



## 2024 Summer Board Meeting Minutes

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*Sheraton Grand Sacramento Hotel  
3<sup>rd</sup> Floor*

*1230 J St, Sacramento, CA 95814*

*Sunday, June 23, 2024*

*8:30 am - 3:00 pm (PT)*

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

Western District President Doug Smith called the meeting to order at 10:42 a.m. Attendees at the meeting were:

### **BOARD MEMBERS:**

Doug Smith, President ([Present](#))

Patrick Marnell, Vice President ([Present](#))

Joshua McNeill Secretary-Treasurer (preparer of the meeting minutes) ([Present](#))

Kimberly Leung, Immediate Past President ([Present](#))

Peter Koonce, Jr. International Director ([Present](#))

Neelam Dorman, Sr. International Director ([Present](#))

Dalene J. Whitlock, District Administrator (ex-officio and non-voting member) ([Present](#))

### **COMMITTEE CHAIR, SECTION REPRESENTATIVES, AND GUESTS:**

Henry Hammil, Career Guidance Committee Chair ([Present](#))

Cathy Leong, District LAC Committee Chair ([Present](#))

Giancarlo Gandini, Public Relations Committee Chair ([Present](#))

Kayla Fleskes, Student Funding and Initiatives Committee Chair ([Present](#))

Jeanne Acutanza, Technical Committee Chair, Bellevue 2026 LAC ([Present](#))

Cameron Shew, Website Manager, Sacramento 2024 LAC, 2025 Secretary-Treasurer Candidate ([Present](#))

Ryan Zellers, Advertising Manager ([Present](#))

~~Ryan Caldera, Westernite Managing Editor~~

~~Matthew Coburn – Alaska Section Proxy Rep.~~

Katherine Lee, Central California Section Representative ([Present](#))

Mark Bueno, 2024 Central Coast Secretary-Treasurer ([Present](#))

~~Tom Mericle, 2024 Central Coast Section Representative~~

Keoni Wasano, Hawaii Section Representative ([Present](#))

Ryan Chapman, Northern California Section President ([Present](#))

Molly McCormick, Oregon ITE Section Representative ([Present](#))

Abe Campos, RSBITE Section President ([Present](#))

Jacob Swim, San Diego Section President ([Present](#))

Kevin Carstens, SF Bay Section Representative ([Present](#))

Marc Violet, Southern California Section Representative ([Present](#))

Ryan Peterson, Washington Section Representative ([Present](#))

Sowmya Chandrasekhar, Long Beach 2025 LAC ([Present](#))

John Davis, International President ([Present](#))

Gordon Meth, International Vice President Elect (Present)  
Rany McCourt, International Past President (Present)  
Joe De la Garza, Western District Past President (Present)  
Erik Zandvliet, Southern California Section Administrator, (Present)

The Western District Summer Board Meeting was held in-person on June 23, 2024. Board members, committee chairs, and section representatives were in attendance. Voting members of the District Board consist of the Elected Officers of the District (Executive Committee (EC): President, Vice President, Secretary-Treasurer, Past President, and two International Directors) and Section Representatives.

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## GENERAL SESSION 10:30 am – 12:00 pm

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### I. Call to Order and Roll Call (Smith)

Doug Smith called the meeting to order at 10:42 AM. Latest agenda was sent out by email on June 22, 2024.

### II. Approval of Agenda (Smith)

**MOTION:** Nelam Dorman, 2<sup>nd</sup> Pat Marnell, to approve the 2024 Summer Board Meeting agenda. Motion passed by unanimous vote.

### III. Items or Record and Consent Agenda (Smith)

- a. Items of Record
  - i. Policy Update
    - a. Doug reviewed travel policy updates for committee chairs. The policy updates are detailed in the District Administrator's Board report.
  - ii. Chair Appointments and Terms
    - a. The attendees were invited to review Doug's Report for details.
- b. Consent Agenda
  - i. Approval of January 2024 Winter Board Meeting Minutes

**MOTION:** Neelam Dorman, 2<sup>nd</sup> Pat Marnell, to approve the Winter (January 2024) Board Meeting Minutes. Motion passed by unanimous vote.

### IV. Section Representative Introduction (Smith)

- a. Review of General Session Agenda and Decision Items
  - Doug reviewed the areas of the agenda that would require Board action.
- b. Open Discussion
  - Representatives were asked to update the leadership directory as needed.

### V. Section Representative Reports

- a. Alaska (Smith)
  - A representative from the Alaska Section was not able to join the Board meeting. Doug was able to give an update based on his visit.

- Section monthly meetings are consistent and roughly 60 people attend regularly.
  - Since affiliate membership was removed, the Alaska Section does not collect as much in dues. Of the people attending meetings, only 20 were members.
  - International ITE has recommended differential pricing for meetings in the past.
  - Other members recommended charging small amounts for virtual meetings. More people attend when they pay for the meeting.
- b. Central California (Lee)
- The Section board members have continued working through the Section 101 process.
  - The Section is going through the process of becoming a chapter of NorCal section. The transition idea was presented to membership in May.
- c. Central Coast (Bueno)
- Central Coast Section has virtual and in person meetings throughout the year. They recently had a joint meeting with the SoCal Section.
  - They have joint meetings as well. They are still engaged with and trying to increase membership.
- d. Hawaii (Wasano)
- The Hawaii Section holds virtual meetings, charging \$10 for members and \$15 for nonmembers. In-person lunch meetings are also have different pricing for members and nonmembers. Attendees have the option of bringing their own lunch.
  - The Section invited Peter Koonce and Randy McCourt to present at in-person meetings and discuss topics that membership has asked for.
  - Board members are looking for student leaders to continue to build the student chapter.
- e. Northern California (Chapman)
- Northern California Section had a Vendor show in March, and are currently trying to increase attendance
  - They are coordinating with the MPO to have a speaker talk about their competitive grant program at an ITE meeting.
- f. Oregon (McCormick)
- The Oregon Section is working on finding new candidates for the board.
  - The Section received great admissions for the Bill Kloos Scholarship and decided to award a 2<sup>nd</sup> place prize.
  - The Oregon Section hosted the 2023 International ITE meeting in Portland.
- g. Riverside-San Bernardino (RSB) (Campos)
- The RSB Section has already set up their meeting for the year
  - The Section needs assistance on setting up their 501 c3 for next year
  - Board members are currently working on an event with LADOT
- h. San Diego (Swim)
- The Section has 206 members this year and has a full board.
  - The Section's experience with virtual meetings is that more people attend when they pay.
  - The San Diego Section had a joint meeting with RSB and SoCal Section in March.
  - The Section will host a join cornhole tournament event with WTS.
  - Section 101 meetings were very helpful . In particular, it helped the Section do a better job of filling committee chair positions.
  - Connections with student chapters have been difficult to maintain.
- i. San Francisco Bay Area (Carstens)
- The San Francisco Section had five meetings this year. The event with Rock Miller as speaker was the highest attended event.

- The Section is coordinating meetings with NorCal and Central Coast.
  - The Section is continuing to engage with local student chapters and will be helping a new chapter at Stanford.
  - Section 101 has been very useful. In particular, it has helped them start providing more advance notice for meetings.
- j. Southern California (SoCal) (Violett)
- The SoCal Section has a Full board that is holding monthly meetings.
  - The Section recently held a student presentation dinner that was a joint meeting with OCTEC.
  - The Section was able to recently fill their STEM chair position. STEM activities are available on the International ITE website.
  - The Section has been successful with their Sponsorships which is helping the Section maintain financial stability.
- k. Washington (Peterson)
- The Washington Section successfully installed a new administrator.
  - The Section held their annual ITE-IMSA conference with a scholarship program.
  - The Section gave out \$11,000 in scholarships to student chapters on student night.
  - The Section had a successful APA joint meeting to help bring in planners. APA took care of CM credits for the event. The District has tried to do it in the past but it's expensive. International ITE has provided CM credits at the Florida meeting.

Further Section discussion

- Neelam shared the section representative form for sections to provide feedback. The form provides a template for minimal information. How frequently does the section meet? How well are student chapters doing? There may be an important topic that year.

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## LUNCH 11:45 pm – 12:45 pm

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## Resume General Session 12:45 pm – 4:30 pm

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### VI. Summary of Executive Session (Smith)

- a. Chair Appointments and Terms
- b. Dalene Whitlock was reappointed as DA at the Winter Board meeting.
- c. There will be increased outreach to LAA candidates
- d. Doug discussed 501c3 status and the need to have it in place prior to January 1, 2025.
- e. 2023-2024 Fiscal Year-to-Date Financial Report
- f. FY 23-24 is expected to close out with a small surplus due to increased membership dues.
- g. 2024-2025 Fiscal Year Proposed Budget

**MOTION:** Neelam Dorman, 2nd Peter Koonce, to approve the FY23-24 Proposed Budget.  
Motion passed by unanimous vote.

- h. 2025 Officer Candidate Nominations Planning
  - There was discussion about giving Section Representatives more guidance on District election rules.

**ACTION:** Dalene to update roles and responsibilities schedule to indicate that the nomination committee should send directions/guidance to section representatives.

- i. Action Items (see attachment)

## VII. ITE International Officer Remarks (Davis/Meth)

- a. John Davis reiterated the importance of filing for 501c3 status. Penalties from the government may be incurred if not done by January 1, 2025.
- b. ITE International is inviting everyone to sessions hosted by Technical Council Chair Lyndsay Van Parys that provide information on councils/committees and how to get involved. Lyndsay is from the Western District. The last webinar had 400 people. Technical committees are an excellent place for people to get involved.
- c. The financial status of ITE International is good. Western District members were on the strategic initiatives committee which is now being implemented.
- d. The branding initiative is in progress continuing the One ITE initiative. The heavy lifts are behind us: new charters, new bylaws, new district borders. A report on rebranding will be issued in July, and the International ITE Board will provide direction for the timeline moving forward.
  - There was discussion on logo graphics support from International, which is yet to be determined.
  - There were concerns about sunk costs of being required to change logos.
  - Several people pushed the International Board members to take Sections' opinions into consideration before providing direction.

## VIII. District Administrator's Report (Whitlock)

- a. Dalene submitted the Bylaws as updated in January to International ITE.
- b. See Dalene's report on the proposed update in policy language. The updates include changes to the committee chair travel policy for the summer meeting and student initiatives. The update also reconciles LAA approval process with current approved practice.

**MOTION:** Pat motioned to accept the proposed policy change as redlined in the Board packet. Neelam seconded. Motion passed by unanimous vote.

- c. Dalene's report provides a discussion of the Mountain District election process. The new term of office allows elections to be moved to after the annual meeting so candidates can talk to people at the meeting before they vote. The decision on Secretary/Treasurer still must be made prior to Executive Committee meeting in September to switch accounts. Others commented that the gap between being elected, and the beginning of term provides a good opportunity to transition. Candidates do have a good opportunity to campaign virtually.

**ACTION:** Neelam to form a committee that will weigh the merits of changing the election schedule

## **IX. WesternITE Managing Editor's Report**

- a. no report

## **X. Advertising Manager's Report**

**(Zellers)**

- a. Western District increased sponsorship rates by 25% this year.
- b. With a dozen sponsors, the District is on track to meet its goal of \$15,000.

## **XI. Website Manager's Report**

**(Shew)**

- a. The District website was forced to move from a shared server to a virtual private server in order to continue providing the same services to our members. The cost of the website increased from \$60 per year to \$100 per month.
- b. Keisha will likely take over as website manager after Cameron begins his term as Secretary Treasurer.
- c. Other committees have been making their own updates to the website.

## **XII. Committee Reports**

- a. Career Guidance Committee

**(Hammil)**

- Explorer Badge program initiative: The Young Professional Program has been underway since February.
  - Budget was approved at \$1,000. Pins were created and given to board members and YPs that attended section meetings throughout the year.
  - Others commented that the committee should find ways to open the program up to people from sections that do not have regular meetings.
  - There was discussion on how to use the approved budget for further activities and prizes.
- Mitey Mentorship program: The program will have more in-person events with sections. Daniel led one event in Seattle.
- Licensure guidance is now on the ITE website and being continually updated by the committee. The committee will look at adding other types of licensing requirements.
- There will be a YP track at the meeting in Sacramento.

- b. Public Relations Committee

**(Ganddini)**

- The IAA and LAA award videos are complete and will be shared at the Annual Awards Banquet.
- ITE Western District submitted their Implementation of Section 101 Programs for the ITE 2024 District Innovation Award submittal. In May, the Western District was notified by ITE that it was selected. Doug will accept the award in Philadelphia.
- Giancarlo still has our traffic bowl equipment.

- c. Student Funding & Initiatives Committee

**(Fleskes-Lane)**

- The University of Washington won the District Traffic Bowl Competition and will be moving on to the International ITE Traffic Bowl.
- UCLA will host the next Student Leadership Summit (SLS) on 1/31/25.
  - UCLA would like to have the Student Traffic Bowl at the SLS.
  - Sponsorship requests should come out soon to help keep them on schedule.
- The Student Leadership Councils have been well attended and have received great feedback.
- The Connection Grants have been successful and will continue next year.
- The committee has created a Student to Young Member Pamphlet that contains resources for graduating students. The resource provides ways to engage with ITE after graduation.

- The Student Endowment Fund budget was increased to allow the District to increase the data collection award from \$1,000 to \$1,600.
- d. Technical Committee **(Acutanza)**
- Several people helped the Technical Committee review the papers for the Annual Meeting. Many of the same people that submitted papers have submitted them in the past.
  - The Transportation Excellence Award nominations were all good. The Project of the year is a complete streets effort in San Francisco. The awards will be handed out on Tuesday.
  - The committee is working with five ITE Student Data Collection projects where the District has committed funds.

**ACTION:** Ryan Zellers to coordinate with Jeanne Acutanza to have existing sponsors be a sponsor for webinars.

- e. District Local Arrangements Committee (LAC) Committee **(Leong)**
- The District is expected to sign the 2027 contract for Reno by the end of July. The attendance for the joint meeting is anticipated to be around 500. Half of the Chairs for the meeting are from the Western District.
  - Ryan Zellers will be LAC chair for 2028 meeting in San Diego.
  - Paul Stannis will be LAC chair for 2029 meeting in San Jose or Oakland.

### XIII. Annual Meeting Reports

- a. 2024 Sacramento **(Shew)**
- There were a lot of late registrations in the last two weeks, which bumped up attendance to 332 full registrations.
  - There will be roughly 600 unique individuals at the conference.
  - The hotel reservations are above the required attrition percentage.
  - Monday is a public agency day with free registration for public agency staff. This was offered to help drive up registration when numbers looked low, and future LAC's should be cautious when considering implementing it again.
  - The exhibit booths are sold out and three firms are on the waiting list.
- b. 2025 Long Beach **(Chandrasekar)**
- The Long Beach LAC is filled, and several members are in attendance at the Sacramento meeting.
  - The LAC polos have been delivered.
  - The LAC has begun searching for meeting sponsors. One platinum and one Gold sponsorship have been reserved already.
  - The City of Long Beach will help coordinate a bike tour.
  - The Family Night options are the Long Beach Aquarium, Belmont Shores, Queen Mary or a private boat.
  - Board approval is needed on rates for the meeting.

**MOTION:** Nelam Dorman, 2nd Pat Marnell, to approve the 2025 Long Beach Meeting Rates. Motion passed by unanimous vote.

- The LAC will also reach out to the Ports of LA and Long Beach about technical tours.
  - Attendees will need to reserve rooms as soon as possible.
- c. 2026 Bellevue **(Acutanza)**

- The Bellevue LAC is filled and has begun working on a logo.
- The East Link Light Rail line should be extended to the airport before the meeting
- The FIFA Soccer World Cup will be around at the same time, so attendees need to book travel early.

**XIV. Old Business**

- None was brought forth.

**XV. New Business**

- It is International Women in Engineering Day.

**XVI. Next Board Meeting: Friday, January 31, 2025, Los Angeles, CA**

**XVII. Adjourn**

The meeting was adjourned by President Doug Smith at 2:31PM.

**MOTION:** Pat Marnell motioned to adjourn. Seconded by Kim. Motion passed. There were two nays by Neelam Dorman and Patrick Marnell.

### **Action Items from 2024 Summer Board General Section:**

1. Dalene to update roles and responsibilities schedule to indicate that the nomination committee should send directions/guidance to section representatives.
2. Neelam to form a committee that will weigh the merits of changing the election schedule.
3. Ryan Zellers to coordinate with Jeanne Acutanza to have existing sponsors be a sponsor for webinars.

### **Action Items from 2024 Winter Board General Section:**

1. Dalene to provide an update in travel policy to pay for student initiatives chair to travel to SLS.
  - a. Done

### **Action Items from 2023 Summer Board Meeting:**

1. The board will revisit the Outstanding Technical Paper monetary award at the summer meeting.
  - a. This item is still open for the summer board meeting.
  - b. **New Action: Jeanne will revisit the award how the award is publicized.**
2. Pat to set up a meeting to discuss with Neelam and Dalene to discuss further review of our existing policies/ by laws.
  - a. This item is still open.