



TexITE District 9 Board Meeting Notes
Thursday, January 24, 2008
Wyndham DFW Airport North, Irving, Texas

In attendance:

Board: Rick Charlton, President; Brian Jahn, Vice-President; Gilmer Gaston, Secretary-Treasurer; Robert Wunderlich, International Director (Texas); Jason Crawford, Immediate Past President; Brooke Ulman, Brazos Valley Section Representative; Scott Cooner, Greater Fort Worth Area Section Representative; Andy Ballard, South Texas Section Representative; Randy Schulze, Houston Area Section Representative; David Carey, Capital Area Section Representative; Brian Moen, Greater Dallas Section Representative; Kirk Houser, At-Large Area Section Representative; Robert Saylor, Greater Dallas Section Vice-President;

Guests and Committees: Thomas Brahms, Executive Director, International ITE; Earl Newman, Immediate Past President, International ITE; Wayne Kurfees, Past Presidents' Committee Chair; Rebecca Bray, Membership Committee Chair; Praveen Pasumarthy, Newsletter Committee Chair; Walter Ragsdale, Legislative Committee Chair; Paul Luedtke, Technical Committee Chair; Susan Langdon, Database; Jennifer Butcher, Younger Members; Dharmesh Shah, CCTexITE; Dave Carter, Special Meetings Committee; Dale Thomson, Highway Products Group; Taylor Withrow, Amarillo LAC Chair; Dan Vedral, Irving LAC Chair; Sharmon Owens, Lubbock LAC Chair; Brian Van De Walle, Past President; Jim Carvell, Past President; Jim Williams, District Administrator; Gary Thomas, Website Committee Chair and Student Chapter Liaison.

1. Call to Order (Charlton)

Meeting called to order at 3:09 pm by Rick Charlton.

2. Approval of October 2007 Board Meeting Notes (Charlton)

Motion by Crawford and second by Houser to approve. Motion passed unanimously at 3:12 PM January 24, 2008.

3. International Reports (Charlton)

Rick Charlton welcomed Tom Brahms and Earl Newman to the Board Meeting.

A. International Executive Director's Report (Brahms)

- ◆ ITE expanding the Professional Development Program
- ◆ ITE looking for industry to provide ideas for training needs
- ◆ Significant number of publication releases are pending:
 - Traffic Engineering Handbook
 - Transportation Planning Handbook
 - Trip Generation (new edition)



- Geometric Design for Urban Streets
- ◆ International Scans to ITE website
- ◆ Membership is growing
- ◆ ITE Looking for a Transportation Planner for HQ staff
- ◆ Expanding products and services to members

B. Immediate Past International President Report (Newman)

- ◆ Serving as chair of nominating committee for new Int'l VP Candidates
- ◆ Candidates will attend District 9 Summer 2008 Meeting
 - Eugene Wilson
 - Paul En Wong
- ◆ Significant Achievement for Transportation Achievement Awards, Submit projects for Texas District
- ◆ ITE to learn from District 9 how to engage younger members
- ◆ District 9 Elects new International Director this year

C. International Director's Report (Wunderlich)

Robert Wunderlich reported the following:

- ◆ Update of Strategic Plan for ITE
- ◆ Governance for Board Level
- ◆ International has developed a strategic plan
- ◆ Major Items of Strategic Plan
 - Membership Recruitment & Retention. In Texas approx. 600 voting members, steady over the last ten years.
 - Provide more information to members on how to deal with public.
 - Enhance image of our industry
 - ITE HQ staff has been augmented
 - Topical, relevant information available from ITE
 - New Publications are coming out, soon.
 - ITE needs good ideas from membership
 - Rick Charlton has committee for nominating next Int'l Director
 - Anaheim Meeting will have two lunches instead of party on Tue. Night. These lunches are included in the registration price
 - 2009 Annual Meeting in San Antonio, will District 9 hold joint meeting?
 - If joint meeting is held, need a local chair to work with ITE staff
 - Normal rotation of meeting in metroplex – Garland & Richardson bids
 - One reason to hold joint meeting is that District shares revenue.

Ensuing discussion topics:

Tom Brahms emphasized that to hold a joint meeting is the District's choice.

International will share 4% of gross revenue (approx. \$11K to \$14K) Number of sleeping rooms from host district can also provide comp. rooms for the District.

If no additional pay for meeting space, then ITE shares cost.



ITE staff available for meeting organization

District 6 – holds several unique functions, including several technical sessions, two lunches for District 6 members, board meeting, traffic bowl, AV & food costs savings/benefits.

International will need a response from District in next few weeks.

There was a discussion of whether District 9 is required to hold a meeting in June, a review of the bylaws indicated that only a January or February meeting is required, other meeting is at discretion of board.

A discussion as to whether the membership should vote on this issue at the Business meeting was held and it was agreed that the Board should set policy and that holding a joint meeting with ITE's Annual Meeting is a great opportunity that District 9 cannot pass up.

Kurfes noted that District 9 had a great turnout for the mid-year conference held in San Antonio.

Charlton – Great opportunity. Concerned that we have waffled on meeting rotations in recent years, board should follow procedures for meeting site selection. But overall it is a great idea to hold a joint meeting with ITE International.

Gaston – It is a great opportunity, but my concern is for costs for our membership. We worry over \$100 registration fees and \$120 hotel rooms. An International Meeting will have a registration fee of \$500+ and the rooms at the hotel will be in the \$250 per night range.

Wunderlich – we could use revenue from joint meeting to possibly offset costs. Don't need a separate District 9 registration fee. TexITE needs to follow a consistent meeting policy; however, this situation is so unique that whether or not we are waffling is not an issue. International meeting is very different and we need to support it.

Crawford noted that in hindsight, the board should have looked farther into the joint meeting issue farther in advance.

Charlton – Referred discussion to District Committee for Meeting Review to committee chairman Dave Carter with charge to consider these discussion issues and bring a recommendation back to the District 9 Board for action.

Carter – Special Meetings committee can handle rotation and getting back into step.

Jahn – Motion, "Combine District 9 Summer Meeting in 2009 with ITE International 2009 Meeting in San Antonio." Motion was seconded by Houser. Motion passed unanimously 3:50 PM on 1/24/2008.



4. District Administrator Report (Williams)

Jim Williams presented the following reports:

- 1) TexITE's 2007 Expenses, labeled "Adopted TexITE Budget – 2007"
- 2) "Treasurer's Report District 9 ITE (TexITE) 2007, 23 January 2008" and
- 3) "TexITE Meetings Account – 2007"

Jim requested that we do away with the Treasurer's Report as it is duplicative of the information in the other reports and requires additional effort to format. There was no dissent and Charlton noted that the Treasurer's Report prepared by the District Administrator may be eliminated in future reports.

Jim noted that District 9 has not received any payment from CCTexITE for 2007. Shah noted that he would get with Jim at the meeting and write checks for CCTexITE's Meeting participation for both Houston and Amarillo.

Jim asked Taylor Withrow if he could check on status of meeting checkbook so that Amarillo Meeting can be closed out.

Crawford asked Schultze to check with Connie Clark regarding check register so that Houston Meeting can be closed out. Williams noted that the checkbook was lost.

State Sales Tax Exempt Status - IRS in process of verifying tax exempt status. IRS will send forms and Williams should just mail it out.

Williams noted that TexITE paid overdraft charges due to the redirection of ACTEVA checks to TexITE. Overdraft fees and interest were \$189.88, Williams negotiated refund of \$170.88 of this amount. Williams – funds issue was created by ACTEVA, need to maintain a balance of float to deal with inflow/outflow of funds in meeting account.

Williams noted that no payments from TTI have been received for this meeting (TTI Meeting Registration). To pay for all the meeting expenses it is important for TexITE to either carry a significant amount of float in the bank or the revenue needs to be put in the bank quickly.

Charlton – Can the Meetings Technical Committee look into how we fund future meetings and provide recommendations? Carter – Yes.

Charlton – this issue needs to be reviewed by the Special Meetings Committee and the Board needs a recommendation.



5. Treasurer's Report (Gaston)

Account Balances

Williams reported that the meetings account balance is \$10,400.84 and checking account balance is \$50,083.43.

Budget Review

Williams presented budget review, Revenue of \$16,056.99 was received in 2007 and expenses were \$18,782.15.

There was some discussion under Item 9 that appeared to confirm that the existing method of handling student travel costs is effective. There were no motions to change this item and further discussion was deferred to the Special Meetings Committee.

Action on 2008 Budget (Charlton)

A copy of the proposed 2008 TexITE Budget was passed out and discussed. The following items were modified based on historical data:

Revenue – Dues from International Members changed from \$9,400 to \$10,000.

Revenue – Dues from District Affiliates changed from \$1,200.00 to \$800.00

Revenue – CCTexITE: Student Travel changed to \$2,000 from \$1,630.

Expenses – Travel Support to District from \$6,300.00 to \$4,500.00.

Motion was made by Jason Crawford to Adopt the 2008 TexITE Budget as modified with the changes discussed. Item was seconded by Jahn. Motion passed with unanimous approval.

Charlton charged Gaston with making the modifications to the budget for presentation at the Business Meeting.

6. Vice-President's Report (Jahn)

No written report. Brian noted that he is actively working on technical program for the next meeting and wants to receive draft papers for San Antonio by March.

7. President's Report (Charlton)

Rich Charlton presented the following items:

- ◆ A nominating committee for International Director is being formed.
- ◆ A nominating committee for District Officer candidates will also be formed.
- ◆ An audit committee to review financial records with the District Administrator will need to be appointed.
- ◆ The program for Irving should be enjoyable to all.
- ◆ TexITE does a good job of including younger members in our meetings and organization; we are a model for ITE.
- ◆ Our Sections are active and they are an active part of the District.



- ◆ Need to use new ways of conducting our business.
- ◆ Goal will be to provide the best services to our members and the Sections.
- ◆ We have a Special Meetings Committee that is looking at all of our meeting activities and will provide recommendations for improvements.
- ◆ Objectives:
 - 1) Do no harm – if it isn't broke, then let's not try to fix.
 - 2) Problems present the opportunity to excel.
 - 3) To improve communications. Use the Acronym ASK
 - a. **Assume** – that others want to hear you and that they want to talk to you
 - b. **Simplify** – don't make it so hard
 - c. **Kick** – all obstacles out of the way.

8. Local Arrangement Committee Reports (Charlton)

Winter 2007, Houston - Closeout

No report, confirmation of lost checkbook will allow close-out of meeting.
Crawford asked Schultze to get with Connie Clark on checkbook.

Summer 2007, Amarillo (Withrow)

No report, meeting close-out.

Winter 2008, Irving (Vedral)

Dan Vedral welcomed everyone to Irving. Explained problems with technical tour on Wednesday. Mentioned the great turnout for ethics training session.

Summer 2008, San Antonio (Ballard for Picha)

Written report and budget provided. The meeting will be held June 26-28 at the historic St. Anthony's hotel in downtown San Antonio. Room rates are \$129+tax. Hotel is near the riverwalk. Local Arrangements Committee is working to prepare an outstanding meeting.

Winter 2009, Lubbock (Owens)

Written report and budget provided. Meeting will be held February 5-7 2009. Sharmon presented the budget for the meeting and noted that she has provided a copy of the proposed hotel contract to the District President and Secretary/Treasurer for review and comment. Hotel will be the Holiday Inn Park Plaza and rooms will be \$85 per night.

Charlton noted that the hotel contract is being forwarded to ITE headquarters for review. Rick also noted that we have historical meeting attendance and budget data that may need to be updated, but that information can be provided to assist in meeting planning.

Wunderlich noted that it is TexITE's goal to budget for zero profit.



In general discussions the following comments regarding AV equipment were made. One comment was that costs could be saved by using borrowed AV equipment but it was also noted that paying for AV equipment is well worth the headaches of handling bulb-outs or worrying about lost/stolen equipment.

Thomas noted that one general item that is missing from most of the meeting budgets are the charges for credit card fees associated with web-based and registration desk registrations.

Summer 2009 Invitees (Jahn)

Jahn noted that he had sent out solicitations for to cities for hosting the Summer 2009 meeting. Both Garland and Richardson expressed interest in hosting TexITE in Summer 2009. Otherwise this discussion was deferred until the 2009 Annual Meeting issue was discussed. This item was discussed and resolved under Item 3C, above, whereby a motion was made and approved to combine District 9's Summer 2009 Meeting with ITE's Annual Meeting in San Antonio. Resolution of future meeting rotation for the next meeting was referred to the Special Meetings Committee chaired by Carter.

9. Action on Policy, By-Laws and District Functions (Charlton)

Retired TexITE Member Meeting Registration Discount

There was a discussion regarding a discounted meeting registration cost for retired members. It was noted that ITE International has a policy on retiree's and it was noted that District 9 should consider following a similar approach for determining who is an official retiree. It was noted that retirees provide value to the organization. Possible attendance of retirees was discussed and it was noted that we expect fewer than six retirees to attend any regular District 9 Meeting. A retiree registration fee of 50% of the registration cost was determined to be the current level of District 9 meeting discount. It was noted that this could be changed in the future.

This item was referred to the Special Meetings Committee for further discussion/consideration and to provide a recommended policy for District 9.

Consultant Displays at HPG

Dale Thomson noted that he had received a request from an unnamed consultant to purchase a table in the HPG area on Thursday night and Friday morning. In general discussion no one at the Board meeting spoke in favor of this option. The general consensus among the consultant's present was that this would lead to an escalation in that all consultants would then feel that they needed to also participate. This led to another concern in that most of the hotels that host TexITE meetings have a limited amount of vendor display space that is almost always filled with HPG displays.

Charlton asked Shah to have CCTexITE discuss this issue and provide a recommendation to the Board.



Student Chapter Travel Costs

Discussion Item – Question raised regarding level of support for student chapters for travel costs. Charlton – Current practice is to pay for travel costs for Student Chapter President and Student Paper presenter. Travel costs are either airline expenses or mileage. No other travel costs are covered.

There was some discussion on student travel costs and it was agreed that the current system has worked for a number of years. The actual budget can be modified each year based on meeting location and mileage distance per the current policy. Existing policy item was confirmed and the budget item revised to account for 2008 expected travel policy for Irving and San Antonio.

10. Section Reports (see attached)

Brazos Valley, Capital Area, Greater Dallas, Greater Fort Worth, Greater Houston and South Texas

It was noted that the meeting packet did not contain the correct Section reports for all the Sections. *This item has been corrected and an updated agenda packet will be furnished with these meeting notes.*

Ballard presented the request from South Texas ITE (STITE) for an update of their by-laws to allow for electronic voting and clarification of Section boundaries. There was no change to the boundaries, but now the by-laws list all the counties represented by STITE. The By-laws also allow the Section Executive Board to appoint any eligible Section member to fill a mid-term vacancy on the board.

A motion was made by Gaston to approve the By-law changes, it was seconded by Jahn and approved unanimously at 5:18 PM.

11. Committee Reports (see attached)

Highway Products Group (Thomson)

Dale presented a written report, dated January 24, 2008. A total of 28 companies and 51 members are participating in the Irving meeting. Thursday evening and Friday breakfast will cost about \$6,380. Additional discussion regarding participation in HPG by consultants was made and is noted above under Item 9.

Dale noted that HPG has some great door prizes and expects a great turnout.

Membership Committee (Bray)

Work on-going – revised membership form available.

Charlton noted that he has a goal to increase membership and improve coordination between the Sections.



Brahms noted that District needs a prospect list of potential Section affiliates to become ITE members. If there are Section members who are not ITE members, then they are our most likely candidates for new members.

District Database (Langdon)

Written report provided. *This has been updated in the agenda packet.* Database is up-to-date, this led to a discussion regarding the .pdf version that can be printed. Per the written report, there are 717 members in the database. Susan noted that there have been several members change jobs in past few weeks and everyone should update their information within the database. Susan noted that she will update the printout (.pdf) version in March 2008, which has not been re-printed since March 2007. She noted that even though the printout version is dated, the actual database is routinely updated.

Consultants Council (Shah)

Dharmesh reported that there are currently 25 paid members of CCTexITE. He announced the formation of the Outstanding Student Chapter Advisor Award that will consist of up to a \$500 cash award to the outstanding student chapter advisor. He noted that none, one, or two awards may be handed out annually. CCTexITE has a committee working on the award selection committee. It was noted that this group should coordinate with Gary Thomas on the student chapter advisors as Gary receives a lot of information from the various student chapters.

Wunderlich noted that students are the key to TexITE's future and the student chapter advisors are an integral part of whether the students are active in TexITE. CCTexITE is working in the right direction to try to increase student interest/participation. TexITE should work to get the student chapter advisors involved in ITE.

Dharmesh also reported that CCTexITE has increased their contribution to TexITE for assisting with student chapter travel from \$750 per meeting to \$1,000 per meeting and that he would get with Jim Williams at the meeting to make CCTexITE current on its financial obligations to TexITE.

Technical Committee (Luedtke)

Working on policy w/ HPG on presentations and how they are handled. There are some tech sessions here at Irving that will have HPG members making presentations. We will see how these presentations are received. Purpose is to get new ideas and new technologies out to the membership. In order to present, the vendor must be a member of the HPG.

Thomson – HPG supports the technical sessions and Dale is confident that the HPG members will follow-through with some good technical sessions.



Newsletter (Pasumarthy)

Praveen noted that he will once again be submitting for ITE's newsletter award. He also noted that his assistant editor has left and he will be looking for a replacement.

Website (Thomas)

Written report provided, Gary noted that on-line voting is working well. Download statistics from the website indicate a lot of use for newsletters and the roster. Job position postings are occurring. Gary is pleased with the on-line Event Management Services for meetings registration that is being performed by TTI. Gary is working on further enhancements to the website for improving communication.

Student Chapter Liaison (Thomas)

Written report provided, there will be poster sessions for the students with six of the seven student chapters will have students presenting. Seven student chapters represent a total of 154 student members. Gary noted that the Student chapter resumes will be available at the registration desk for those who requested a CD during on-line registration.

Legislative Committee (Ragsdale)

TxDOT is going into Sunset review.

792 Commission appointed to discuss Toll Roads, CDA's, its work begins Feb. 5. Senator Corona has called the Exec. Dir. Of TxDOT before his committee to answer questions as to how TxDOT has wound up with the current problems.

Younger Members Committee (Butcher)

A written report was provided. Jennifer is working with TexITE to increase younger member presentations at meetings. Younger members have an event after the Friday Night Social.

Committee for Future Engineers (Finley)

(see attached)

Awards Committee (Finley)

(See attached)

Special Meetings Committee (Carter)

Committee will meet on Friday morning to discuss ways to improve future TexITE meetings, including the discussion items that have been tossed to the Special Meetings Committee at this Board meeting.

12. Historian

(None)



13. Other Business

(None)

14. Adjourn

Meeting adjourned at 5:46 PM.