



**Western District  
2008 Mid-Year Board Meeting**

Hotel Monaco, Denver, Colorado  
1717 Champa Street, 303-296-1717  
Friday, January 25, 2008

**MEETING MINUTES**

(M/S = Motion/Second)

**CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 9:30 am by District 6 President Jennifer Rosales. Attendees introduced themselves. The following were in attendance:

**Board Members:**

Jennifer Rosales, President  
Monica Suter, Vice President  
Michael Sanderson, Secretary-Treasurer  
Dalene Whitlock, Past President (via teleconference)  
Julia Townsend, International Director  
Randy McCourt, International Director  
Zaki Mustafa International Director (via teleconference)  
Jenny Grote, District Administrator

**Committee Chairs and Guests:**

Ken Ackeret, Advisory Committee Chair  
Karen Aspelin, Technical Committee Chair  
Steve Eagan, New Mexico Section President  
Craig Grandstrom, Career Guidance Chair  
Peter Koonce, 2007 Portland LAC  
Nate Larson, WesternITE Advertising Coordinator & 2009 Denver LAC  
Cathy Leong, Endowment Committee Chair  
Marc Lichty, Vendor Chair  
Walter Okitsu, Licensing and Certification Chair  
Edgar Perez, Border (San Diego) Section Past President  
Alyssa Reynolds, Student Initiatives Chair  
Craig Schneider, Riverside-San Bernadino Section  
Mark Spencer, 2010 San Francisco LAC  
Walt Stringer, Legislative Committee Chair

**APPROVAL OF AGENDA**

*M/S Suter/ Townsend to approve the agenda. Motion passed.*

## I. ITEMS OF RECORD/CONSENT AGENDA

### A. Items of Record

1. Appointed Dalene J. Whitlock to Chair the Western District Nominating Committee (September 2007).
2. Appointed Nominating Committee, including:
  - ❖ Danielle Reagor
  - ❖ Carl Springer
  - ❖ Joy Bhattacharya
  - ❖ Bill Hange
  - ❖ Alejandro Angel
  - ❖ Kim Carroll
3. Appointed Cathy Leong as Endowment Fund Chair for a 3-year term from September 28, 2007 to September 28, 2010.
4. Appointed Marc Lichty as Vendor Chair for a 3-year term from October 29, 2007 to October 29, 2010.
5. Awarded Data Collection Fund projects as follows:
  - ❖ University of Wyoming: Trip Generation, Parking Demand, and Queuing at Coffee Shops with Drive-Through Service
  - ❖ UCLA: Trip Generation and Parking Demand at Urban Residential Developments
  - ❖ BYU: Trip Generation and Parking Demand at an Elementary School
  - ❖ University of Washington: Trip Generation, Parking Demand, and Queuing at Coffee Shops with Drive-Through Service
  - ❖ University of Nevada – Reno: Trip Generation, Parking Demand, and Queuing at Gas Stations with Fast-Food Service
6. Accepted resignation of Jon Pascal as WesternITE Web Manager effective May 1, 2008.

### B. Consent Agenda

1. Approved board meeting minutes of July 15, 2007.
2. Approved annual business meeting minutes of July 17, 2007.
3. Approved the use of new Federal Mileage Rate for reimbursement at \$0.505/mile.

*M/S Monica Suter/Randy McCourt to approve consent agenda. Motion passed.*

## II. PRESIDENT'S REPORT

President Rosales began her report by thanking Jon Pascal for his service as webmaster and said she was seeking volunteers to serve as webmaster. Peter Koonce indicated that the new webmaster would be required to coordinate closely with the LAC Chairs since the LACs are doing online registration.

### A. Section/Chapter Items and Visits

President Rosales discussed the Sections she has visited since her term began. She also listed the Sections and Chapters that she intends to visit in 2008.

### B. Presidential Proclamations

President Rosales presented proclamations to outstanding members at three local Section meetings.

### III. VICE-PRESIDENT'S REPORT

#### A. Close of FY06/07 Tax Year/Accounting Issues

Vice President Suter discussed the fiscal year-end financial report and compared the results to the budget. She noted that there was \$49,000 added to the endowment fund in fiscal year 2006-2007. Randy McCourt noted that the year-end expenses were misstated on the financial report as distributed.

**ACTION: Suter will revise and distribute a corrected report to the Board.**

#### B. Elected Leadership Directory

Vice President Suter discussed the importance of keeping the leadership directory up to date. She indicated that she was working to update the leadership directory but was not done.

**ACTION: Suter will complete updates to the leadership directory.**

Suter said that four committee chairs had requested reimbursement for travel to the mid-year meeting. Julie Townsend said that the committee chair was set up as a budget line item and not a policy item. This budget line item was intended to reimburse for airfare but not hotel for the midyear board meeting. If funds are left over, then the funds can be utilized for Annual Meeting travel. She noted that this year we have an additional committee chair position, the WesternITE Advertising Coordinator, and that the budget had already been increased to account for the additional chair. She also noted that the committee travel budget for the mid-year meeting has never been exceeded.

Randy McCourt suggested that the Vice President ask committee chairs to provide budget requests in May that can be incorporated into the budget. Then we should "hold the line" on committee chair travel. Walt Stringer, Legislative Committee Chair, suggested that the travel budget be increased to compensate for the increased cost of travel. Jenny Grote said that it's difficult to budget travel costs because the meeting locations are not always known at budget time.

McCourt suggested that the Secretary-Treasurer develop a budget template to make sure that all items are addressed and can be used by subsequent secretary-treasurers.

President Rosales summarized the discussion and said that if a budget line item is going to be exceeded then the sec-treasurer should inform the board via email, and then we should work to more rigorously budget for travel costs.

**ACTION: Sanderson will develop a budget worksheet to assist in developing the annual budget.**

### IV. SECRETARY/TREASURER'S REPORT

#### A. Current District Finances

Michael presented the income and expenses for the first quarter of the fiscal year. He reported income for the quarter of \$36,200 and expenses of \$13,300. He commented that, as endowment donations increase, the financial report as

structured will show a significant net income. This is caused by the large income generated by the endowment fund raising effort, but at the same time the endowment currently has no expenses. He suggested that the budget be organized so that endowment income is reported "below the line." It was suggested that the District's accountant, Albert Li, be consulted to see how endowment income impacts the District's tax liabilities.

***ACTION:*** Sanderson will contact Albert Li to discuss the endowment fund and its affect on tax liabilities.

## **V. PAST PRESIDENT'S REPORT**

The Board convened in executive session at 10:30 a.m. to discuss nominations.

### **A. Nominations for 2008-2009 Officers and International Director**

Past President Whitlock presented her report via speakerphone. She presented the recommended slate of candidates for Secretary-Treasurer and International Director, and also presented nominees for the lifetime and individual achievement awards.

Two Lifetime Achievement awards and one Individual Achievement award will be given at the 2008 Annual Meeting.

After a break, the Board re-convened in general session at 11:20 a.m.

### **B. Bylaws Change for Early Notification of Candidates**

Grote presented recommended bylaw changes to allow for notification of election results, which she included in the board packet.

### **C. Acceptance of Nominations Committee's Recommendation via Motion**

Whitlock presented the slate of candidates as follows:

- President – Monica Suter
- Vice President – Michael Sanderson
- Secretary-Treasurer – Edgar Perez and Larry Wymer
- International Director – Ken Ackeret and Alex Ariniello

***M/S McCourt/Suter to accept the slate of candidates as presented by the nominating committee. Motion passed.***

D. Formal Notification of Candidates, WesternITE/Website Coordination, Mailing List Requests and Coin Flip

President Rosales flipped a coin to determine the order that candidates will be listed in the WesternITE newsletter and on the website. Based on the coin flip, candidates will be listed as follows:

- Secretary-Treasurer -
  - Edgar Perez will be first in WesternITE
  - Larry Wymer will be first on the website
- International Director –
  - Ken Ackeret will be first in WesternITE
  - Alex Ariniello will be first on the website

The order of the names will be random on the e-ballot.

President Rosales announced that Gene Wilson, a Colorado/Wyoming Section and District 6 member, is a candidate for International Vice President. She passed out Gene's campaign brochure.

**VI. INTERNATIONAL DIRECTORS' REPORTS**

A. International Director's Report (Townsend)

Townsend presented a report of her activities as International Director for the past six months. She highlighted the Institute's strategic planning efforts, and she discussed the decision to switch the San Diego and Seattle meetings, which are both joint meetings with District 6. She discussed an initiative to offer a young transportation professionals award. Townsend also highlighted some of the changes in several district boundaries.

B. International Director's Report (McCourt)

McCourt presented a report of his activities as International Director. He commented that there are many new and updated ITE manuals coming out. He discussed the idea of using the District 6 Endowment Fund to help supply books to the universities in the District. McCourt discussed some of the significant issues coming up with re-authorization of the federal transportation funding bill. He commented that this would likely be a very complex and contentious re-authorization.

C. International Director's Report (Mustafa)

Zaki Mustafa presented his report via web conference.

**VII. DISTRICT ADMINISTRATOR'S REPORT**

District Administrator Jenny Grote presented President Rosales with a street sign commemorating her year as District 6 President.

A. Activities Report

Grote reported the major activities that she has been working on since the last board meeting. She explained that she had been helping some of the local sections to setup e-balloting.

B. E-Voting Evaluation

Grote discussed some of the issues that she has identified with e-balloting since it was implemented last year. This year she will pay Elections Online with a credit card and request reimbursement. Because space on the e-ballot is not as limited as on the paper ballot, it was recommended that only a 400-word statement be used, instead of the shorter 200-word statement used in the past.

Grote reported that the District and International ballot periods will overlap. Last year, there was some confusion because the district and international ballots look similar and people wondered why they were getting multiple ballots.

The District bylaws currently stipulate a 30-day voting period. It was recommended that no changes be made to this requirement.

The Board discussed the wording of the bylaws which allows voting up until the business meeting. It was agreed that no change to the bylaws was required. Voters can present an official paper ballot up until the business meeting but no requests for ballots will be accepted at the meeting.

C. Bylaws change for early notification

Ken Ackeret presented the recommendations of his task force, which looked at the potential for providing advance notice of election results to candidates. The committee recommended that the District not change their practice of announcing the winners at the meeting.

D. Changes in Election Guide

Grote's report on recommended changes to the election guide were included in the board packet.

E. Model Section/Chapter Bylaws/Charter Update

Grote discussed the intent to update the LAC manual to include the officer's duties with respect to the Annual Meeting. She recommended inserting the officer's duties as an appendix rather than within the LAC manual.

**ACTION: Grote will update the LAC manual with a new appendix.**

**ACTION: Grote will distribute a new travel reimbursement form that includes the new federal mileage rate.**

**Lunch break was taken from 12:15 p.m. to 12:45 p.m.**

**VIII. WESTERNITE MANAGING EDITOR'S REPORT**

A. General Overview and Status

Nate Larson presented the WesternITE report for Doug Smith.

B. Printing Options

Nate presented a proposal to begin distributing the WesternITE newsletter electronically. This could save significant printing costs which could be reallocated to provide enhanced website features. He discussed options to "opt-in or opt-out."

**ACTION:** The WesternITE committee (McCourt, Suter, Larson, Smith, Pascal, Mustafa) will develop an action plan that can be announced at the Annual Meeting in Anaheim.

Larson said that they were seeking a column to take the place of Jerry Hall's Adobe Tower column in the WesternITE.

## **IX. WESTERNITE ADVERTISING MANAGER'S REPORT**

- A. Duties transition  
Nate Larson said the transition in WesternITE duties has gone well and has streamlined advertising activities.
- B. General Overview and Status  
Larson reported that accounts receivables are down because many advertisers are now paying with a credit card. Larson is now posting job ads directly to the website which has streamlined that process. He noted that there's been an increase in the number of web-only ads.

## **X. WEBSITE MANAGER'S REPORT**

- A. General Overview and Status  
No report was presented.

## **XI. COMMITTEE REPORTS**

### **A. ADVISORY COMMITTEE REPORT**

Ken Ackeret presented the recommendations of his committee to improve the process for identifying and selecting candidates for the Lifetime and Individual Achievement Awards. It was noted that the information provided varies by nominee, and a standard format and information should be provided.

**ACTION:** The Advisory Committee will prepare a nomination form based on the format used by International for Honorary Members, and current nominations will be converted to this format.

### **B. TECHNICAL COMMITTEE REPORT**

1. Awards – Karen Aspelin summarized the awards that were selected and awarded by her committee.
2. Data Collection Fund – Aspelin reported that she received seven proposals from six student chapters.

### **C. MEMBERSHIP COMMITTEE REPORT**

Jennifer briefly summarized the written report submitted by Gary Hansen.

### **D. LEGISLATIVE COMMITTEE REPORT**

Walt Stringer presented his report and requested that members provide him with information from their home states and sections.

### **E. LICENSING AND CERTIFICATION COMMITTEE REPORT**

Walter Okitsu reported that there have been no changes to any of the licensing laws in the western states.

F. CAREER GUIDANCE COMMITTEE REPORT

1. Mentoring Program Status - Craig Grandstrom reported that he has received fewer applications this year from mentees, but he still has had a good response from mentors.
2. Career Guidance Awards – Grandstrom discussed the nomination schedule for the two career guidance awards, Young Professional Achievement Award and Best Annual Meeting Paper by a Young Professional.
3. Employer Recognition Award - Grandstrom presented a proposal to implement an employer recognition award. He discussed whether there should be two awards presented, one for a public agency and one for a private company, and also whether awards should be given based on the size of the organization. A “no repeat” rule was also suggested so that one firm/agency doesn’t dominate the award.

*M/S McCourt/Suter to create a District 6 Employer Recognition Award and to budget for a plaque. Motion passed.*

G. STUDENT AND FACULTY INITIATIVES COMMITTEE REPORT/EDUCATION COUNCIL

1. Status/Progress Report on Student Initiatives – Alyssa Reynolds reported that she did not receive an RFP this year for the Kell competition, and she said that the committee did not present any of its “outstanding” awards this year (outstanding student, outstanding grad student, and outstanding faculty) because of a lack of nominations. She asked for suggestions to get additional nominations for the awards.

*ACTION: Vice President Suter will provide the current list of student chapter liaisons to Reynolds. President Rosales will send a letter to the Sections that don’t have official liaisons.*

Reynolds said that Scott Lee with Transpo in Seattle has taken the job of Student Newsletter Editor.

H. VENDOR’S COMMITTEE

Mark Lichty reported that the Portland vendor show went well and he received a lot of positive feedback. They provided some fun activities and the Passport that encouraged people to come back and to circulate among the vendors. Also, having the poster session in the vendor area encouraged traffic through the vendors.

It was suggested that the LAC manual should be updated to include a “best practices” section for the vendor show.

*ACTION: Lichty will develop a best practices document.*

I. ENDOWMENT FUND COMMITTEE

1. Workshop Summary - Cathy Leong summarized the items discussed at the Endowment Fund Committee meeting held on January 24.

2. Status - Leong said that the endowment fund currently has \$79,000 in deposits. She showed the committee the logo that has been selected to brand endowment fund products and mailings.
3. Website Design and Fundraising – Leong said that the committee would like to establish an endowment fund website that includes the ability to take credit card donations. She said a web designer has been contacted that is willing to design the website for a \$300 stipend.

Leong presented ideas to raise funds at the joint annual meeting by selling shirts and teddy bears with the ITE logo. The endowment fund pin will be ready for distribution by the Annual meeting and all those that have reached the “pin” level of recognition will receive one. Leong presented an idea to recognize contributors at the annual meeting with a special name badge.

4. Awards – Leong presented the proposed awards to recognize fund raising at the section level. She recommended two awards to recognize total fund raising and fund raising on a per capita basis.

*M/S Townsend/Suter to establish two awards, one for Total Funds Raised and one for Highest Per Capita Fund Raising. Motion passed*

*M/S Townsend/McCourt to approve \$700 for student endowment fund pins. Motion passed.*

*M/S Townsend/Suter to approve \$600 to fund the design of an endowment fund web site. Motion passed.*

*M/S Townsend/McCourt to approve up to \$220 to set up a credit card account for the endowment fund. Motion passed.*

*M/S Townsend/McCourt to approve \$3000 to the Endowment Fund committee to buy shirts & teddy bears to raise money at the annual meeting with the cost of inventory to be paid back first and the net proceeds to go to the endowment fund. Motion passed.*

**ACTION:** Michael will include expenses for operating the endowment fund credit card transactions in the next budget.

## **XII. ITE TECHNICAL COUNCIL REPORTS**

- A. Coordinating Council (Vice-Chair Noyes)  
President Rosales summarized the report prepared by Coordinating Council Vice Chair Pat Noyes.
- B. Public Agency Council (Chair Davis)
- C. Pedestrian & Bicycle Council (Chair Ridgway)
- D. M&O/ITS Council (Chair Jacobson)
- E. Transit Council (Vice-Chair Byrne)

No other technical council reports were presented.

### XIII. FUTURE ANNUAL MEETINGS

- A. 2013 Annual Meeting Statements of Interest
  - 1. Arizona Section
    - Jennifer acknowledged the receipt of a statement of interest from Arizona and will invite them to give a presentation in Anaheim.

### XIV. ANNUAL MEETING REPORTS

#### A. 2007 Portland Wrap Up Report

Peter Koonce presented the final report for the Portland meeting. He described some of the meeting highlights and reported that the meeting will return \$58,000 to the District.

*M/S Suter/McCourt to donate \$5000 of the Portland meeting net revenue to the Portland State University student chapter. Motion passed.*

*M/S Townsend/McCourt to donate the remaining net revenue from the Portland meeting, approximately \$53,000, to the student endowment fund. Motion passed.*

#### B. 2008 Anaheim

Zaki Mustafa presented the current status of planning for the Anaheim meeting and coordination efforts with Tom Brahms at ITE headquarters. He presented the final LAC budget for the 2008 meeting.

*M/S McCourt/Townsend to approve a \$50 surcharge for District 6 events at the Annual Meeting in Anaheim. Motion passed.*

#### C. 2009 Denver

Nate Larson reported on planning activities for the Denver meeting. He discussed the preliminary budget estimates and reported that they are projecting a \$395 base registration. Julie Townsend recommended using 300 as the middle estimate for attendance. Larson requested a \$3000 advance to fund up front promotional costs. He also indicated that the Colorado/Wyoming Section had already fronted the 2009 LAC \$1500.

*M/S Sanderson/Suter to advance \$4500 to the Denver LAC. Motion passed.*

*ACTION: Sanderson will work with Larson to set up an LAC checking account for the Denver LAC.*

*ACTION: Larson will get the meeting dates are posted on the WesternITE website.*

#### D. 2010 San Francisco

Mark Spencer reported on meeting planning for the San Francisco meeting. The meeting dates will be June 27-30, 2010. Spencer said that they have engaged Experient to assist with hotel contract negotiations. He said that the proposed meeting location will be the San Francisco Palace Hotel in downtown San Francisco.

Townsend suggested that we try to keep the registration cost down even if that means the District accepts a loss on the meeting. McCourt suggested that we look at offering a registration break to people that stay in the conference hotel in order to help insure we fill our room block.

**XV. NEW BUSINESS – 3:40 PM**

A. Annual Meeting Rotation Schedule

*M/S Townsend/McCourt to approve switching the 2014 meeting to Seattle and the 2017 meeting to San Diego. Motion passed.*

ACTION: President Rosales will prepare a proposed meeting schedule to address the California vs. non-California meeting order.

B. Financial Support for ITE Vice Presidential Candidate Gene Wilson

*M/S McCourt/Townsend to approve donating \$1200 to Gene Wilson to support his candidacy for International Vice President. (Amount reflects \$2500 less the \$1300 already pledged from the CO/WY Section.) Motion passed.*

C. Past President Badges

*M/S Suter/Rosales to prepare name badges for the past presidents of the District. Motion passed.*

ACTION: Rosales will work with Jenny Grote, District Administrator, to identify all the past presidents and get name badges prepared in time to present them at or before the annual meeting in Anaheim.

D. Name Change of Border Section to San Diego Section

Edgar Perez presented the reasons behind the proposal to change the name of the California Border Section to the San Diego Section. He said that the section membership already voted overwhelmingly to approve the name change.

*M/S Suter/Townsend to approve a change to the Border Section's bylaws to rename it the San Diego Section with minor editorial changes as discussed. Motion passed.*

E. New Section - Greater Oregon Section

Jim Hanks presented the reasons for the creation of the Greater Oregon Section. Jenny asked if they had given consideration to creating a Chapter instead of a Section. They don't want to be subservient to the Oregon Section and don't want to pay 2 levels of dues. Jenny asked him about several other discrepancies in their proposed charter.

*M/S McCourt/Rosales to approve with recommended edits the charter for the Greater Oregon Section and to require the GOS to come back in 60 days with proposed bylaws and an approval from the Oregon Section. Motion passed.*

**XVI. NEXT MEETING: Sunday, August 17, 2008, in Anaheim, California**

**XVII. ADJOURN** – President Rosales adjourned the meeting at 5:05 p.m.