



**TexITE District 9 Board Meeting Minutes
Winter 2007
February 1-2, 2007
Houston Crowne Plaza Hotel**

In attendance: Jason Crawford, President; Rick Charlton, Vice-President; Brian Jahn, Secretary-Treasurer; Brian Van De Walle, Immediate Past President; Robert Wunderlich, International Director (Texas); Earl Newman, ITE International President; Ken Voigt, ITE Vice-Presidential Candidate; Rod Kelly, ITE Vice-Presidential Candidate; Srinivasa Sunkari, Brazos Valley Section Representative; David Carey, Capital Area Section Representative; Scott Cooner, Greater Fort Worth Area Section Representative; Taylor Withrow, At-Large Area Section Representative / Amarillo Local Arrangements Committee Chair; Mark Titus, Dallas Area Section Representative; Randy Schulze, Houston Area Section Representative; Rebecca Bray, Membership Committee Chair; Dale Thomson, Highway Products Group Chair; Jennifer Butcher, Younger Members Committee Chair; Wayne Kurfees, Past President's Committee Chair; Praveen Pasumarthy, Newsletter Committee Chair; Paul Luedtke, Technical Committee Chair; Gary Thomas, Website Committee Chair / Student Liaison; Rene Arredondo, South Texas Area Section President; Robert Saylor, Dallas Area Section Vice-President; Jim Carvell; Dave Carter; Stuart Corder, Houston Local Arrangements Committee Chair; Connie Clark, Houston Local Arrangements Committee (Budget)

1. Call to Order (Crawford)

Meeting called to order at 3:08 pm by Jason Crawford.

2. Section Representative Swearing In (Crawford)

Randy Schulze, David Carey and Scott Cooner were sworn in as Section Representatives by Jason Crawford.

3. Approval of October 27, 2006 Board Meeting Notes (Crawford)

Van De Walle made change regarding '2006' to '2007' Budget reference. Meeting minutes were approved – moved by Van De Walle seconded by Bray.

4. International Vice-President Candidates' Address (Voigt/Kelly)

Short presentations were made by Ken Voigt and Rod Kelly stating their platforms and directions for the upcoming Vice-Presidential election.

5. International Director Report (Wunderlich)

Robert Wunderlich reported that all changes in membership grades proposed by ITE International have been ratified by the general membership. He also identified several issues that the International Board is dealing with including:

- integration of 'International' aspect of ITE into everything we do;
- the 'Public Face' of ITE and the transportation profession;
- recruitment/retention/reactivation task force;

Robert also included several reminders concerning Specialty Councils (one already included w/ membership), certifications (PTOE, TOPS, PTP - the new Professional Transportation Planner) and webinars (multiple topics currently available from ITE). He reported that the organization is in excellent financial health and requested input from Texas members regarding what more the organization could be doing to serve its members.

President Earl Newman then addressed the Board and voiced his appreciation for what Robert has accomplished, what the Texas District does and encouraged the membership to participate in one of the upcoming leadership webinars.

6. District Administrator Report (Williams)

(Taken out of order on February 2nd...) Jim Williams presented 2006 expenditures and meetings account info. 2006 appears to be complete. Increase in student chapter support due to Kingsville and another increase will be required if San Antonio approved. Student travel will also require increase for 2007. Discussion ensued concerning Acteva fees.

- **Insurance Coverage**

Williams pointed out the over-expense of insurance line item was due to change in policy/premiums.

- **Tax Exempt Application Status**

- **Meeting Reconciliation**

Meetings account shows income and expenses for San Antonio (hosted by International-no income) and College Station (revenue of \$6,700).

- **2005 Federal Tax Return Status**

Dispute w/ IRS resolved at no expense.

- **2006 Federal Tax Return**

Due in May.

7. Treasurer's Report (Jahn)

- **Account Balances**

Meetings account balance is \$25,600 and checking account balance is \$41,600.

- **Budget Review – Dashboard**

No expenses for 2007 yet.

8. Action on 2007 Budget (Crawford)

- **Support of International Candidate Expenses**

Board proposes \$2,500 line item for International VP candidate's travel. Rod stated he will only use this funding if he needs it...approval moved by Van De Walle, seconded by Charlton, motion passed.

9. Vice-President's Report (Charlton)

Rick Charlton solicited help in putting together the technical program for Amarillo. He requested input from membership regarding topics/papers for technical session presentations. Brian Van De Walle encouraged Rick to review section reports for potential topics.

10. President's Report (Crawford)

Jason Crawford commented on his column in Fall Newsletter requesting support in increasing activity at the section and district level. He pointed out that no one responded to the call for abstracts. He also talked about changing process of putting together a meeting. Crawford charged Younger Members Committee with developing an 'RFP' for future meetings. Membership Committee has the following charges – define member benefits, identify ways to protect these benefits, propose a member growth program, work with Wunderlich to develop a public employee contact database (each Section will nominate a member to assist on Committee), survey county/municipal employees about how they are reimbursed for membership in professional organizations (travel/meetings) and research ways to increase involvement from TxDOT staff.

Jason also discussed need to provide a continuous involvement opportunity from student level on. Next topic of discussion was the creation of a group to study how, what and why we hold our District meetings in order to possibly propose modifications for future meetings. Wayne Kurfees warned caution when pursuing changes to existing meeting system. A lengthy discussion ensued regarding meeting invitation process, structure, duration and frequency between Crawford, Kurfees, Charlton, Newman and Wunderlich. Meetings Committee members are to include Kurfees, Wunderlich, Van De Walle, Jahn, Carter, Withrow, Clark and Thomson.

11. Local Arrangement Committee Reports

- **Winter 2007, Houston (Corder/Clark/Thomson)**

Stuart Corder reported 140 members, 19 students, 47 vendors, 8 late and 15 non-members registered (229 total). Connie Clark informed that 10 more late registrations were needed to break even. Dale Thomson reported good showing from vendor community and requested assistance when exhibit hall breaks down and lunch is being set. Thomson pointed out that \$6,308 is being spent on Thursday evening and Friday morning - over \$7,700 total contributed.

- **Summer 2007, Amarillo (Withdraw)**
Meeting plans are being finalized and proposed budget is available for comment. Hotel has been selected at a rate of \$60/nt. However, problems exist w/ the HPG (atrium) space and security. This meeting will mark the Tone Deaf 15-year anniversary. It was recommended that Tom Brahms review any hotel contract (very experienced).
- **Winter 2008, Irving (Cline)**
(no report)
- **Summer 2008, Invitees (Charlton)**
Rick Charlton sent out invites to 8 cities in target section (Corpus, Brownsville, San Antonio, Victoria, McAllen, Pasadena, Beaumont & Galveston). So far, only Galveston has replied, but their hotel rates are too high. South Texas may propose, but none yet. Randy Schulze stated that Houston Section will offer to host meeting somewhere in the Section. Wayne Kurfees asked if all members were solicited and Rick replied that only public sector was contacted. Kurfees advised that **all** members should be contacted initially. Discussion ensued regarding selection practices and potential delay if selection by Board.
- **Acteva Contract Feedback (Thomas/Williams/Corder/Clark)**
Gary Thomas reported that Acteva is working well w/out the problems experienced in the past under PayPal. Clark advised of somewhat hidden fees that were discovered and recommended an increase in the Acteva budget line item for future meetings.

12. Action on Policy, By-Laws, and District Functions (Crawford)

- **Recording Board Action through E-mail or Conference Call**
Jason Crawford solicited comments and Charlton responded with a question about using 'reply to all' function of e-mail. Crawford replied that a conference call should be initiated instead of trying to use e-mail to conduct discussion on action items. Approval of policy moved by Butcher and seconded by Charlton, motion passed.
- **Jim Carvell Travel Scholarship**
A travel scholarship has been established in Jim Carvell's name by his family to assist students with travel-related expenses to the ITE annual meeting. Award of this scholarship to be made by awards committee, however, Board can review. Approval moved by Wunderlich and seconded by Van De Walle, motion passed.
- **Resolution for By-laws Changes**
The Board considered the addition of language in Section 2 to encourage attendance of Board meetings by allowing the Board to declare vacant and fill any office whose holder misses two or more consecutive Board meetings. In

addition changes were made to reflect an annual Board report to International due Jan 31 each year. Also removed language in Section 6 regarding District Chair. Approval moved by Schulze and seconded by Charlton. In discussion, Wunderlich made a motion to change the word 'shall' to 'may' in Section 2.4 (meeting attendance requirements) and add 'by the Board', seconded by Bray. Amended motion passed.

- **Capital Area Section Representative Term Realignment**
Jason Crawford recommended that the Capital Area Rep shall serve a term of one year and then the Section shall hold elections in accordance with the TextITE by-laws. Board agreed by consensus.

13. Section Reports (see attached)

- **Brazos Valley Section (Sunkari)**
Sunkari reported a problem with having enough qualified members to hold elections (must have two candidates for all offices). Kurfees recommended a change in by-laws to accommodate Section needs.
- **Capital Area Section (Carey)**
Report submitted by David Carey.
- **Greater Dallas (Titus)**
Report submitted by Mark Titus.
- **Greater Fort Worth (Cooner)**
Report submitted by Scott Cooner.
- **Greater Houston (Schulze)**
Report submitted by Randy Schulze.
- **South Texas (Ballard)**
Report submitted by Rene Arredondo.

14. Committee Reports (see attached)

- **Highway Products Group (Thomson)**
(presented previously)
- **Membership Committee (Bray)**
Committee will meet Friday at 4:00 pm. Revised membership form status still in process.
- **District Database (Langdon)**
(no report)

- **Consultants Council (Gaston)**
(no report)
- **Technical Committee (Luedtke)**
(no report)
- **Newsletter (Pasumarthy)**
Results of the newsletter survey were discussed. Following, a discussion of placing the newsletter on the public side of website...is it a reserved benefit or not?...motion by Wunderlich to move newsletter to public side and to include a link in notification e-mails...seconded by Butcher, motion passed.
- **Website (Thomas)**
Report presented by Gary Thomas.
 - **Meeting Minutes, Policy Manual, By-Laws Status**
- **Student Chapter Liaison (Thomas)**
Four of six chapters will present papers on Saturday. Crawford questioned the future of Saturday morning session if we continue to add student chapters. Thomas suggested poster session or other alternative. Wunderlich pointed out that poster sessions allow students to interact w/ transportation professionals.
 - **Texas A&M Kingsville Charter**
 - **UTSA Chapter Status**
UTSA has submitted request to form a chapter and it seems to be in order. Action to be delayed until Board has had an opportunity to review submittal.

----- *at 6:02 pm, February 1st, meeting recessed until 10 am next day* -----

(action resumed @ 10:08 am) Van De Walle voiced concerns regarding UTSA charter, however, language is consistent w/ other chapters' charters. Approval of UTSA request to form a student chapter moved by Van De Walle and seconded by Wunderlich, motion passed. Budget amendment moved by Jahn and seconded by Carter to increase direct support to student chapters to \$2,100 and outstanding student award to \$700, motion passed.

- **Legislative Committee (Ragsdale)**
Walter Ragsdale presented. Discussion ensued concerning TexITE Board submitting resolution(s). However, left to individuals to respond to legislature. Ragsdale will provide all needed contact info for TexITE members (website-based).
- **Younger Members Committee (Butcher)**
(no report)

- **Committee for Future Engineers (Crawford)**
Kudos go to Melisa Finley for accomplishments in her work for Future Engineers poster art competition in Dallas and BCS areas. First, second, third, etc. awards given.
- **Awards Committee (Crawford)**
Special Practice award given tomorrow for David Fenno.

15. Historian (Crawford)
(no report)

16. Other Business

Kurfees queried the effectiveness of RLR systems. Garland report cited as example. Wunderlich expounded on safety benefits vs revenue and the bills currently proposed in legislature.

Nominating committee has been formed – Simerly (chair), Cooner and Schulze.

17. Adjourn

Meeting adjourned @ 11:04 am, February 2nd.

TexITE Board of Directors Meeting Thursday, February 01, 2007 Crowne Plaza Hotel Houston, Texas

List of Meeting Attendees

Name (and any other information you feel is pertinent)

Rick Charlton - Dist. VP - City of Waco

RENE ARREDONDO SOUTH TEXAS CHAPTER, CIVIL ENGINEERING CONSULTANTS

Dave Carter City of Richardson

ROBERT WUNDERLICH - INTNL DIRECTOR - TEXAS City of GARLAND

JASON CRAWFORDS - DIST PRESIDENT TTI

DALE THOMSON - HIGHWAY PRODUCTS GROUP CHAIRMAN

REBECCA BRAY - WSA

Ken Voigt ITE VP Candidate

Rod Kelly - ITE VP Candidate - Parsons - Dallas

Earl Newman - ITE President - City of Spfld, MO

Brian VanDeWalle - District 9 Past President - Kinley Horn, Austin, TX

SRINIVASA SUNKARI - BRAZOS VALLEY SECTION REP - TTI, COLLEGE STATION

DAVID CAREY - Capital Area Sect. Rep - Siemens ITS

SCOTT COONER - Greater Ft. Worth Sect. Rep - TTI

TAYLOR WITHROW - AT-LARGE, AMARILLO MEETING

Mark Titus - Dallas Section Rep.

Randy Schulze - Houston Area Sect. Rep.

Jennifer Butcher - Younger Member Chair - Street Smarts

ROBERT SAYLOR - DALLAS SECTION VICE-PRESIDENT

TexITE Board of Directors Meeting Thursday, February 01, 2007 Crowne Plaza Hotel Houston, Texas

List of Meeting Attendees

Name (and any other information you feel is pertinent)

Wayne Kurfees - Past President's Committee

✓ BRIAN SAHN COJ

✓ JIM CARVELL

✓ PRAVEEN PASUMARTHY - NEWSLETTER COMMITTEE CHAIR

Stuart Corder - Local Arrangements Committee

Connie Clark - Local Arrangements - Budget

Paul Luedtke - Technical Committee Chair

✓ Gary Thomas - Web Chair, Student Liaison

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Minutes

**TexITE District 9 Fall Board Meeting – October 27, 2006
TTI Offices, San Antonio, Texas**

Location	Attendee
TTI San Antonio Office	Brian Van De Walle*, President Rick Charlton*, Secretary / Treasurer Brian Jahn*, South Texas Section Rep
TTI Dallas Office (Videoconference)	Walter Ragsdale, Legislative Committee Chair Mark Titus*, Greater Dallas Section Rep.
TTI Arlington Office (Videoconference)	Jason Crawford*, Vice President Russ Wiles*, Greater Fort Worth Section Rep.
TTI Houston Office (Videoconference)	Ramesh Gunda*, Houston Section Rep.

President Brian Van De Walle called the meeting to order at 2:18 p.m.

1. Approval of June 22-23, 2006 Board Meeting Minutes

The motion was made by Brian Jahn and seconded by Jason Crawford to approve the June 22-23, 2006 District 9 Board meeting minutes. The motion was approved.

2. International Director's Report

International Director Wunderlich's written report (Appendix A) was presented by President Van De Walle. Discussion ensued on ITE's Public Agency Database request and how to accomplish it. President Van De Walle will follow up with the District Database Manager.

3. Treasurer's Report

Secretary-Treasurer Rick Charlton gave a verbal review the main points of District Administrator Jim Williams' report (Appendix B). President Van De Walle proposed that report be revised to show the CC TexITE contribution for student participation at meetings under the CC TexITE line item rather than being included in the meeting profit. A motion to accept the report as amended was made by Houston Area Section Representative Ramesh Gunda, and seconded by Vice President Jason Crawford. The motion was approved.

4. Report on securing directors' and officers' liability insurance

Vice President Jason Crawford reported that his research indicates previous insurance was for general liability only. He has quotations for directors' and officers' / general liability insurance. The range of costs is \$500 - \$1,000 for general liability, and \$1,015 - \$1,650 for directors' and officers'. Secretary Charlton moved to authorize Vice President Crawford to obtain the two separate policies, and recommended a budget line item of \$1,650 be

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established to purchase both policies. South Texas Section Representative Brian Jahn seconded the motion, and it was approved.

5. Merchant Account/Online Event Registration & Payment Management

Webmaster Gary Thomas' written report was discussed. It was discussed that Thomas had received authority at the previous board meeting to move forward with using an outside vendor to handle meeting registration, and based on his report, consensus was to continue with hiring the vendor.

6. Budget

Secretary-Treasurer Rick Charlton presented the proposed budget (Appendix C). Ensuing discussion centered on the following changes: Income from Newsletter increased to \$3,500, based on the report from the Newsletter Editor, Praveen Pasumarthy; newsletter expenses of printing reduced to \$100, and postage reduced to \$50, based on 2006 actual expenses to date; expense of Student Travel Support to District increased to \$6,300 based on travel cost eligibility by a majority of the student chapters to this year's meetings in Houston and Amarillo; expense of Insurance increased to \$1,650 based on Vice President Crawford's 4/06 report of new quote price increases; expense of Web Site Support increased to \$375 based on 2006 actual expenses to date; eliminated the Merchant Account for Web by transferring this line item to the Meetings Account Budget for reconciliation by each Local Arrangements Committee. The motion was made by Houston Area Section Representative Ramesh Gunda to approve the proposed 2006 budget, and was seconded by Secretary-Treasurer, Rick Charlton. The motion was approved.

7. Local Arrangements Committee Reports 2007

Summer, 2006, College Station – A written report (Appendix D) was submitted by LAC, Srinivasa Sunkari, summarizing the closeout of a successful meeting.

Winter, 2007, Houston – Houston Area Section Representative Ramesh Gunda reported on arrangements to date. Vice President Crawford proposed that the Ethics Seminar be scheduled separately from the technical program and that it be given a separate line item on the registration form.

Summer, 2007, Amarillo – Local Arrangements Chair, Taylor Withrow, provided an email report that the meeting will be held June 14-16, 2007 at the Fifth Season Inn, 6801 I-40 West, Amarillo, TX.

8. Texas A&M Kingsville – Request for Student Chapter

President Van De Walle presented a student chapter petition (Appendix E) from Texas A&M University – Kingsville, appropriately prepared and forwarded by their student advisor, Dazhi Sun, Ph.D. Vice President Crawford moved to grant the requested student chapter charter. South Texas Section Representative Brian Jahn seconded the motion, and it was approved.

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9. CC TexITE Bylaws Changes

President Van De Walle presented a written proposal for Consultants Council Bylaws changes (Appendix F) submitted following approval of the changes by said Council vote. By charter, such changes must be approved by the District Board. A motion for approval was made by Representative Jahn, and seconded by Secretary Charlton. The motion was approved.

10. South Texas Section / Board Meeting Update

President Van De Walle reported about a joint meeting of the South Texas Section and some members of the TexITE Board on the resolution of the concerns with the South Texas Section. South Texas Representative Jahn followed up with a written and verbal section report indicating the section is now back on track and solvent. The section has held elections and has a new slate of officers and about 35-40 members.

11. Section Reports

- Brazos Valley Section – Written report submitted (Appendix G).
- Capital Area Section – No report
- Greater Fort Worth Section – Written report submitted (Appendix H).
- Greater Dallas Section – Section Representative Mark Titus gave a verbal report of the section's monthly meeting activities, membership at 125, a bank balance of approximately \$4,000, and indicated a written report is forthcoming.
- Houston Section – Written report submitted (Appendix I). Section Representative Ramesh Gunda gave a verbal report of local activities, indicating a bank balance of approximately \$15,000 and plans for future scholarships.

12. Committee Reports

- Highway Products Group – No report
- Website – Written report submitted (Appendix J). President Van De Walle led discussion regarding posting past meeting minutes on the website. Various posting durations were discussed with a consensus to post previous two meetings on a rolling basis.
- Newsletter – No report.
- Student Chapters – No report.
- Membership – No report. Secretary Charlton stated that there is still action needed to revise the membership application form and will be working with the committee to revise it to correspond to the procedure posted on the website.
- District Database – No report.
- Legislative Committee – No activity to report (verbal message relayed by Mark Titus for Walter Ragsdale).
- Younger Members Committee – No report.
- Committee for Future Engineers – Written report submitted (Appendix K). Discussion among Board members indicated sincere appreciation for the efforts of Chair Melissa Finley and the success achieved in the committee's latest poster contest effort.

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- Awards Committee – No report. Vice President Crawford proposed the posthumous nomination of David Fenno for the Professional Practice Area Distinguished Service Award. Consensus was to forward the proposal (Appendix L) to the Awards Committee for action.
- Technical Committee – No report.
- Consultants Council – No report.

13. Historian

Vice President Crawford noted the need for Past President Friebele's historical information.

14. Other Business

- Policy Manual Changes – Vice President Crawford presented a written proposal (Appendix M) for changes to the Policy Manual, and discussed the substance and purpose of them. Generally, the proposal is a recommendation to amend Sections 2-6, 2-7, 3-2, and 5-8 of the manual to reflect current District administrative practices and procedures. The proposal also revises Appendix F, Calendar of Duties. Secretary Charlton moved for approval, and was seconded by Representative Jahn. The motion was approved.
- Capital Area Section Bylaws Revision – On October 31, 2006, President Van De Walle circulated an electronic ballot request for Board approval presenting Capital Area Section bylaws changes (Appendix N) as approved by the section at their meeting on August 4, 2006. The essence of the changes is to provide for the election of a Section Representative in time for their upcoming end of year elections. South Texas Section Representative Brian Jahn made a motion for approval, International Director Robert Wunderlich seconded, and the motion was approved 9 – 0.
- Budget Revision for Increased Student Support – On December 12, 2006, Vice President Crawford made a motion in and circulated an email to request Board approval to increase the Direct Student Support line item in the 2007 budget by \$300 to a total of \$1,800 based on the increased need created by the new Texas A&M University – Kingsville Chapter. Brazos Valley Section Representative Srinivasa Sunkari seconded the motion. The motion was approved 9 – 0.

President Van De Walle adjourned the October 27, 2006 meeting at 3:24 pm.

**Treasurer's Report
District 9 ITE (TexITE)
2006
as of 31 January 2007**

Checking Account

Beginning Balance **\$33,218.90**

Income

Dues: International	9,437.00
Dues: Dist. Affl. + Subs.	1,180.00
Winter 2006 (San Antonio w/ITE)	750.00
Summer 2006 (College Station)	6,702.00
Labels	
Newsletter Advertising	3,450.00
Interest	

Total Income **\$21,519.00**

Expenses

Insurance	1,300.00
Newsletter	251.37
Postage & Supplies - Ballots	
Awards	
Award Plaques	253.28
Poster Contest Winners	175.00
Poster Contest Expenses	9.73
Pres & VP Travel to ITE Ann. Mtg.	
International Director Travel	1,155.45
ITE Council Chair Travel	409.92
VP Int'l Campaign Exp (Rod Kelly)	2,500.00
Trans. Engr. of Year	100.00
Young Trans. Engr. of Year	100.00
Student Chapter Support	1,800.00
Student Papers	
Outstanding Student Awards	500.00
Outstanding St Chap Award	150.00
Student Travel Support	2,465.02
ITE Contributions (gen fund+schol)	500.00
ITE Contributions (Prof. Dev. Fund)	500.00
ITE Dues for Webm. & Admin.	480.00
Web Site Support	359.88
P.O. Box Rental	80.00
Bank Service Charges	

Total Expenses **\$13,089.65**

Balance **\$41,648.25**

APPROVED TEXITE BUDGET - 2007

	Adopted 2006 Budget	2006 ACTUAL Through 6/20/06	Proposed 2007 Budget
INCOME:			
Dues			
International Members	9,400.00	7,542.00	9,400.00
District Affiliate/Subscribers	1,200.00	960.00	1,200.00
Meeting Profit (Loss)			
Winter Meeting	-		2,000.00
Summer Meeting	2,000.00		2,000.00
Miscellaneous			
Newsletter Advert & Listings	2,500.00		3,500.00
Checking Interest	20.00		0.00
CCTexITE: Student Travel	1,630.00		1,630.00
Other	-		0.00
SUBTOTAL	\$ 16,750.00	\$ 8,502.00	\$ 19,730.00
Transfer from Reserve Fund	\$ -		\$ 2,250.00
TOTAL INCOME:	\$ 16,750.00		\$ 21,980.00
EXPENSES:			
Newsletter			
Publishing	-		0.00
Printing	650.00	55.81	100.00
Postage	220.00	15.21	50.00
Administrative Expense:			
ITE dues for Webm & Admin	500.00		500.00
Postage & Supplies (Ballots)	50.00		50.00
Printing	50.00		50.00
Appl. for Non-profit status	500.00		0.00
Supplies	50.00		50.00
Student Chapters:			
Direct Support	1,500.00		1,500.00
Travel Support to District	900.00	1,925.02	6,300.00
Travel Support to ITE	1,000.00		1,000.00
Outstanding Student Awards	500.00	500.00	500.00
Outstanding Stu Chptr Award	150.00	150.00	150.00
Student Paper Awards	375.00		375.00
Awards:			
Transp Engr of Year	100.00	100.00	100.00
Young Member Award	100.00	100.00	100.00
Future Engrs Cash Awards	175.00		175.00
Plaques	300.00	253.28	300.00
District 9 Fellowships (2 ea)	-		0.00
Contributions			
ITE (General)	200.00		200.00
ITE (Fellowship)	300.00		300.00
ITE Prof Develop Fund	500.00		500.00
Travel			
TexITE President	2,000.00		2,000.00
TexITE Vice-President	2,000.00		2,000.00
International Director	2,500.00		2,500.00
ITE Council Chairs	1,000.00	409.92	1,000.00
Other			
Insurance	350.00		1,650.00
Web Site Support	200.00	359.88	375.00
Bank Charges	100.00		100.00
Merchant Account for Web	425.00		0.00
PO Box (Yearly)	55.00		55.00
Subtotal	\$ 16,750.00	\$ 3,869.12	\$ 21,980.00
Outstanding Expenses			
Total Expenses	\$ 16,750.00		\$ 21,980.00

Tex ITE Meetings Account - 2006

31 January 2007

	College Station Meeting June 2006		Houston Meeting February 2007		Amarillo Meeting June 2007		Other		Balance	Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals		
Dec (2005)									19,139.47	
January							199.40		19,338.87	Last Laredo deposit
February									19,338.87	
March									19,338.87	
April		500.00						3.00	18,835.87	Check enclosure fee
May	11,304.00								30,139.87	
June	16,163.38	16,666.71						3.00	29,633.54	Check enclosure fee
July	750.00	4,175.17				125.00		3.00	26,080.37	Check enclosure fee
August		90.75						3.00	25,986.62	Check enclosure fee
September									25,986.62	
October		82.75		250.00				3.00	25,650.87	
November									25,650.87	
December									25,650.87	
Jan (2006)									25,650.87	

Meeting Totals

	28,217.38	21,515.38	0.00	250.00	0.00	125.00				
Net Revenue	6,702.00		-250.00		-125.00					

Brian Jahn

From: Crawford, Jason [JCrawford@tamu.edu]
Sent: Monday, January 29, 2007 12:03 PM
To: board@texite.org
Subject: [board] FW: ITE VP Candidacy

Included is Rod's request for travel assistance during the ITE campaign. This is an early agenda item for us on Thursday.

Jason

From: Kelly, Rod [mailto:Rod.Kelly@parsons.com]
Sent: Sunday, January 28, 2007 5:31 PM
To: president@texite.org
Subject: ITE VP Candidacy

Jason,

As you know, I am once again a candidate for ITE International Vice President and have initiated my campaign with a trip to TRB and a speech to the ITE members attending an ITE Reception. I will be attending approximately 12 other ITE meetings, including 7 District and 2 Section meetings, as well as the Spring Technical Conference, between now and the initiation of voting in June. Last year, the Texas District supplemented my travel budget funding from ITE with \$2,500. This year, I am respectfully requesting up to the same amount, to only be used if my expenses exceed the \$8,500 made available by ITE. By the way, this \$8500 is \$1000 more than ITE provided last year, so, hopefully, I won't need to use the full amount from the District, if my request is approved.

Please contact me if you have any questions. I will look forward to seeing you in Houston.

Rod

Rod Kelly, P.E.
Vice President
PARSONS
15770 North Dallas Pkwy, Suite 500
Dallas, TX 75248
Ofc. Ph. (972) 991-1900
Cell. Ph. (214) 697-1328
Fax. No. (972) 490-9261

1/30/2007

MEETING AT A GLANCE

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
Thursday June 14	Registration Desk Open													
									Technical Tours			HPG Displays	CCTexITE Poker	
	Golf Tournament								Board Meeting					
Friday June 15	Registration Desk Open													
		HPG Displays / Breakfast												
		Committee Meetings	Board Meeting	Kick-off Lunch	Sessions 1A & 1B	Break	Sessions 2A & 2B	"Texas"						
			Discovery Center				Splash							
						Museums								
Saturday June 16	Registration Desk Open													
	CCTexITE Meeting	Session 3 Student	Break	Sessions 4A & 4B	Business Lunch									
	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

TECHNICAL SESSION DETAILS

	Session 1 (Friday, 1:30 - 3:00)	Session 2 (Friday, 3:30 - 5:00)	Session 3 - Student Presentations (Saturday, 8:30 - 10:00)	Session 4 (Saturday, 10:30 - 12:00)
	1A	2A		4A
	1B	2B		4B

Meeting Budget - TexITE Summer 2007 in Amarillo
Fifth Season Inn - West
June 14, 15, 16

Meeting Item	Fixed Costs	Estimated Number	Cost Per Attendee	Estimated Total Costs	Total Revenue
Registration					
Member - early		100	\$ 130		\$ 13,000
Member - late		15	\$ 150		\$ 2,250
Non-Member		5	\$ 150		\$ 750
Student		25	\$ 25		\$ 625
Vendor - Full		5	\$ 125		\$ 625
Vendor - Name Badge only		40	\$ 15		\$ 600
Comp		4	\$ 125	\$ 500	\$ -
					\$ 17,850
Banking / PayPal Fees	\$ 866			\$ 866	
Promotions and Publicity					
Postage, Envelopes, and Labels	\$ 50			\$ 50	
Mail Out	\$ 50			\$ 50	
Program Printing	\$ 500			\$ 500	
Event Tickets	\$ 30			\$ 30	
Name Badges	\$ 100			\$ 100	
Table Placards	\$ 25			\$ 25	
Guide Signs	\$ 50			\$ 50	
Miscellaneous Printing	\$ 50			\$ 50	
				\$ 1,055	
Hotel Guest Room Expenses					
Comp Rooms		6	\$ 68	\$ 408	
Door Prizes	\$ 500			\$ 500	
Kick-Off Lunch					
Room Charge	\$ 400			\$ 400	
AV Equipment	\$ 150			\$ 150	
Meals		150	\$ 25	\$ 3,750	
Additional Tickets Purchased		5	\$ 25	\$ 125	\$ 125
Speaker and Invited Guests		1	\$ 25	\$ 25	
Centerpieces		20	\$ 20	\$ 400	
Subtotal				\$ 4,850	
Technical Sessions (2)					
Room Charge				\$ -	
AV Equipment	\$ 300			\$ 300	
Refreshments	\$ 100			\$ 100	
				\$ 400	
Friday Night (Texas)					
Tickets		150	\$ 16	\$ 2,400	
Transportation	\$ 1,800			\$ 1,800	
Meals		150	\$ 13	\$ 1,950	
Additional Tickets Purchased		20	\$ 40	\$ 800	\$ 800
				\$ 6,950	
Business Lunch					
Room Charge				\$ 150	
AV Equipment	\$ 150			\$ 150	
Meals		125	\$ 20	\$ 2,500	
Additional Tickets Purchased				\$ -	
Centerpieces				\$ -	
				\$ 2,650	
Golf Tournament (Thurs. AM)					
Green Fees Collected		16	\$ 60		\$ 960
Green Fees Paid		16	\$ 32	\$ 512	
Prizes		16	\$ 20	\$ 320	
Food		16	\$ 8	\$ 128	
Transportation		16	\$ -	\$ -	
				\$ 960	
Technical Tours (Thurs. PM)					
Tour 1 wind farm, TxDOT ITS		5	\$ -		
Tour 2 City shop		5	\$ -		
Transportation					
Guest Activities					
Museum Tour	\$ 35	5	\$ 15	\$ 60	\$ 75
Wonderland/Splash	\$ 50	5	\$ 15	\$ 60	\$ 75
Transportation				\$ -	\$ 150
				\$ 120	
Totals				\$ 19,059	\$ 19,885
Profit/Loss				\$ 826	

PROPOSED TEXITE POLICY CHANGES

Presented and Discussed at
Winter 2007 Board Meeting

Action through Conference Call or E-mail

In Accordance with Bylaws Sect 5.3

1. Conference Call – A quorum is required to conduct district business through a conference call. A quorum is not required to disseminate information to board members. Notice and supporting information will be distributed to board members in advance in conformance to the by-laws. The Secretary-Treasurer shall prepare a written record of the conference call for distribution to board members and the District's files.
2. E-mail – Board action may be taken through email discussions only for voting on particular action, if initiated by either the President or Vice-President. Notice and supporting information will be distributed to board members in advance in conformance to the by-laws. Discussion, if needed, shall be conducted at any regular or special called meeting or conference call. The Secretary-Treasurer shall maintain a voting record to assess the majority vote. When a majority is achieved, the Secretary-Treasurer shall notify the President. The Secretary-Treasurer shall prepare a written record of the email action for distribution to board members and the District's files.

Carvell Travel Fellow

1. Management – The District Board will oversee the disbursement of travel funds managed by International Headquarters for the Jim Carvell Travel Fellowship. The District Board shall establish and periodically review selection criteria, allowable reimbursements, and disbursements.
2. Selection Criteria – A Student Member may petition the District Board to receive this travel fellowship. The Board may request a review and recommendation from the Awards Committee. Selection criteria will be made on:
 - a) demonstrated financial need,
 - b) student participation in the technical program or a technical committee, and
 - c) exhibited leadership and active participation within the student chapter.
3. Allowable Costs – Allowable reimbursements include meeting registration, coach class airfare purchase not less than two weeks in advance, base hotel rate and applicable taxes, surface transportation costs including rental car, taxi, shuttle, public transportation, gasoline, or IRS mileage reimbursement if personal vehicle is used.

Consideration for Resolution for By-laws Changes

- 2.4 If any Board member is absent from two (2) consecutive regular District Board meetings, such position shall be declared vacant and may be filled in accordance with these by-laws.

(All Section 2 numbers adjusted up one increment from this point)

- 2.910 The District Board shall report to the Institute Headquarters on its previous calendar year activities ~~30 days prior to the Annual Meeting of the Institute~~ by January 31 each year.

(Remaining Section 2 numbers adjusted up one increment)

- 6.1 Annual District dues shall be established by the District Board. At least 90 days prior to beginning of the Institute's fiscal year, the District ~~chair~~ President shall notify Institute Headquarters of the amount established for District dues for the following fiscal year. These dues will be collected in accordance with the District Charter.

Section Representatives and Board Members At-Large of the Reorganized District 9

	Brazos Valley Section	Capital Area Section	Greater Dallas Section	Greater Fort Worth Section	Houston Area Section	South Texas Section	Board Member At-Large
2002 ***	Bill Stockton	Rick Collins	John Black	Brian Shamburger	Wayne Gistler	John German	Gary Saunders
2003	Bill Stockton	Rick Collins	John Black	Brian Shamburger	Mike Ogden	John German	James Condry
2004	Melisa Finley	Rebecca Bray	Paul Luedtke	Brian Shamburger	Mike Ogden	John German	James Condry
2005	Melisa Finley	Rebecca Bray	Paul Luedtke	Russ Wiles	Ramesh Gunda	Brian Jahn	Rick Charlton****
2006	Srini Sunkari	Rebecca Bray	Mark Titus	Scott Cooner	Ramesh Gunda	Brian Jahn	Taylor Withrow
2007	Srini Sunkari	David Carey	Mark Titus	Scott Cooner	Randy Schulze	Andy Ballard	TBD
2008		David Carey		Scott Cooner	Randy Schulze	Andy Ballard	
2009							
2010							

*** May 1, 2002 was the effective date of the transition from the original Texas Section organization to the new, strong District 9 organization

**** Rick Charlton was subsequently elected as District Secretary-Treasurer. Taylor Withrow was appointed to fill his unexpired term.



Section Report – January 15, 2007

Officers

- President – David Besly
- Vice President – Karl Zimmerman
- Secretary-Treasurer – Michael Martin
- District 9 Representative – Srinivasa Sunkari
- Immediate Past President – Marcus Brewer

Appointed Positions

- Membership Chair – Nada Trout
- Webmaster – Gary Thomas
- Listserv Owner/Operator – Marcus Brewer
- Summer 2006 LAC Chair – Srinivasa Sunkari

Membership

TOTAL MEMBERSHIP – 34

- Members – 24
- Affiliates – 8
- Student Members – 2

Financial Summary

Current Balance – \$806.39

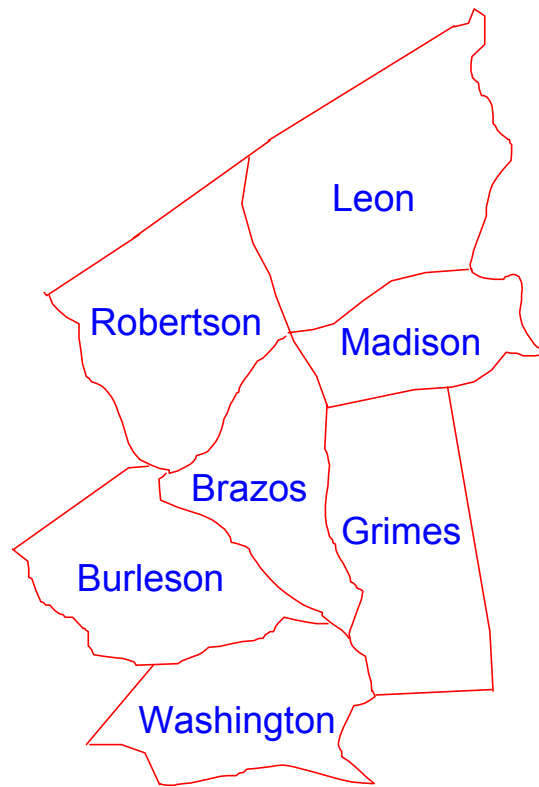
Summary of Meetings since last Section Report

Date	Location	Attendance	Speaker(s)	Topic
Oct 25	Gibb Gilchrist Building, Room 102		ITE Webinar	Transportation Operations and Emergency Management Web Briefing
Nov 30	Gibb Gilchrist Building, Room 102		Business Meeting	Officer elections and other business
Feb 22	Gibb Gilchrist Building, Room 102	(scheduled)		TBD
Mar 29	Gibb Gilchrist Building, Room 102	(scheduled)		TBD

Other Activities

Monthly Executive Board meetings;

2006



SECTION ANNUAL REPORT

INTRODUCTION

In early April 2000, a group of transportation professionals met and decided to form a TexITE Chapter in the Brazos Valley region. Thus, a letter requesting the creation of a new TexITE Chapter in the Brazos Valley was submitted to the TexITE Executive Board on April 26, 2000. The counties included in the Chapter would be Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington. On April 28, 2000, this request was granted and the Brazos Valley TexITE Chapter was created.

The focus of the Brazos Valley Chapter was, and still is, to address local transportation related issues. In addition, participation allows individuals the opportunity to network with peers and discuss technical issues in an open forum. ALL individuals that are interested in the transportation field are encouraged to become active members.

In 2002, ITE International initiated changes here in Texas wherein the Chapters became "Sections." Therefore, the Brazos Valley "Chapter" became the Brazos Valley "Section."

This annual report documents the activities of the Brazos Valley Section during the 2006 calendar year.

2006 OFFICERS

In December 2005, officer elections took place at the Annual Business Meeting. Mr. Karl Zimmerman was elected as Secretary-Treasurer while Mr. David Besly and Mr. Marcus Brewer transitioned into the President and Vice-President positions, respectively. Current information for those Section officers follows.

President: Marcus Brewer, 979-845-2640, m-brewer@tamu.edu

Vice President: David Besly, 979-268-1125, dbesly@bleylengineering.com

Secretary/Treasurer: Karl Zimmerman, 979-458-2835, k-zimmerman@tamu.edu

Section Representative: Srinivasa Sunkari, 979-845-7472, s-sunkari@tamu.edu

2006 COMMITTEE CHAIRS

Ms. Nada Trout began 2006 as Chair of the Membership Committee; however, during the year she requested to be removed from that position for reasons of health and work load. As of December 31, 2006, that position has not been filled.

Membership Committee: Nada Trout, 979-845-5690, n-trout@tamu.edu

Listserv Owner/Manager: Marcus Brewer, 979-845-2640, m-brewer@tamu.edu

Webmaster: Gary Thomas, 979-458-3263, g-thomas@tamu.edu

SECTION ACTIVITIES AND MEETING SCHEDULE

At the beginning of 2006, Section activities included the continuance of a listserv and an Internet site (<http://www.texite.org/bv>). Through these mechanisms the membership continues to be notified of upcoming meetings and any other Section news. At the web site, members may RSVP to monthly meetings, view information on Section leadership, and obtain membership applications and a copy of the bylaws. Membership dues are \$8.00 annually to be collected at any time during the calendar year.

Officers and other members traveled to San Antonio for the Winter TexITE meeting in conjunction with the ITE Spring Technical Conference and Exhibit January 19-23. Several members and student members made technical presentations during this meeting.

The Brazos Valley Section was pleased and honored to host the Summer TexITE meeting June 22-24. Final meeting registration totaled 263 participants, and the net revenue was \$6,452. Six BVITE Members made presentations or presided over technical sessions, and one student member from the Texas A&M University chapter made a presentation in the Student Presentations session on Saturday morning. A total of 13 Section members, affiliates, and student members served on the Local Arrangements Committee (LAC), with many more volunteering their time to make the meeting run smoothly. Based on favorable comments received, the Local Arrangements Committee considers this meeting to have been a qualitative as well as financial success. Members of the LAC and the Brazos Valley TexITE Section are very appreciative of having had the opportunity to host this meeting.

Other activities included our regular section meetings, which are listed in Table 1. The average attendance for the section meetings was 17 people. Our highest attended meeting for the year occurred in February when we had 24 people in attendance for the meeting.

Table 1. 2006 Section Meeting Schedule

Date	Speaker	Agenda	Location
January 2006	no meeting		
February 27, 2006	Bryan Wood, District Engineer, TxDOT Bryan District	Innovative Methods for Funding Transportation Improvements	102 Gilchrist Building
March 2006	no meeting		
April 27, 2006	Andy Ballard, TTI	Governor's Task Force on Evacuation, Transportation, and Logistics	102 Gilchrist Building
May 25, 2006	David Schrank, TTI	Monitoring Highway Congestion and Travel Reliability	102 Gilchrist Building
June 2006	no meeting		
July 2006	no meeting		
August 2006	no meeting		
September 28, 2006	Terry Paholek, TxDOT Bryan District	SH 6 @ Nantucket, Work Zone Traffic Control Challenges and Responses	102 Gilchrist Building
October 25, 2006	(ITE Webinar)	Transportation Operations and Emergency Management	102 Gilchrist Building
November 30, 2006	None scheduled	Annual Elections and Business Meeting	102 Gilchrist Building

MEMBERSHIP

As of December 31, 2006, the Brazos Valley Section had 19 members, 15 section affiliates, and 2 student members. This membership includes professionals from the Texas Department of Transportation, City of Bryan, City of College Station, Bryan/College Station Metropolitan Planning Organization, Texas Engineering Extension Service, Texas Transportation Institute, private consulting firms, and the Texas A&M Student Chapter. Of the 36 members and affiliates, 17 are ITE members and 22 are TextITE members.

Figure 1 provides a summary of the membership history for the Brazos Valley Section since its inception as a Chapter in 2000. Membership was down slightly in 2006; some of our members in 2005 have moved out of the area, and others chose to continue as affiliates rather than pay International dues. However, the Executive Board has identified sectors of the profession’s local population where the Section can intensify recruitment efforts. With the installation of a Membership Chair and increased emphasis on recruitment, the membership is expected to increase in 2007.

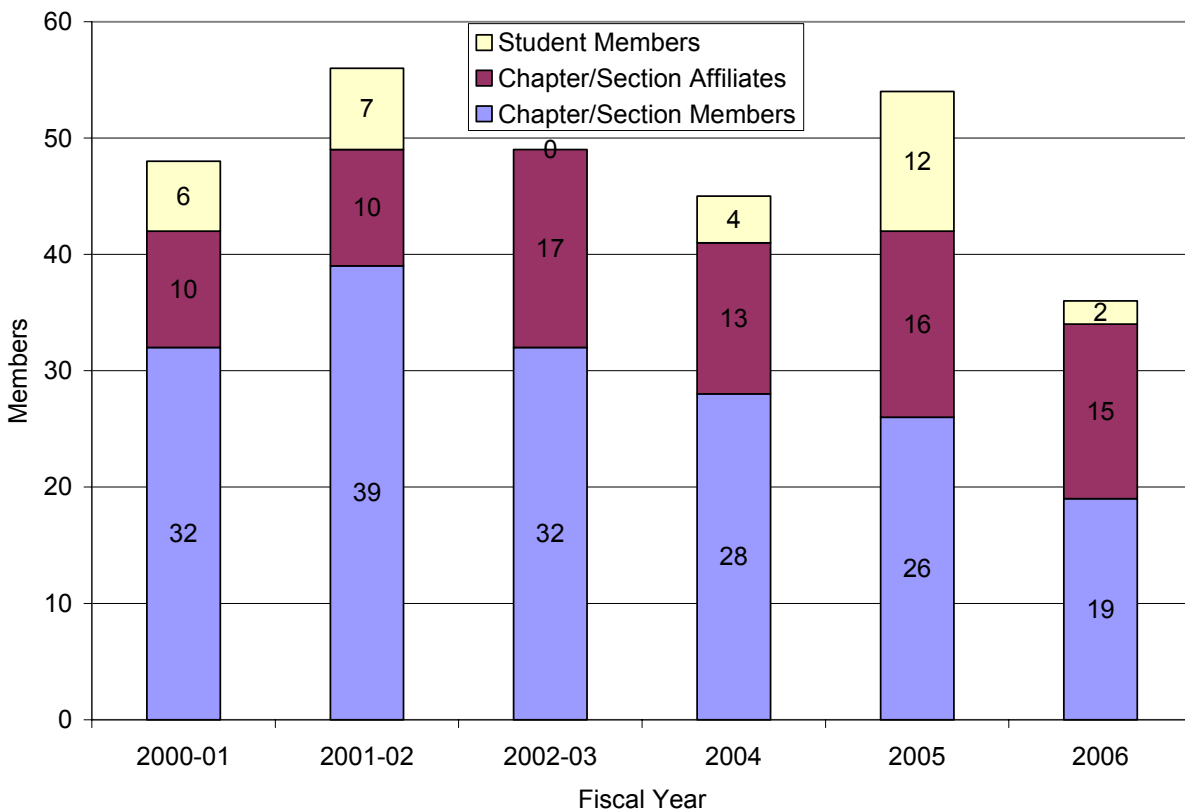


Figure 1. Brazos Valley Section Membership History.

FINANCIAL STATUS

The Brazos Valley Section ended the year 2006 with a balance of \$869.21, an increase of \$228.03 from the beginning of the year. Figure 2 shows the monies received and expended from January 1, 2006 to December 31, 2006. Figure 3 contains the Section's budget for 2007.

BEGINNING BALANCE		\$ 641.18
<u>Income</u>		
Section Member and Affiliate 2006 Dues	\$ 208.00	
Section Member and Affiliate 2007 Dues	\$ 48.00	
Meeting Income:		
Lunches	\$ 690.00	
Socials	\$ 0.00	
Donations	\$ 86.75	
Webinar/Webbriefing collection	<u>\$ 118.00</u>	
Total Meeting Income	\$ 894.75	
TOTAL INCOME		\$ 1150.75
<u>Expenses</u>		
Bank Charges	\$ 120.00	
Gifts/Awards	\$ 0.00	
Meeting Expenses:		
Attendee & Speaker Lunches	\$ 578.55	
Webinar/Webbriefing Fees	\$ 100.00	
Socials	\$ 0.00	
Parking	<u>\$ 0.00</u>	
Total Meeting Expenses	\$ 678.55	
Miscellaneous:		
Supplies	\$ 41.42	
Photocopies	\$ 82.75	
Postage	<u>\$ 0.00</u>	
Total Miscellaneous	\$ 124.17	
TOTAL EXPENSES		\$ 922.72
ENDING BALANCE		\$ 869.21

Figure 2. 2006 Treasurer's Report

Section Budget Fiscal Year 2007		
Beginning Balance		\$869.21
<u>Income</u>		
Section Member and Affiliate Dues	\$300	
Meeting Income		
Lunches	\$800	
Socials	\$ 0	
Webinar/Webbriefing collection	<u>\$150</u>	
Total Meeting Income	\$950	
Total Income		\$1250.00
<u>Expenses</u>		
Bank Charges	\$120	
Gifts/Awards	\$30	
Meeting Expenses		
Attendee & Speaker Lunches	\$800	
Webinars/Webbriefings	\$100	
Parking	<u>\$50</u>	
Total Meeting Expenses	\$950	
Miscellaneous		
Supplies	\$50	
Photocopies	\$25	
Postage	<u>\$25</u>	
Total Miscellaneous	\$100	
To Cash Reserve Account	\$50	
Total Expenses		\$1250.00

Figure 3. 2007 Budget



2007 Winter Board Meeting Report February 1, 2007

1.0 2007 Section Leadership

President: Rene U. Garza, PBS&J
Vice-President: Doug Skowronek, TxDOT
Secretary/Treasurer: Gordon Derr, City of Austin
Past President: James Kratz, Carter-Burgess
Section Representative: David Carey, Siemens ITS

2.0 Current Section Financial Status

Account balance as of January, 2007: \$ 3,748.18

3.0 Section Membership Status

The Capital Area Section had 48 members in 2006 with 15 being part of agency memberships. We are currently working on updating the agency membership. We anticipate a modest increase from the City of Austin in agency membership in 2007. Of the 48 members, 31 were international ITE members within the Capital Area Section boundaries, as listed by the ITE website (www.ite.org).

4.0 General

The Section holds regular bi-monthly meetings on the first Friday of every other month. The meeting locations change depending on the speakers, topics, and anticipated attendance for each meeting.

Our annual meeting highlight would be our December meeting which we held at The County Line Restaurant on the Hill. The Capital Area Section provides for a free lunch served family style in an effort to promote increased attendance. During this meeting we also hold Election of Officers for the coming year and encourage existing members to bring a friend to join or renew their section membership.



5.0 Section Meetings

Table 1, Capital Area Section Meetings

Date	Speakers	Topic
Feb. 3, 2006	David Carey and Axel Reissnecker of Siemens ITS operations	Tour of Siemens ITS Manufacturing plant.
April 7, 2006	Doug Skowronek , TxDOT	Overview of changes to the 2006 Edition of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
June 2, 2006	Elizabeth Hilton, TxDOT's Design Division	Overview of ADA Guidelines in Texas.
Aug 1, 2006	Alex Barrientos, 3M's Traffic Safety Systems Division	Information on the past and current automobile headlight properties and designs which affect sign sheeting.
Oct 6, 2006	Rick Hurst and Tim Reilly, both from PBS&J Toll Division	Presentation on the existing Austin District proposed toll technology and projects. Followed by a site visit to the Main Lane Toll Plaza near Wells Branch Parkway
Dec. 1, 2006	County Line Holiday Luncheon	Election of Officers & Membership Drive

Dallas Section of TexITE District 9 Institute of Transportation Engineers Section Report to District 9

February 2007



1.0 Leadership

President:	Kelly Parma, P.E., Lee Engineering
Vice President:	Robert Saylor, P.E., City of Richardson
Secretary/Treasurer:	Nanditha Togar, P.E., Jacobs Civil
Past President:	Brian Moen, P.E., City of Frisco
Section Representative	Mark Titus, P.E., City of Dallas
Webmaster	John Denholm, P.E., Lee Engineering
Adopt A Highway Coordinator	Nanditha Togar, P.E., Jacobs Civil

2.0 Finances

Account Balance as of 1/23/07: \$4,178

3.0 Membership

The Dallas Section currently has 92 paid members. However, we are in the middle of collecting dues for the current year, so the total membership will likely be in the 125 member range.

4.0 Activity

4.1 General Technical

The Section holds a meeting on the second Friday of each month. There have been seven meetings since the last report, with an average attendance of 57. A presentation is made at each meeting: presentation speakers, topics, and attendance since the last District 9 meeting are listed below.

Section meetings are typically held in the training facility of the offices of HNTB on Plano Parkway in Plano. The Dallas Section is grateful to HNTB for their continuing support of ITE by providing this facility free of charge. The 8/31/06 meeting, a joint meeting with the Ft. Worth Section, was held at the NCTCOG offices in Arlington. The 1/12/07 meeting was held at the city hall offices of the City of Richardson.

Date	Speaker(s)	Topic	Attendance
7/14/06	Jerry Dittman – City of Mesquite	Reducing Residential Speed Zones to 25 MPH	54
8/11/06	Joel Fitts - Parsons Transportation Group	Simulating Alternative Concepts for Preston Road and Legacy Drive	46
8/31/06	Michael Morris – NCTCOG	Funding Strategies in the DFW Region (Joint meeting with Ft. Worth Section)	67
10/13/06	Kelley Stone - Collin Co Homeland Security	Discussion of Regional Evacuation Strategies as Proposed by TxDOT	58
11/10/06	Debra Lang – Dallas Police Department	DWI from the Dallas Police Department's Perspective	not available
12/8/06	Russ Wiles – City of Fort Worth	Quiet Zone Projects in Fort Worth	55
1/12/07	Mike Sims – NCTCOG	Truck Lane Pilot Study	61

An officers meeting was held on December 19, 2006, to discuss transition of officer responsibilities and possible networking/social events.

4.2 General Social

An Adopt A Highway cleanup was held on Saturday, November 11, 2006, at our adopted roadway, SH 66 in Garland. 19 volunteers were present. Nanditha Togar, with Jacobs Civil, is the section's volunteer coordinator for this program.



2007 WINTER BOARD MEETING REPORT
FEBRUARY 2, 2006

1.0 2007 SECTION LEADERSHIP

President: Roy Parikh, TxDOT Fort Worth District
Vice-President: Aaron Nathan, Kimley-Horn and Associates
Secretary/Treasurer: Greg Royster, DFW International Airport
Past President: Natalie Bettger, North Central Texas Council of Governments
Section Representative: Scott Cooner, Texas Transportation Institute

2.0 CURRENT SECTION FINANCIAL STATUS

Account balance as of January 3, 2007: \$ **2,087.70**

3.0 SECTION MEMBERSHIP STATUS

The Greater Fort Worth Section had 59 members in 2006 with 27 being part of agency memberships. As of December 2006, there were 115 international ITE members within the Greater Fort Worth Section boundaries, as listed by the ITE website (www.ite.org). Table 1 provides a breakdown of the membership grade of these international ITE members.

Table 1. Membership Grade of International ITE Members in GFW Section.

Membership Grade	Number
Student	22
Institute Affiliate	2
Member	84
Fellow	7
Total	115

3.1 General

The Section holds regular monthly meetings on the third Thursday of each month, generally at Joe T. Garcia's Restaurant located at 2201 N. Commerce St. in Fort Worth. The dates, speakers, topics, and attendance for meetings over the previous 12-month period are shown in Table 2.

The August 2006 meeting was a joint meeting with the Greater Dallas Section with almost 100 individuals in attendance (33 from GFW Section). A second meeting highlight was holding the second meeting at the TxDOT Fort Worth District Regional Training Center. It is now the intention of the Section to hold at least one meeting per year at TxDOT to facilitate greater participation by their employees. A final highlight was having a technical tour of the SkyLink Operations and Maintenance facility at DFW international Airport in lieu of the normal monthly meeting format. This meeting was successful and future tours will be considered.



Table 2. Summary of Section Meetings from December 2005 to December 2006

Date	Speakers	Topic	Attendance
Dec. 15, 2005	Chris Hoff, Carter & Burgess	Status Update on SH 121T – Southwest Parkway	37
Jan. 19, 2006	Linda Christie, Tarrant Regional Water District	Trinity River Vision – Trinity Uptown Overview	28
Feb. 16, 2006	Andy Oberlander, TxDOT Dallas District	Rural Road Safety – Get Ahead of the Curve	31
April 20, 2006	Matt Craig, Halff Associates, Inc. and Mohammed Al Hweil, TxDOT Fort Worth District	IH-30 Corridor Study / Major Investment Study from Oakland Blvd. to the proposed SH 161	27
May 18, 2006	Greg Royster – North Central Texas Council of Governments	Tower 55 Rail Reliever Study	25
July 20, 2006	Randy Skinner, Tarrant County	Tarrant County Transportation Bond Program	36
Aug. 31, 2006	Michael Morris, North Central Texas Council of Governments	Funding Strategies in the DFW Region / How are my Projects Going to be Funded?	33
Sept. 21, 2006	Charles Conrad, TxDOT Fort Worth District	Pass Through Financing	40
Oct. 19, 2006	Jerry Hodge, City of Grapevine	Funnel Project	45
Nov. 10, 2006	Guided Tour	DFW Airport SkyLink Operations and Maintenance Center	24
Dec. 14, 2006	Steve Connell, TxDOT Fort Worth District	Center-to-Center: Well Tailored Data Solutions	41

3.2 Committees

The Section currently has three ongoing committees: the Membership Committee, the Adopt-a-Highway Committee, and the Engineering Outreach Committee. The Membership Committee is co-chaired by Mark Mathis of the City of Fort Worth and Mitzi Ward of NCTCOG.

Jennifer Butcher of Street Smarts chairs the Adopt-a-Highway (AAH) committee. The Section was responsible for a 2-mile section of Spur 303 (Pioneer Parkway) located in Arlington between Park Springs Road and Fielder Road. The two-year AAH commitment has been fulfilled and the Section will pursue other community service opportunities in 2007.



**GREATER HOUSTON AREA SECTION
DISTRICT 9
INSTITUTE OF TRANSPORTATION ENGINEERS**

**SECTION REPORT
FEBRUARY 3, 2007**

LEADERSHIP

President: Ron Jenson, P.E., Harris County Public Infrastructure Department
Vice-President: Robert Siegfried, P.E., Epsilon Edwards & Kelcey, Inc.
Secretary/Treasurer: Richard Smith, P.E., City of Houston Traffic and Transportation Division
Past President: Randy Schulze, P.E., P.T.O.E., Walter P. Moore Associates, Inc.
Section Representative: Randy Schulze, P.E., P.T.O.E., Walter P. Moore Associates, Inc.

FINANCES

Account balance as of January 31, 2007: \$9900.00

MEMBERSHIP

Average Meeting Attendance: 78

SCHOLARSHIPS

Ian Hlavacek, UT, \$1,500
Elizabeth Porterfield, Rice, \$1,500

GENERAL

The Section holds monthly meetings on the second Wednesday of the month, at the Houston Engineering and Scientific Society (HESS), located at 5430 Westheimer Road in Houston.

EVENTS

Vendor's Night:
Date: June 20, 2006
Location: Hilton NASA Clear Lake
Revenue \$0
Expense: \$324.74
Joint Venture with IMSA Southwestern Section
Keynote Speaker: Harris County Judge Robert Eckels



**Greater Houston Area Section, District 9
Annual Report**

EVENTS (CONT'D)

Annual Shrimp Boil
Date: 10/21/2006
Location: Spring Creek Park
Revenue: \$13,000
Expense: \$4500

MONTHLY MEETINGS

Date	Speakers	Topic
July 12, 2006	Brandon Wade, City of Galveston	Transportation Issues in Galveston
Aug. 9, 2006	Speakers from Beijing/TSU	2008 Olympics in Beijing
Sept. 13, 2006	Ned Levine, HGAC	HGAC Traffic Safety Planning Council
Nov. 8, 2006	Eric Nelson, Harris County	HC Signal Timing and Progression
Dec. 13, 2006	Business Meeting	Officer Elections, Budget
Jan 10, 2007	Gene Hawkins, TAMU	College Curriculum/Employers



South Texas ITE Section

A Section of District 9 of the Institute of Transportation Engineers

To: TexITE Board of Directors
From: Rene Arredondo, President, South Texas Section
Date: February 1, 2007
Re: 2007 Winter Board Meeting Section Report

1.0 2007 Section Leadership

President: **Rene Arredondo**, Civil Engineering Consultants
Vice President: **Marc Jacobson**, City of San Antonio
Secretary/Treasurer: **Eduardo Mendoza**, City of McAllen
Section Representative: **Andy Ballard**, Texas Transportation Institute

2.0 Current Section Financial Status

Account balance as of January 31, 2007: **\$2,199.03**

3.0 Section Membership Status

The South Texas Section had 24 members in 2006. As of December 2006, there were 51 international ITE members within the South Texas Section boundaries, as listed by the ITE website (www.ite.org). At this time, we do not have an accurate breakdown of the membership grade of these international ITE members.

3.1 General

The Section had a difficult year in 2006. However, the Section finished the year strong with an election of new officers, a meeting at South Padre Island in November (38 attendees including vendors) and its Annual Christmas Party/Meeting in San Antonio in December (approximately 45 attendees). In the past, the Section generally held four to five meetings throughout the Section. Beginning this year, the Section will begin holding monthly general meetings (with the exception of TexITE meeting months) at Grady's Bar-B-Que Restaurant in San Antonio as well as two mini-conferences in Corpus Christi (May 25th) and South Padre Island (September 28th).

3.2 Committees

Currently, the Section has not established any committees but is considering a Membership Committee, a Community Service Committee and a Scholarship Committee.

3.3 Newsletter

The Section has reformatted the "Back-Roads of South Texas" newsletter and will continue to serve as meeting notification.

January 31, 2007

TO: TexITE Executive Board
FROM: Dale Thomson
Highway Products Group Chairman
SUBJECT: Highway Products Group (HPG) Report

Winter 2007 Meeting:

A total of 25 transportation related companies have registered for the Winter 2007 meeting in Houston. These companies will be exhibiting their latest technologies for the TexITE members on Thursday night and Friday morning.

HPG will sponsor the refreshments for the Thursday night reception, and the Friday morning coffee break. Both functions are to be held in the exhibit display area. By providing the Friday morning coffee break, the Highway Products Group will save TexITE the expense of setting up a separate break area.

The HPG members will pay approximately \$6,000.00 for the Thursday night reception and the Friday morning coffee break including a special table for TexITE members under the age of 12.

The Highway Products Group will give away 3 door prizes on Thursday night with a total value of approximately \$750.00. The drawing will be held at the conclusion of the exhibits on Thursday night and you must be present to win!

I collected the name badge fee from 47 HPG members and delivered a check for \$705 with a list of the names to the registration folks for processing.

6308
\$7763



District 9 of the Institute of Transportation Engineers

2007 Winter Board Meeting

Newsletter Report

02/01/2007

*#1 M - Wonderful move from Morley
#2 J - second move to public*

Editors of the TexITE Newsletter are happy to announce their one year anniversary of serving on the Newsletter Committee. 2006 was a triumphant year with successful publication of three newsletters, good readership numbers and completion of first readership survey.

*M - wonderful
S - Butcher
decide on newsletter*

The readership for each issue of the newsletter has reached a little over 150 during the past year. Even though this represents a slight increase over the previous year, significant improvement can be achieved in this aspect. The Committee also conducted the first readership survey to find out the members opinions and ways to improve the newsletter. The results of the survey are very insightful and provide a platform for improving the quality and content of the newsletter. The Committee is also happy to announce that income target for 2006 from the Professional Services Directory was also achieved. The income from 2006 stands at \$3,900, while the expenses for publication and distribution are approximately \$600.

Readership Survey Results

The main purpose of the readership survey was to find out what you, the reader, think of the publication, to solicit feedback on how to improve the publication and to identify topics that readers would like to see covered in 2007.

First, I would like to thank the members who responded to the survey. It definitely took some time and effort for the members to do so, and we sincerely appreciate the feedback, especially to the appeal for general comments, suggestions, and for ideas regarding future articles.

Second, I would like to point out that the results of this survey are anything but scientific. For one thing, the results are skewed by the readers who chose to participate in the survey. But even without the scientific authority, the results are important and fascinating. The major findings of the survey are listed below:

- Close to 75 percent of the respondents rated the newsletter as either good or excellent as a way to keep informed about TexITE.
- The respondents included members from various professions - academia, consulting, public agencies and vendors. Significantly, the survey could not attract any student members to share their opinions.
- Approximately 30 percent of the respondents that they prefer to receive or access the newsletter as an e-mail attachment.
- Three-quarters of the respondents access the newsletter online while 20 percent replied that they do not receive the newsletter but are interested in obtaining one. One of the respondents was candid to admit that he/she receives the e-mails notifying the publication of newsletter but does not visit the link.
- Further, close to 70 percent responded that they have been reading the newsletter for more than five years.
- Asked about the contents of the newsletter, more than 50 percent of the respondents ranked "cover stories/technical articles" as the most important item, followed by "News (area news, member news, etc)" and "Announcements".
- In addition, close to three-quarters of the respondents acknowledged that the contents are either reasonably or very useful/current.

- Asked about how members use the newsletter, majority of the respondents (close to 70 percent) acknowledged that they use it to receive information about upcoming events and activities in TexITE sections and student chapters. Interestingly, 70 percent of the academicians/researchers replied that they use the newsletter to keep in touch with the members, whereas only a small percentage (30 percent) of the consultants and public agency employees use it for that purpose. Conversely, a majority of the consultants and public agency employees use the newsletter to increase their technical skills, while only a minority of the academicians use the newsletter in this aspect.

We also noted that several respondents emphasized the importance of technical articles in the newsletter and encouraged a greater attention to this area. We also received a wealth of ideas for future content. Some of the topics include:

- A regular newsletter feature which shares technical information or transportation news with other ITE districts
- Traffic calming measures in the neighborhood
- How to deal with news media
- Creative funding methods for capital projects
- Incident management/response
- Proper work zone traffic control plans
- Traffic Impact Analysis (what to look for/ask for from developers and review methods)

We will continue striving to deliver a top-quality publication through germane and informative articles, interviews and news. In 2007, we pledge to raise the bar even farther by addressing the constructive recommendations that we have received through this survey.

Publication Schedule for 2007

TexITE Policy Manual stipulates the publication schedule for the three newsletters in a calendar year. One newsletter shall be published in such a time that it can be mailed no later than six weeks prior to the Winter TexITE meeting; one newsletter shall be published in such a time that it can be mailed no later than six weeks prior to the Summer TexITE meeting; and one newsletter shall be published in such a time that it can be mailed no later than September 15. As such, the following publication dates have been suggested for the year 2007:

Spring – May 7th, 2007

Fall – September 15th, 2007

Winter – December 24th, 2007

Action Items

After several brainstorming sessions which included analysis of readership survey results, the Newsletter Committee identified the agenda for the upcoming year. Increasing the newsletter outreach among the TexITE members, boosting the student participation and increasing the technical content of the newsletter are the primary goals of the Committee. These objectives can be achieved by performing the following action items:

- Change the current distribution method of the newsletter. At present, the newsletter is accessed by members after logging into the TexITE website. It is recommended that the newsletter be distributed by e-mail, without having to logging into the website.
- Form a separate e-mail list for the student members of TexITE.
- Update the membership roster to incorporate changes in the membership.
- Improve the communication channel between the student advisors, student chapters and the newsletter committee.

- Appreciate the student participation by recognizing the students in the newsletter and/or presenting them a certificate.
- Increase the technical content in the newsletter.
- Incorporate articles on some or all of the suggested topics.

The Newsletter Committee sees it as its primary responsibility in 2007 to achieve its goals by addressing as many reader concerns and recommendations as possible, and making sure that the newsletter remains informative, relevant and compelling. Though it is unlikely that we will meet all requirements in a single issue, over the course of a year, however, we expect to come pretty close to meeting or exceeding most readers' expectations.

Finally, the Committee is submitting the TexITE Newsletter for National ITE Newsletter Awards for 2007.

To: TexITE Board of Directors
From: Gary B. Thomas, Chair, Web Committee
Date: January 30, 2007
Re: Web Committee Report

Previous Goals

The October 2006 report listed two short term goals for the web site (to be completed in the next 4 months):

1. Expand the award pages to include the nomination process
2. Update the District Policy Manual pages

Both items are still in the works. No estimated completion date as of right now.

Web Postings and Download Activity

The winter newsletter was posted on January 23. As of January 30, the newsletter had been downloaded 110 times. The fall newsletter has been downloaded 173 times. The PDF version of the TexITE roster has also been downloaded 164 times since we began monitoring specific file downloads.

Twenty-two job positions have been posted to the Web site since the last report. Eight items have been posted to the "News You Can Use" section of the home page. Coincidentally, this is the same amount of posting activity that was listed in the last report.

Third Party Registration Vendor

For the Houston and Amarillo meetings, TexITE has entered into a contract with Acteva® to provide on-line meeting registration services. Using Acteva made the registration page set-up much simpler. I would also say that it is probably a more secure site for monetary transactions. All in all, I feel that using Acteva made the webmaster's job much easier. I had no reported problems from registrants. Problems were frequent with the "old" method of using PayPal as a back end payment system. Many people had restrictions on their credit card that did not allow them to pay using PayPal. Acteva did not seem to have that kind of restrictions.

Fees were slightly higher. In addition to a typical credit card transaction fee, Acteva charged a processing fee. This is analogous to when you purchase a concert or sports ticket through Ticketmaster.

Since we have already purchased a second event setup (Amarillo) we will continue to use Acteva for that meeting. We will then reevaluate whether or not it is beneficial to continue to use them for future meetings.

Miscellaneous

This summer will mark two years since the TexITE web site was redesigned. In that time, I have learned quite a bit about web design. The site has become somewhat large and cumbersome. I plan to start working on a redesign to go active this summer. I intend to use a more open-source technology that would easily allow me to give others permission to make updates to the web site. The site would become more database-driven than the current site.

Short Term Goals

Short-term goals (items to be completed in the next 4 months):

1. Expand the award pages to include the nomination process
2. Update the District Policy Manual pages
3. Plan for redesign

To: TexITE Board of Directors
From: Gary B. Thomas, Student Chapter Liaison
Date: January 30, 2007
Re: Student Chapter Liaison Report

Student Chapter Status

The student chapters reported the following membership numbers in the fall:

Chapter	Membership
Texas A&M University	36
University of Texas – Austin	27
University of Texas – Arlington	23
University of Texas – El Paso	48
Texas Southern University	9
Texas A&M University - Kingsville	6

These numbers were forwarded to the District Administrator for determining funding levels from the district.

New Student Chapter Request

A request has been made by the University of Texas – San Antonio to form a new student chapter. They have submitted the necessary paperwork and it appears to be in order. I will have copies of their charter and by-laws at the board meeting for action.

Student Presentations

Four of the six student chapters will be represented at the Houston Winter Meeting. UTEP and TAMU-Kingsville were unable to send a student to the meeting.

As the number of student chapters grows, it will become increasingly difficult to provide a separate student presentation session. Assuming the new UTSA chapter is approved, that will make seven student chapters. We need to address how we will showcase our students' work for future meetings. Some possibilities:

1. Go to a standing poster session like was done at the San Antonio meeting.
2. Develop a "rotation" system that allows four to five schools to present at each meeting.
3. Half the schools present at the winter meeting; the other half at the summer meeting.
4. Some type of "hybrid" of speakers and posters.
5. Invite all schools to present in one 2-hour session, but allow very little time.

Other ideas are welcome.

Student Resume CD

The Texas A&M student chapter took the lead on compiling a student resume CD for distribution at the winter meeting. The CD includes resumes from all student chapters in TexITE. Registrants were asked whether they wanted a CD when they registered for the meeting.

24230 Mountain Bend
San Antonio, TX 78258
Ph: (210) 913-7285
E-mail: p-wernli@ttimail.tamu.edu

January 24, 2007

Gary Thomas
Texas Transportation Institute
3135 TAMU
College Station, TX 77843-3135

M - Walls
S - Wardenrich

Dear Mr. Thomas,

Enclosed are the necessary documents which comprise our application to the District 9 Board for student chapter recognition at the University of Texas at San Antonio:

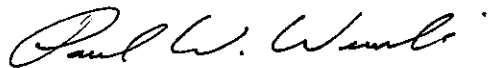
- Curriculum Description
- A list of five students petitioning to form the student chapter
- Copy of adopted-by-laws
- Chapter charter to be filled out by the District President/Chair

I am very excited about the opportunities that we as a student chapter may provide, both to the current and future students of UTSA and the ITE community. I'd like to thank you for your assistance regarding this matter, and I look forward to working with you in the future as we initiate the formation of this chapter.

If you require additional information, please do not hesitate to contact me.

I will check with you on the status of our application in two weeks.

Sincerely,



Paul W. Wernli
President - UTSA Student Chapter
Institute of Transportation Engineers

Encls.

Curriculum Description as it Relates to Transportation Engineering

The University of Texas at San Antonio

Introduction

The following is a brief description of the University of Texas at San Antonio's curriculum at both the undergraduate and graduate levels as it relates to the field of transportation engineering.

University Population Growth

The University of Texas at San Antonio's College of Engineering is accredited by the Accreditation Board for Engineering and Technology, or ABET, and plays a crucial role in the University's plans of becoming a Tier 1 research institution. In the fall of 2006, UTSA had a total university enrollment of 28,520 students, of which 1,924 students were enrolled in the College of Engineering. Over the past five years, the UTSA College of Engineering has seen an unprecedented 75% increase in enrollment and continues on a path of steady growth.

Undergraduate Curriculum

At the moment, students wishing to earn a Bachelor of Science in Civil Engineering at UTSA have a very limited exposure to the field of transportation engineering. Currently, only two courses are offered at the undergraduate level, Highway Engineering and Transportation Systems. Highway Engineering is a required course for all students majoring in civil engineering, and encompasses the general characteristics of highway design; including, but not limited to, horizontal and vertical alignment, cross-sections, earthwork, drainage, pavement, and economic analysis. Transportation Systems is one of several senior-level electives, and covers general topics such as planning, design, construction, operation, and maintenance of transportation systems, and an overview of the various modes of transportation.

Graduate-Level Curriculum

At the graduate level, UTSA offers a Master of Science in Civil Engineering, and a PhD in Environmental Science. However, UTSA currently does not offer a graduate-level program in transportation engineering.

Student Chapter Goals

As mentioned above, the University of Texas at San Antonio is undergoing student population growth at an unprecedented rate. Because of this, we feel that this is the perfect time to initiate the formation of a student chapter of the Institute of Transportation Engineers at UTSA. We feel that the formation of an ITE student chapter could be a

turning point in the development of university curriculum as it relates to transportation engineering.

As a student chapter, what we would like to achieve initially is an increase in awareness of the field of transportation engineering among the general College of Engineering student body. Through this increased awareness it is anticipated that this will foster demand among those interested in pursuing a career in the field. With an increase in demand, UTSA will have an obligation to expand their curriculum to include more specific coursework related to transportation engineering. On a long-term scale, we would like to see the University develop a specialization in transportation engineering at the undergraduate level, and eventually a Master of Science in Transportation Engineering at the graduate level. Courses we would like to see added to the University's curriculum include topics such as:

- Urban Transportation Engineering
- Pavement Design
- Advanced Geometric Design
- Principles of Transportation Economics
- Transportation Planning (Rail, Highway, Air and Sea)
- Principles of Traffic Engineering

In addition to increasing student awareness, we would also like to generate opportunities for professional development for those students interested in pursuing a career in the field of transportation engineering. We hope to do this by creating forums of interaction between students, graduate schools, and industry professionals.

Conclusion

Although limited in its current opportunities in transportation engineering specifically, the University of Texas at San Antonio is well on its way to becoming a Tier 1 research institution, with university enrollment topping 30,000 students in the near future. During this time of exponential growth, we as students interested in pursuing careers in transportation engineering would like to do our part in the advancement of the University by initiating a student chapter of the Institute of Transportation Engineers. Through this, we believe that we can increase student awareness and therefore promote the advancement of the field of transportation engineering.

We ask for District 9 Board approval and support to form an ITE student chapter at UTSA. Upon approval of the District Board, we look forward to getting started on these goals during the current semester, and being an active body in the ITE community.

The University of Texas at San Antonio
Students Petitioning to Form Chapter

NAME	ELECTED POSITION
Paul W. Wernli	President
Oscar Michael Garza	Vice-President
Alex Torres	Secretary
Adrian Figueroa	Treasurer
Jason Granado	Webmaster

Institute of Transportation Engineers

University of Texas at San Antonio

STUDENT CHAPTER BYLAWS

ARTICLE I ANNUAL FEES AND DUES

Sec. 1.1 Annual dues and special assessments or fees shall be levied by a two-thirds vote of all Chapter Members.

ARTICLE II GOVERNMENT

Sec. 2.1 Membership in the organization is open to any student, faculty, or staff member of The University of Texas at San Antonio, subject only to compliance with the provisions of the Constitution on record with the University and these Bylaws. Enrollment or employment at another University of Texas System campus does not meet the requirement for membership. The organization will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, creed, national origin, age, disability, or sexual orientation. Recruitment of new members shall focus on those students interested in pursuing a career in the field of transportation engineering.

Sec. 2.2 Any student attending the University of Texas at San Antonio may be an officer in the organization, provided that the student is in good academic standing with the University for the duration of his or her tenure in office, and is a recognized member of the organization. Any student who is on academic probation with the University is eligible for membership in the organization; however, he or she is ineligible to serve as an officer until minimum academic requirements are met.

Sec. 2.3 The elected officers of the Chapter shall consist of a President, Vice President, Secretary, Treasurer, and Historian. The elected officers and the Student Chapter Advisor shall constitute the Executive Board, as required by the charter.

Sec. 2.4 The terms of elected officers shall be for not more than one academic year, or three successive academic semesters, until succeeding officers have been duly elected. Officers may serve multiple terms, but formal election procedures must be followed upon the close of each term.

Sec. 2.5 Newly elected officers shall take office at the first regular meeting following the election.

- Sec. 2.6 Nomination and election shall take place as near as practicable to the end of the spring semester.
- Sec. 2.7 Officers shall be elected by method of simple majority voting by a quorum of at least 40% of all active members at the time elections are held. The President shall not cast a vote in the election process except in the event of a tie between two candidates for a position. In the event of a tie, the President shall cast a silent vote to break the tie. Elections shall be held at the last official meeting of the fall and/or spring semester. Terms of all officers shall be one year, or three successive academic semesters. Officers may serve multiple terms, but formal election procedures must be followed upon the close of each term.
- Sec. 2.8 In the event that the Vice President is unable to fulfill his or her duties, the President shall have the authority to elect any officer or member of the organization to the position of Vice President for the remaining duration of the term.
- Sec. 2.9 In the event that any officer other than the President or Vice President cannot fulfill his or her duties, that officer shall be replaced by method of simple majority voting of active members of the organization at the time of election.
- Sec. 2.10 Decisions made regarding chapter activities and organization are ultimately the responsibility, and therefore authority, of the President. Decisions regarding all valid legal and business matters shall be made requiring a quorum of the Executive Board. The quorum shall be composed of the President and at least two of the other four officers present, with the ultimate authority of decision given to the President.
- Sec. 2.11 In the event that a member displays conduct that is in violation of the University of Texas at San Antonio's Student Conduct Code, or the Canon of Ethics for members of the Institute of Transportation Engineers, the member shall be subject to removal from the organization. Upon unanimous agreement of the Executive Board, the member will be notified in writing of his or her intent to be removed from the organization. If the member fails to adequately account for the violation in this meeting, or fails to contact the officers within two weeks, the officers will then meet to vote on final removal of the member. Official removal of the member from the organization shall require a unanimous decision of the Executive Board. Upon unanimous decision of removal, the member shall be notified in writing of their official removal from the organization and their forfeiture of dues.

ARTICLE III — DUTIES OF THE OFFICERS

- Sec. 3.1 The President shall preside at all meetings and elections of the Chapter and shall perform such other duties as are incumbent upon such office.
- Sec. 3.2 The Vice President shall assist the President and shall assume the duties of the President when the latter is temporarily unable to discharge the duties of his or her office.
- Sec. 3.3 The Secretary shall keep a record of all transactions of the Chapter, attend to notification of meetings, conduct all essential correspondence for the Chapter, keep a roll of the members of the Chapter, and submit an annual report to the Institute of Transportation Engineers.
- Sec. 3.4 The Treasurer shall take charge of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.

ARTICLE IV — MEETINGS

- Sec. 4.1 At least three (3) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests. The President may call a special meeting when necessary.
- Sec. 4.2 Decisions regarding all valid legal and business matters shall be made requiring a quorum of the Executive Board. The quorum shall be composed of the President and at least two of the other four officers present, with the ultimate authority of decision given to the President.
- Sec. 4.3 Parliamentary procedures to be used for conducting meetings and official business of the organization shall be according to "Robert's Rules of Order".

ARTICLE V — AMENDMENTS

- Sec. 5.1 Proposals to amend these Bylaws may be made by the officers or by written petition signed by at least four members.
- Sec. 5.2 Any amendment to the Bylaws shall be considered favored by an affirmative vote of two-thirds of the membership, and shall become effective upon notice of approval by the International Board of Direction of the Institute of Transportation Engineers.

**Institute of Transportation Engineers
UTSA STUDENT CHAPTER CHARTER**

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the Institute of Transportation Engineers, Inc., hereinafter referred to as the Institute, the District Board of District 9, as recorded in the minutes of its meeting on (/ /), grants this Charter for the University of Texas at San Antonio (UTSA) Student Chapter of the Institute, hereinafter referred to as the Chapter.

Section 1.2 - The Charter shall be effective beginning in (/ /), and shall remain in effect, including any amendments, until rescinded by the District Board.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Chapter enrolling members from the designated area and shall annul any by-laws of such a Chapter which may be in conflict with it.

ARTICLE II - LOCATION AND PURPOSE

Section 2.1 - The location designated as that of this Chapter shall be the University of Texas at San Antonio.

Section 2.2 - The purpose of this Chapter shall be to promote the advancement of transportation and traffic engineering by fostering the close association of students with the transportation and traffic engineering profession and the Institute; to acquaint students with topics of interest in transportation and traffic engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote common interests among students and to encourage the enhancement and optimization of facilities for transportation and traffic engineering study.

ARTICLE III - MEMBERSHIP

Section 3.1 - Any student enrolled at the University of Texas at San Antonio shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues.

Section 3.2 - Any Chapter Member in good standing shall be entitled to all the privileges of the Chapter including the right to vote, except as provided in Article IV, Section 4. 1.

Section 3.3 - The regulation of the membership shall be specified in the by-laws.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Chapter shall be vested in its elected officers, and Student Chapter advisor, who shall constitute an Executive Board, as provided in the by-laws of the Chapter. The Chapter by-laws may specify such elective officers as the Chapter desires provided that there shall be a President, at least one Vice President, a Secretary and a Treasurer or Secretary Treasurer, each of whom shall be either a member of the Institute or a Chapter Member who has filed an application to become a member.

Section 4.2 - The Executive Board of the Chapter shall manage the affairs of the Chapter in conformity with the provisions of this Charter and bylaws of the Chapter and the policies of the Institute.

Section 4.3 - By-laws of the Chapter shall provide the manner of nominating and electing officers and shall specify their terms of office.

Section 4.4 - The chapter shall adopt by-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws and such other matters as the Chapter may desire, provided such by-laws do not conflict with this Charter, the Constitution of the Institute of Transportation Engineers or policies of the Institute and its International Board of Direction.

Section 4.5 - By-laws of the Chapter may be adopted and amended after adoption only if the proposition is submitted in writing to all voting members of the Chapter at least 30 days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting, provided that the total number is not less than a majority of the voting membership of the chapter.

Section 4.6 - By-laws of the Chapter shall not take effect until filed with and approved by the District Board and the approved bylaws filed with the Institute. At any time thereafter, the District Board may annul any part of the Chapter's by-laws, which it considers to be contrary to the Constitution or to the best interests of the District of the Institute, by giving notice in writing to the elected officers of the Chapter and to the Institute.

Section 4.7 - A Chapter Faculty Advisor shall be appointed annually by the District Board. The Student Chapter Advisor shall be a member of the Institute of Transportation Engineers and shall hold the grade of Associate Member or higher.

ARTICLE V - RELATION OF CHAPTER TO DISTRICT AND INSTITUTE

Section 5.1 - The Chapter shall not assume to speak for the District or the Institute unless authorized in the particular matter in question by the District Board or the Institute International Board of Direction.

Section 5.2 - The Chapter shall not identify itself with national groups or organizations, but may identify itself with local UTSA groups or organizations.

Section 5.3 - Names and addresses of all elected officers of the Chapter and the dates on which the terms of each begins and expires shall be reported in writing to the District Director and to the Institute Headquarters within 30 days after election.

Section 5.4 - The Chapter shall submit a written annual report to the District Board on April 1st each year. The report shall include a summary of the Chapter's activities for the previous twelve months and a roster of the Chapter's active membership.

Section 5.5 - The Institute of Transportation Engineers will not be responsible for debts contracted by the Chapter or will it give financial assistance to the Chapter. No dues or fees will be required to be paid by the Chapter to the Institute or District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The Chapter's elected officers will be notified in writing by the District Board of Direction of any proposed amendment to this Charter approved by the Institute International Board of Direction so that the Chapter may have an opportunity for a hearing before the International Board of Direction concerning the proposed amendment. The amendment with or without change shall not become effective until six months after notification.

SUBSCRIBED FOR THE BOARD OF DIRECTION OF DISTRICT 9
INSTITUTE OF TRANSPORTATION ENGINEERS

District 9 President

Date _____
(mm/dd/yyyy)

COMMITTEE FOR FUTURE ENGINEERS DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

January 2007

Purpose

The purpose of the District 9 Committee for Future Engineers is to encourage students in Texas public schools to seek higher education in the engineering and science fields, with an emphasis on transportation engineering.

Leadership

Chair of Committee: Melisa Finley, Texas Transportation Institute, Brazos Valley Section

Membership

John Black, Naztec, Inc., Greater Dallas Section
Brian Bochner, Texas Transportation Institute, Brazos Valley Section
Jason Crawford, Texas Transportation Institute, Greater Fort Worth Section
Marc Jacobson, Texas Department of Transportation, South Texas Section
Debbie Jasek, Texas Transportation Institute, Brazos Valley Section
Cissy Sylo, City of Frisco, Greater Dallas Section
Brooke Ullman, Texas Transportation Institute, Brazos Valley Section
Jim Williams, UT Arlington, Greater Fort Worth Section

Activities Update Since Last Report

1. In 2007, the Committee will re-assess the idea of holding a High School Student Interaction Day in conjunction with a TexITE meeting. The Committee will determine the best time of year to hold such an event (i.e., either at the winter or summer meeting) and decide which age group to target.
2. In 2007, Melisa Finley will continue discussions with the AVID (Advancement Via Individual Determination) teacher at Union Grove Middle School in Killeen, Texas. Melisa plans to work with this teacher to introduce transportation engineering to the AVID students. Melisa also plans to identify other schools in Texas that have similar programs.
3. In 2007, Melisa Finley will continue to work with Section Officers to identify the activities that each Section has done or is doing with respect to encouraging students in Texas to seek higher education in engineering and science fields. Once this information is collected, it will be posted to the committee webpage.
4. In the fall of 2007, the Committee will again host a poster contest. Contest details will be developed and disseminated during the summer.

**AWARDS COMMITTEE
DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS**

January 2007

Leadership

Chair of Committee: Melisa Finley, Texas Transportation Institute, Brazos Valley Section

Membership

Kevin St. Jacques, Wilbur Smith Associates, Inc., Dallas Section

Beth Ramirez, City of Dallas, Dallas Section

Ali Mozdbar, City of Austin, Capital Area Section

Activities Update Since Last Report

1. Melisa Finley will disseminate the Section Activities Award information to all Section Representatives and Presidents as soon as it is received from ITE (expected in late January/early February). The Committee will strongly encourage all Sections to submit a Section report.
2. Melisa Finley updated the Call for Nominations for the Transportation of the Year and Younger Member of the Year awards. These materials were placed on the TexITE website on January 8, 2007. The Committee also plans to disseminate this information via email to all TexITE members. The due date for nominations is May 15, 2007. The Committee will promote this award throughout the spring.
3. During 2007, the Committee would like to promote the Technical Paper Award. This award is to be presented annually at the summer meeting. Melisa Finley plans to contact the chair of the Technical Committee (who reviews and selects the winner) to discuss the promotion and selection process for this award. Committee members will also determine whether new award categories should be developed.
4. At the business luncheon on Saturday, February 3, 2007 the Committee will be presenting a Professional Practice Area Distinguished Service Award posthumously to David Fenno for his untiring and unselfish contribution to the profession. The Committee will also be presenting the following special recognition certificates: Rebecca Bray, Outgoing Capital Area Section Representative, Ramesh Gunda, Outgoing Greater Houston Section Representative, Brian Jahn, Outgoing South Texas Section Representative, Russ Wiles, Outgoing Greater Fort Worth Section Representative, and Taylor Withrow, At-Large Section Representative.