



## DRAFT 2017 Mid-Year Board Meeting Minutes

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*Cal State East Bay Conference Center  
1000 Broadway, Oakland, California  
Friday, January 27, 2017  
9:00 am – 5:00 pm*

*Meeting Minutes: By Neelam Dorman, T.E.*

### **CALL TO ORDER AND INTRODUCTIONS**

Western District President Mark Spencer called the meeting to order at 9:00 a.m. Attendees at the meeting were:

#### **BOARD MEMBERS:**

Mark Spencer, President  
Neelam Dorman, Secretary-Treasurer (preparer of the meeting minutes)  
Cathy Leong, Past President  
Karen Aspelin, International Director  
Walter Okitsu, International Director  
Alyssa Rodriguez, International Director  
Dalene Whitlock, District Administrator (ex-officio and non-voting member)

#### **COMMITTEE CHAIRS AND GUESTS:**

Robert Sweeting, WesternITE Advertising Manager  
Justin Link, WesternITE Web Manager  
Amit Kothari, Technical Committee Chair  
Joe De La Garza, Membership Committee Chair  
Tom Mericle, Legislative Committee Chair  
Josh McNeill, Career Guidance Committee Chair  
Kimberly Leung, Richard T. Romer Student Endowment Fund Committee Chair  
Paul Stanis, Public Relations Committee Chair  
Danielle Scharf, Student Initiatives Chair  
Ken Ackeret, Traffic Bowl Committee Chair  
Randy McCourt, LAC Chair  
Jim Barrera, Albuquerque 2016 LAC Co-Chair  
Marc Mizuta, Finance Chair San Diego 2017 LAC  
Erik Ruehr, Technical Program Chair San Diego 2017 LAC  
Paul Barricklow, Albuquerque 2016 LAC Co-Chair and Candidate for Secretary-Treasurer  
Devin Moore, Candidate for Secretary-Treasurer  
Carlos Ortiz, Candidate for International Director (on the phone)

## I. Call to Order and Introductions (Spencer)

- A. Meeting called to order: 9:00 AM by President Mark Spencer
- B. Introductions of all attending – refer list of attendees on page 1

## II. Approval of Agenda

**Motion:** To approve agenda: Karen, Second: Cathy, Vote: Approved

## III. Items of Record and Consent Agenda (Spencer)

### A. Items of Record

1. Reappointment of Janna McKhann as the Vendor Chair
2. Reappointment of Joe De La Garza as the Membership Chair
3. Reappointment of Ken Ackeret as the Traffic Bowl Chair
4. Reappointment of Kimberly Leung as the Student Endowment Fund Chair
5. Reappointment of Robert Sweeting as the WesternITE Advertising Manager
6. Reappointment of Tom Mericle as the Legislative Chair
7. Appointment of Josh McNeill as Career Guidance Chair
8. Appointment of Paul Stanis as Public Relations Chair
9. Adoption of new LAA Nomination Form

### B. Consent Agenda

1. Approval of January 22, 2016 Mid-Year Board Meeting Minutes
  - Discussion tabled as they are not completed, in draft format and comments not incorporated.
2. Approval of July 10, 2016, Annual Board Meeting Minutes
  - Discussion tabled as they are not completed.
3. Approval of July 12, 2016 Annual Business Meeting Minutes
  - Discussion tabled as they are not completed.

**Action Item 1:** Cathy and Mark to finish meeting minutes to be approved at Annual Meeting. Walter to send his notes on motions to fill in minutes.

## IV. President's Report (Spencer)

### A. WesternITE and Communications

1. Fall printed edition out in November. Six monthly e-news letters sent. Spotlights on individual sections rather than committees this year. Next one is SoCal.

### B. LeadershipITE

1. Two participants from WD. Financial assistance to Arizona Professor Dr. Wu. Scott Lee participating and requested assistance after the deadline therefore did not give him assistance.

**C. Section/Chapter Visits**

1. International Annual Meeting - Anaheim, Exchange of Records in September in Oakland (discussion with Dongho at this meeting), Idaho Section Conference and Boise State, Sacramento, Tucson and Arizona State, Hawaii Section, Student Leadership Summit – Fullerton.
2. Highlighted section members or region awards received at district or international level.

**D. Additional Items**

1. Member Survey: Online survey with help of Randy McCourt and Cathy Leong.
  - Why do you go to our meeting versus other meetings?
  - We have a good core group but we have low attendance based on total WD membership.
  - Dollar isn't what drives it, it's location.
  - Other people responded via email saying they don't attend meetings anymore as they are retired.
  - Joint meetings were very well received.
  - Annual Meeting in Anaheim had great attendance. Our members had to choose between WD and International.
  - 2/3 members don't attend our meetings which leads us to need to focus on value of our meeting.
  - 551 responses

**V. Vice President's Report (Chang)**

**A. None submitted**

**VI. Secretary-Treasurer's Report (Dorman)**

**A. Close of 2015-2016 Fiscal Year Accounting**

1. Closeout of 2015-2016 discussed as reported in Board report.

**B. 2016-2017 Fiscal Year-to-Date Financial Report**

1. Discussed YTD income, dues check running late.
  - Discussion on the lower dues trend with the new dues structure
  - Discussion of the total dollar value of the endowment fund. Total of DA Davidson and Wells Fargo account is \$500k.
2. Discussed Wells Fargo account fraud issues. Issue is addressed and new account numbers were opened.

**C. Exchange of Records Meeting Summary**

1. Discussed the exchange of records meeting, held in Oakland in September 2016.

**VII. Past President's Report (Leong)**

**A. Lifetime and Individual Achievement Awards**

1. Cathy shared the Lifetime Achievement Award discussion she had with a group of previous winners to refine our process. Their input included ensuring the awardee was qualified for this prestigious award. The nomination form was updated with scoring criteria to help rank. Not everyone agreed with criteria or scores, so it's an ongoing discussions. Previous winners know that their comments will be discussed and accounted for. Other comments included:
  - Wanted a greater amount of participation in ITE
  - Involvement after retirement, but not in agreement since many people keep working longer and may never retire
  - Some are too young, maybe just retired but wait till 5-10 years
  - Doesn't fairly treat nominees who have served in elected positions
  - Change minimum requirement from 20 to 25 and another from 20 to 40 year of experience
  - If you win another award you're not eligible for the Lifetime
2. Proposed changes to the Lifetime Achievement Award
  - How long are nominations valid? Now it's 5 years, recommend changing to 3 years
  - Rather than Board deciding which ones should be renewed, rather go to Sections to resubmit so we don't have a bias
  - Discussion on whether there should be a minimum score needed so the awardees deserve the honor. Award may not be given out every year.
  - Discussion on whether to have a minimum age or retirement included concern as we do not award posthumously. Leaving the board some latitude may be better than setting a minimum criterion.

**Motion:** To pass amendments in guidelines for LAA except the minimum average score of 8 points of 15: Walter, Second: Alyssa, Vote: Approved

#### **B. Taxes/CA State Tax-Exempt Status**

1. Filed federal taxes. In the process of getting exemption for California taxes but will file by the deadline. We are waiting tax exempt status for California.

#### **C. Committee Travel Budget**

1. Chairs were asked for annual travel budget which helped to better allocate funds. Recommend creating a travel budget every year. We were able to give each chair an additional \$50 for ancillary travel cost.

### **Board Went Into Executive Session**

## **VIII. Nominations - Executive Session**

### **A. Nomination of 2017-2018 Candidates for Western District Officers and International Director and Individual & Lifetime Achievement Awards**

1. An Executive Session was held by the Board to review the nominations of 2017 – 2018 candidates for Western District Officers and International Director and the nomination of 2017 Individual and Lifetime Achievement Awards.

### **Resume General Session**

## **IX. Nominating Committee Announcements**

### **A. Acceptance of Nomination Committee's Slate of Candidates**

1. After the break, the General Session resumed and the following candidates were announced:
  - Dongho Chang has resigned as Vice President due to work commitments. Mark Spencer will be running for a second term as President. Neelam Dorman will run for VP.
  - Secretary/Treasurer Candidates: Devin Moore and Paul Barricklow
  - International Director Candidate: Carlos Ortiz

### **B. Coin flip and notification procedures in *WesternITE* printed newsletter and website**

1. Mark conducted the coin flip and Walter confirmed that Devin called correctly.
2. Devin chose to appear first in electronic media and Paul will appear first in printed media.

## **X. International Directors' Reports**

### **A. International Director's Report (Rodriguez)**

1. Alyssa handed out copies. International Annual meeting was successful – 1000 attendees. Local group was very successful in working with International.
2. International wanted 40 mins on the agenda for candidates at District meetings.
  - Ken as the VP Candidate provided input that they are not sure when they would arrive at the WD meeting as the Midwestern Section Annual Meeting is happening at the same time. Once notified of arrival, the Board and LAC will figure out best time for candidate speeches.
3. ITE International requests for District Annual Meetings that District to cover VP candidates' and one international headquarter staff's registration and hotel. Additional items to welcome candidates would be great.
  - Board has sent LAC manual with budget allocations to International. We can provide free registration for candidates and headquarters staff, but not able to support room nights.

4. International is proposing election reform to shorten campaign timeframe. Districts would not have the chance to meet the candidates but there would be a VP elect by the time the meetings take place.
5. International Annual Meeting registration opens in March. Social media campaign includes hockey jersey. International would like to remind us that US currency goes a long way in Canada and remember it is international travel.
6. Van Wagoner Award Discussion
  - WD has been receiving \$200 a year since 1999.
  - We don't have a record about receiving a check last year. What is recommendation to move forward?
  - Question raised as to who funds the awards

**Action Item 2:** Walter to check with Pat Gibson on history and status of Van Wagoner Award. Alyssa to find out more about the full fund and how much is left in the account.

7. Leadership Orientation Overview
  - The tool is for our District for all leadership levels.
  - Discussion on who the audience is for the guidelines and whether we need to give financial details. Verify dates for events with both District and International.
  - Recommendation to add an org chart to this document.
  - This is intended to guide a District Board member as they present to sections, however a recommendation was made that this could be a great stand alone resource.
  - Question rose as to whether this needs to be presented to each Section. Can be given in person but would also be helpful to have a call with newly elected Section boards such as the webinars ITE International is putting on.
  - This is a start, we can adjust as we roll this out.

**Action Item 3:** Alyssa to add updating the Leadership Orientation tool to the Senior ID duties. Alyssa to rollout at the Intermountain meeting.

## **B. International Director's Report (Okitsu)**

1. ITE lost \$1.9 million in 2015. Showed profit in 2016 which is a huge turnaround. The Institute 9s now ahead by about \$115k.
2. Constitutional amendment that will be presented to membership to vote in fall 2017. The ITE International Board approved eliminating candidacy by petition on a vote of 11 to 1.
  - This was motivated by the opinion that the Nominating Committee is coming up with food candidates, and ITE is one of the few organization that has this process. People go through

a lot of effort to select candidates and having a petition bypass all of this seems unfair. Financial implications where we have to give money to petition candidates.

- There will be an opportunity to contest this at the Toronto meeting.
3. Changes to International Annual Meeting dates and have joint meetings with Districts
    - Headquarters staff are looking to ensure that these meeting don't overlap with other District meeting.
    - Additional discussion regarding whether the Intermountain section would need to accommodate the VP Candidates in their event budget.
  4. Change to private vs public employee dues, addition to private sector dues of \$25+. In addition, a request to unify dues for all our sections. Section dues vary from \$10 to \$35 throughout the WD.
    - Alyssa: first step to get dues to end in a whole number. Then 0 or 5. Change categories to just one for each section. Then one for district. Then everyone has the same. We realize the challenge.
    - Walter was tasked to reach out to each section regarding unified rates, on average \$25.
    - Discussion regarding why this is an issue as you can program or toggle look up tables to do this relatively easily.
    - First step is to ask our sections before we push back on this to International

**Action Item 4:** Walter to conduct survey regarding normalizing a dues structure with all Western District Sections.

5. A new Trip Generation handbook will be released in March 2017.
6. Recommended a change in ID duties pertaining to the ID board meeting write-ups being a part of Western District e-newsletter rather than the printed WesternITE.
7. Walter is now the faculty advisor for UCLA which could be an issue as per the policies he may not be able to serve as both advisor and ID. Need confirmation on this.

**Action Item 5:** Dalene to check if Walter can serve as faculty advisor and International Director at the same time.

#### C. International Director's Report (Aspelin)

1. Karen attended new board member orientation and was sworn-in. She is serving as a co-chair for the Advisory Committee.

### XI. ITE International Remarks/Candidates

#### A. International VP Candidate Request (Ackeret)

1. Moved to after LAC agenda item with discussion on distribution of funds from the Albuquerque meeting.

## **XII. District Administrator's Report (Whitlock)**

1. Fresno State updated bylaw and charter with review and no comments from the Board.

**Motion:** To approve Fresno State updated Bylaws and Charter: Alyssa, Second: Walter, Vote: Approved

2. Greater Oregon Section has asked to be dissolved. Per the Charter, the District Board can amend and rescind. Asking for action to rescind the Charter by sending a letter stating so.
3. Revisions to DA duties presented and discussed.

**Action Item 6:** Dalene to draft a letter to both Greater Oregon and Oregon regarding rescinding the Greater Oregon Charter.

**Motion:** To accept changes to DA duties with the revision that item 3C1 to follow the new LAA policy: Cathy, Second: Walter, Vote: Approved

**Break for lunch 12 pm**

## **XIII. WesternITE Managing Editor's Report (Paskey)**

1. Report included in packet; Joey was unable to attend in-person or over the phone.
2. Mark noted the following important deadlines
  - February 8<sup>th</sup> call for content, March 1<sup>st</sup> content due and March 17<sup>th</sup> WesternITE to be sent to printer to meet election deadlines.
  - E-news is released every month on the 20<sup>th</sup>, deadline to Mark by the 15<sup>th</sup>

## **XIV. Committee Chair Reports**

### **A. Advertising Manager's Report (Sweeting)**

1. Professional services directory to only include gold and silver with the new pricing changes (we have 9 of 10 filled)
  - Only 10 spots on the webpage has not been an issue



2. Overall income is behind about \$5,000 from last year however we should normalize with the February call to renew PSD's.
3. Discussion regarding adding a category for RFP/RFQ dissemination.
  - International does have an area for this, however WD District doesn't see a benefit as most agencies do not pay to publish their projects.

**B. Website Manager's Report (Link)**

1. Continuing to update content and working on the technical compendium including editing paper descriptions.
  - Discussion that we will publish compendiums for the past 5 years.
2. Owncloud was implemented for the Board for cloud based file sharing without cost as we are using our web space.
3. Social media discussions, LinkedIn should be left static as it's hard to update and no one posts regularly to it.
4. Website header image updated quarterly and we have images for the rest of 2017.

**C. Advisory Committee (Leong)**

1. Nothing to report as the committee has not had activities in the last few months.

**D. Technical Committee (Kothari)**

1. Data collection has fewer proposals this year but none were rejected. A requirement that winning chapters must upload the data for ITE International was added this year. Winning proposals are posted to the website as examples for chapters.

**Action Item 7:** Amit to send out email to verify recipient addresses and check addressee.

**E. Membership Committee (de la Garza)**

1. Overall membership is 3,942 (28% of total ITE) which is a flat growth trend for the past 3 years. We have 608 members under 30 years of age with 344 being students.
  - Request to track trends by age from year to year and for retention tracking of students
  - We have also increased the number of voting members so the overall loss in members could be students.

**F. Legislative Committee (Mericle)**

1. 11/13 states in the District have active legislation. We are monitoring 44 bills, Oregon with the most and so the committee is working with the Oregon Section to stay up to date on these.
2. This section of the website has few hits and would recommend discussing the site and available information at section meetings
3. SB743 update by Erik Ruehr
  - Still waiting on guidelines which will be sent to the natural resources agency direction for incorporation in CEQA, without public review.
  - The last draft had opt-in period of 2 years but the governor leaves office in January 2019 so this may be reduced.

**G. Career Guidance Committee (McNeill)**

1. Planning three career development sessions for Annual Meeting. Last year we had resume workshop and young professional session – skits, both will be repeated this year. Leadership session had mixed reviews from last year and so the committee is working out a topic for the third session.
2. Committee Awards
  - Will need LAC to send eligible papers for review.
  - Ensure completion of the YP Achievement awardee is finalized to meet International's Rising Start deadlines.

**H. Vendor Committee (McKhann)**

1. Report included in packet; Janna was unable to attend in-person or over the phone.
2. Discussion on vendor issues by Randy who is coordinating with Janna.

**Action Item 8:** Janna to follow up with Randy regarding vendor issues.

**I. Student & Faculty Initiatives Committee (Scharf)**

1. Committee activities focus around the Annual Meeting
  - Cal Poly SLO won a majority of awards last year
  - Only received one Kell Competition proposal but was well received
  - Waiting on student paper submittals from the LAC
  - WD Fellowship was eliminated last year
  - Traffic Bowl winners will need to travel internationally this year
2. Fresno State Chapter was re-activated
3. Discussion on the Annual Meeting Student Chapter award
  - How to be fair to small chapters

- The spreadsheet accounts for the size of the chapter, ratio for participation

**J. Student Endowment Committee Report (Leung)**

1. As of September we have reached the \$500,000 goal
  - How to we justify further fund raising now that we have reached our goal
  - Current dividends would support existing programs
  - Suggestion to create separate programs that people can donate to specifically
  - Suggestion to partner with the CA Transportation Fund Scholarships
2. Activities/Initiatives for this year
  - Planning a raffle again this year at Annual Meeting
  - Regional Travel Scholarship to provide travel support for chapters is still being finalized. Anticipate 3-4 \$500 scholarships.
    - Fairly distributed chapters between regions
    - Group would like to see more detail on this program
  - Expand data collection to award more than 5 chapters
  - Waiting on student paper submittals from the LAC
  - WD Fellowship was eliminated last year
  - Traffic Bowl winners will need to travel internationally this year

**Action Item 9:** Kim to revise strategic plan now that we've hit our goal. Kim to prepare details on Regional Travel Scholarship Program.

**K. Public Relations Committee (Stanis)**

1. Working on determining the goals and objectives of the committee and where we want to go and updating the strategic plan accordingly. Conducted a workshop yesterday with a committee.
2. Major upcoming tasks
  - LAA and Individual Achievement Award presentations content along with press release packages for winners
  - Producing a marketing video about our profession
    - ASCE Dream Big video promo as an example
    - Multiple steps including a storyboard before we spend any money
  - Mark appointed task force for the award and video initiatives: Paul Stanis, Karen Aspelin, Cathy Leong, Mark Spencer, and Neelam Dorman

**Motion:** To allocate \$5,000 to produce an ITE promo video: Karen, Second: Cathy, Vote: Approved

**L. Traffic Bowl Committee (Ackeret)**

1. New software allows for images to be pulled into the questions.
2. As a candidate for International VP Ken has asked Dalene Whitlock and Jacob Farnsworth to help. Will need replacement if elected.

**M. LAC Liaison (McCourt)**

1. Change in Helms Briscoe contact. They are aware of our previous issues with the former contact. Cathy and Randy to continue to work with them
2. Three versus four technical tracks at Annual Meeting. Recommendation is to plan for three tracks and have the District fill in programming for the fourth. Some ideas for the District's track are:
  - Career guidance sessions
  - Leadership oriented sessions
  - Transportation Camp
  - Data collection fund presentations
  - Project funding oriented special session
3. Reaching out to former LAC chairs to discuss past issues regarding vendors.
4. Meeting website: possibly providing a website template and having one system for registration for all meetings. Aiming not to be too rigid.
5. Membership survey results
  - Additional \$50-\$100 increase in registration cost wasn't a big concern
  - Favored breakfast and lunch rather than family night or drink tickets being included in the registration.
  - Location of meeting was most important, urban locations not resort or isolated locations.
  - 2/3 members do not attend the Annual Meeting so we need to locate our meetings where the membership is greatest. Special meeting locations should be rare, maybe every 5 years.
  - Agencies cannot be reimbursed for any a-la carte items such as tours

**Break 2:30**

**Resume: 2:40**

**XV. ITE Technical Council Reports**

**N. Traffic Engineering Council (Huffine)**

1. Report included in packet.

**XVI. Future Annual Meetings**

**A. 2021 Annual Meeting Statements of Interest (Wells)**

1. Joint meeting with International for 2021, Oregon would like to host.
  - Best option, International can be notified

**Action Item 10:** Walter to inform ITE Headquarters of District support of Portland as 2021 Meeting site.

**B. 2022 Annual Meeting Statements of Interest (Moore, Luper, Qureshi)**

1. Nevada and SF Bay Area Sections would like to host 2022 in Lake Tahoe (on Nevada side) and have additional support from the NorCal Section.
2. Riverside/San Bernardino Section would like to host in Palm Springs/Palm Desert.
3. Idaho has expressed interest in a Boise meeting.
4. Best to invite all three to the Annual Meeting but simplify presentations to address specific topics

**Action Item 11:** Mark to ask Oregon for 2021 written report. For 2022, Mark will send invitations to all three interested with specific questions to address prior to their presentation at the Annual Board Meeting.

**XVII. Annual Meeting Reports**

**C. 2016 Albuquerque (Barrera)**

1. Finalizing report and returning check to District for \$21,400.
  - \$14,000 in late registration and \$15,000 in vendors/sponsors in the last month by Paul.
  - Cut expenses by \$17,000 in anticipation of not meeting budgets.
  - Hotel billed \$30,000 less than projected.
2. The Board expressed their gratitude to Jim and Paul on a great meeting.
3. Distribution of funds: \$21,400.
  - Ken Ackeret to receive funds for International VP Candidacy, one time fund not a line item of \$2,500
  - Provide additional LeadershipITE support to increase budget for next year from \$3,000 to \$6,000.
  - Regional travel scholarship - \$2,000 a year for 3 years (\$6,000 total). Kick start for the program
  - Expansion of data collection to a 6<sup>th</sup> student chapter - \$1,000 a year for 3 years (\$3,000 total)
  - Allocate \$1,000 to the New Mexico Section to fund students from the NM student chapter to attend the next SLS

- Remaining ~\$6,500 – Platinum sponsorship for the San Diego meeting. We can support our next annual meeting and pay it forward to the next meeting. Western District would be a sponsor for the meeting.

**Motion:** To allocated \$22,000 from 2016 ABQ LAC as shown above: Alyssa, Second: Karen, Vote: Approved

**D. 2017 San Diego (de la Garza)**

1. Ryan Zellars, LAC member on the phone.
2. Budget
  - \$425/\$495 for registration
    - Registration website shows spouses get lunches
    - Last \$395 for first time attendees
  - Family night still in budget for students, can pull them out if needed
  - Total budget \$130k
3. Space constraints
  - 3 vs 4 tracks would give us more space for lunch, otherwise may offer lunch coupons to eat outside of room
  - Not providing vendors with lunch tickets
4. Family night – movie in the pool area
  - Board concerned about liability issues, may need lifeguards on duty

**Motion:** To accept early full registration at \$425 and early non-member registration at \$495: Cathy, Second: Alyssa, Vote: Approved

**E. 2018 Keystone (Waldman- via phone)**

1. Hard to hear Ben on the phone so Randy McCourt gave the LAC report
2. Working on registration website and would like to go live in fall 2017 therefore will need registration cost finalized this summer.
3. Family night choices
  - Keystone Stables – on-site and more adult oriented with dancing and games
  - Breckenridge Fun Park – needs transportation off-site and more kid friendly

**F. 2019 Monterey (Leung, Link)**

1. Meeting will be at Hyatt Regency
2. Bank account open with \$1000 advance from SF Bay Area Section
3. Logo will be ready by summer to start advertising
4. Need space plan for the meeting

**G. 2020 Honolulu (Leong, Dorman)**

1. Signed hotel contract with \$259/night and \$177/night government rate
2. Secured hotel with \$4,000 deposit provided by SoCal and Hawaii
3. Meeting will be June 28th to July 1st.
4. Next steps include space and sessions planning.

**XVIII. ITE International Remarks/Candidates**

**A. International VP Candidate Request (Ackeret)**

1. Completed under item 19

**XIX. Old Business**

1. Action items listed on last page and will be updated with items from this meeting.

**XX. New Business**

**A. Student Leadership Summit Recap (Spencer)**

1. Summary in report.
2. 17 student chapters and 97 students were in attendance.

**B. LeadershipITE Reports (Roseman, Mantra)**

1. Summary in report.

**C. Changes to Committee Chair Travel Budget (Spencer)**

1. To address inadequate funding of Committee Chair travel as well as inequity in the current allocation of Committee Chair and District Administrator funds, it is proposed that the Board discuss potential changes to the Committee Chair and District Administrator budgets. Current funding levels are as follows:
  - WesternITE Managing Editor stipend \$2,000
  - WesternITE Advertising Manager stipend 10% of annual advertising revenue (est. \$1,550)
  - Website Manager stipend \$2,000
  - District Administrator Travel \$2,000
  - District Administrator Honorarium \$596

2. Should we keep funding the same or reallocate stipend money and pool into an overall committee travel budget? We don't want to take away something that the Committee Chair expected coming into the position; therefore we can consider not making changes until each person's term is up. Reason for WesternITE stipend was due to the manual work required to produce the newsletters and to entice volunteers for the position.
3. Review of travel budget this year
  - \$4,500 – slightly larger than previous years
  - Some chairs don't request travel support
  - We were able to cover all requests and had a little extra which was distributed to all chairs (\$50 each) for axillary expenses such as parking or transfers to/from airports
  - Will be more difficult to cover all requests when we are in an area that is harder to access with higher travel costs
  - We only covered 80% of the flight costs last year
  - \$4,500 evenly distributed is about \$350 per chair
4. Input from affected parties
  - District Administrator: doesn't need the honorarium but did note that policies may need to change depending on who is serving
  - Webmaster: The stipend goes a long way to help fund travel as the company does not always support. It is a lot work week-to-week which needs to be communicated to the next person taking on the position.
  - Advertising Manager: ok with what the board decides. He will not be able to attend other events (i.e., vendor shows) to recruit sponsors without the stipend. Level of effort won't change, it will just affect travel.
    - Advertising Manager 10% will stay in place as it is based on what he bringing in.
5. Input from others
  - We should also look at location of the Mid-Year Meeting to help control costs. Keep the meeting in a low cost, easy to access location.
  - Travel reimbursement versus stipend has tax implications. Stipends require District to prepare 1099 tax forms and chairs to pay taxes on amount earned. Could stretch the dollar further by making them a reimbursable.
  - As an option, possible to change from stipend to travel budget but then you're not eligible for chair travel budget.
  - The Board needs to vet positions with stipends because it's hard to get a volunteer to do the job. Board may need to think about maybe prioritizing funding for critical positions so that they are guaranteed budget.
  - May have more difficulty getting volunteers for positions from locations with higher travel costs without additional travel support.

**Action Item 12:** Cathy and Mark to prepare a proposal to pool stipends into a Committee Chair travel budget. To be discussed at the next Board Meeting.



**Motion:** To adjourn meeting: Karen, Second: Cathy, Vote: Approved

**Meeting adjourned at 4:55**

**Next Board Meeting: June 18, 2017, San Diego**

**Action Items from 2017 Mid-Year Board Meeting:**

1. Cathy and Mark to finish meeting minutes to be approved at Annual Meeting. Walter to send his notes on motions to fill in minutes.
2. Walter to check with Pat Gibson on history and status of Van Wagoner Award. Alyssa to find out more about the full fund and how much we have been contributing.
3. Alyssa to add updating the Leadership Orientation tool to the Senior ID duties. Alyssa to rollout at the Intermountain meeting.
4. Walter to conduct survey regarding normalizing a dues structure with all Western District Sections.
5. Dalene to check if Walter can serve as faculty advisor and International Director.
6. Dalene to draft a letter to both Greater Oregon and Oregon regarding rescinding the Greater Oregon Charter.
7. Amit to send out email to verify recipient addresses and check addressee.
8. Janna to follow up with Randy regarding vendor issues.
9. Kim to revise strategic plan now that we're hit our goal. Kim to prepare details on Regional Travel Scholarship Program.
10. Walter to inform ITE Headquarters of District support of Portland as 2021 Meeting site.
11. Mark to ask Oregon for 2021 written report. For 2022, Mark will send invitations to all three interested with specific questions to address prior to their Board Meeting presentation.
12. Cathy and Mark to prepare a proposal to pull stipends into a chair travel budget. To be discussed at the next board meeting.

**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.