



2024 Winter Board Meeting Agenda

HDR

100 Oceangate #1120, Long Beach, CA 90802

Friday, January 26, 2024

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

Welcome

The Western District Board welcomes committee chairs, council chairs, section representatives and section/chapter leaders to its winter board meeting. Voting members of the District Board consist of the Elective Officers of the District (Executive Committee: President, Vice President, Secretary-Treasurer, Past President, and two International Directors) and Section Representatives. These persons are responsible for all “Official Transactions of Business” of the District, such as approval of operating budgets and adoption/modification of policies. 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

Executive Committee Session		8:30 am – 10:30 am	
I.	President’s Report	(Smith)	8:30 am
	a. Chair Appointments and Terms		
	b. Section/Chapter Visits		
	c. Action Items (see attachment)		
II.	Vice President’s Report	(Marnell)	8:50 am
	a. Committee Chair Travel Budget		
	b. 2022-2023 Fiscal Year Closeout		
	c. Taxes Update		
	d. 2023-2024 Fiscal Year-to-Date Financial Report		
	e. Leadership Directory Update		
III.	Secretary-Treasurer’s Report	(McNeill)	9:10 am
	a. Exchange of Records Meeting Summary		
IV.	Past President’s Report	(Leung)	9:20 am
	a. Lifetime & Individual Achievement Awards		
	b. Discussion		

- V. International Directors' Reports** **9:30 am**
 - a. Sr. International Director's Report **(Dorman)**
 - i. 2024 Officer Candidate Selection
 - ii. IBOD Discussion Items
 - b. Jr. International Director's Report **(Koonce)**
- VI. California Sections** **(Smith)** **9:45 am**
- VII. Section 101 Updates** **(Smith)** **10:15 am**

General Session [HYBRID] **10:30 am - 12:00 pm**

- VIII. Call to Order and Roll Call** **(Smith)** **10:30 am**
- IX. Approval of Agenda*** **(Smith)** **10:35 am**
- X. Items of Record and Consent Agenda*** **(Smith)** **10:40 am**
 - a. Items of Record*
 - i. Financial Allocations from Fall 2023 Executive Committee Kick-off Meeting
 - ii. Chair Appointments and Terms
 - b. Consent Agenda*
 - i. Approval of August 2023 Annual Board Meeting Minutes
- XI. Section Representative Orientation** **(Smith)** **10:50 am**
 - a. Overview of Section Representative Orientation Packet
 - b. Annual Meeting Attendance
 - c. Review of General Session Agenda and Decision Items
 - d. Open Discussion
- XII. Section Representative Reports** **11:00 am**
 - a. Alaska **(Coburn)**
 - b. Central California **(Lee)**
 - c. Central Coast **(Mericle)**
 - d. Hawaii **(Wasano)**
 - e. Northern California **(Chapman)**
 - f. Oregon **(McCormick)**
 - g. Riverside-San Bernardino **(Wong)**
 - h. San Diego **(Swim)**
 - i. San Francisco Bay Area **(Carstens)**
 - j. Southern California **(Violett)**
 - k. Washington **(Peterson)**

LUNCH **12:00 pm - 1:00 pm**

Resume General Session [HYBRID]		1:00pm – 3:00 pm
XIII. Summary of Executive Session	(Smith)	1:00 pm
a. Chair Appointments and Terms		
b. 2022-2023 Fiscal Year Closeout		
c. 2023-2024 Fiscal Year-to-Date Financial Report		
d. Lifetime & Individual Achievement Award Winners to be announced at Annual Meeting		
e. 2024 Officer Candidates		
f. Action Items (see attachment)		
XIV. District Administrator’s Report	(Whitlock)	1:10 pm
XV. WesternITE Managing Editor’s Report	(Caldera)	1:15 pm
XVI. Advertising Manager’s Report	(Zellers)	1:20 pm
XVII. Website Manager’s Report	(Shew)	1:25 pm
XVIII. Committee Reports		1:30 pm
a. Career Guidance Committee	(Hammel)	
b. Public Relations Committee	(Ganddini)	
c. Student Funding & Initiatives Committee	(Fleskes-Lane)	
d. Technical Committee	(Acutanza)	
e. District LAC Committee	(Leong)	
XIX. Annual Meeting Reports		2:00 pm
a. 2023 Portland	(Kentosh)	
b. 2024 Sacramento	(Shew)	
c. 2025 Long Beach	(Chandrasekar)	
XX. Old Business		2:30 pm
a. Caltrans Membership and Engagement	(Smith)	
XXI. New Business		2:35 pm
XXII. Next Board Meeting: Sunday, June 23, 2024, Sacramento, CA		
XXIII. Adjourn		3:00 pm or earlier

Zoom Link for General Session

Join Zoom Meeting

<https://us02web.zoom.us/j/87004820060?pwd=R2s3ZUhxSWFCWnVnZnJxRkhrNFBtQT09>

Meeting ID: 870 0482 0060

Passcode: 698011

One tap mobile

+16694449171,,87004820060#,,,,*698011# US

+16699006833,,87004820060#,,,,*698011# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Find your local number: <https://us02web.zoom.us/u/kiQRt1JxC>

Action Items from 2023 Summer Board Meeting

1. Doug to send to Colleen the updated Leadership directory.
2. Dalene to propose updated language to align WD Election policy with bylaws on nominating committee chair.
3. Kayla to consider establishing an innovative student chapter website or social media award.
4. Tony Henderson to send Student Chapter Faculty Advisor contact info to Kayla.
5. Pat and Josh to set up regular check-in meetings for Secretary/ Treasurer transition.
6. Kim to set up a meeting to discuss Student Endowment Fund fundraising and messaging with Kayla Fleskes and Pat.
7. The board will revisit the Outstanding Technical Paper monetary award at the summer meeting.
8. Pat to set up a meeting to discuss with Neelam and Dalene to discuss further about review of our existing policies/ by laws.

Outstanding Action Items from 2023 Winter Board Meeting

1. Ellie Simpson to look at options to switch from Constant Contact to MailChimp or similar.
2. Giancarlo to update duties of social media manager to be under the Website Manager.
3. Kayla to draft a contributor thank you message to be sent out before May.