. This includes WesternITE and E-news.
- Joey Paskey to provide annual calendar of deliverables and print dates for e-news and WesternITE.
- Kimberly Leung to provide a simple table in her report that shows where we stand on each SEF account.