



**TexITE District 9 Board Meeting Minutes
Winter 2009
February 5, 2009 at 2:00 pm
Holiday Inn Park Plaza, Lubbock**

In attendance: Board: Brian Jahn, President; Gilmer Gaston, Vice-President; Brian Shamburger, Secretary-Treasurer; Gary Thomas, International Director (Texas); Rick Charlton, Immediate Past President; Chris Hoff, Greater Fort Worth Area Section Representative; Marc Jacobsen, South Texas Section Representative; Ron Jensen, Houston Area Section Representative; Brian Moen, Greater Dallas Section Representative; Gary Saunders, At-Large Area Section Representative.

Guests and Committees: Jim Williams, District Administrator; Wayne Kurfees, Past Presidents' Committee Chair; Dave Carter, Special Meetings Committee Chair; Walter Ragsdale, Legislative Committee Chair; Susan Langdon, Database; Robert Saylor, Student Chapter Liaison; Sharmon Owens, Lubbock LAC Chair; John Friebele, San Antonio 2009 LAC Chair.

1. Call to Order Jahn Meeting started at 2:09 pm
Meeting called to order at 2:09 pm by Brian Jahn.

2. Approval of October 9, 2008 Board Meeting Notes (Jahn)
Motion by Shamburger and seconded by Jacobsen to approve. Motion passed unanimously at 2:13 PM February 5, 2009.

3. International Director's Report (Thomas)

Gary Thomas presented several of the key issues facing International ITE:

- In general, meeting registrations and attendance are down;
- ITE is trying to come up with ideas to make meetings more inviting;
- A high number of the state DOTs are not coming;
- When compared to TRB, TRB had a good turnout which was encouraging for the upcoming annual meeting in San Antonio; and
- Membership is up a couple of percentage points.

Gary acknowledged Robert Wunderlich for his outstanding service and leadership as International Director.

4. District Administrator's Report (Williams/Shamburger)

FY 2008 Budget Closeout (Thursday)

Jim Williams was not at the beginning of the Friday meeting, and therefore Brian Shamburger presented the 2008 finalized budget and accounts summary. Brian provided a 2008 FINAL budget report showing 2008 actual expenses versus the 2008 Budget. He also provided a Meetings Account and detailed meeting accounts for Irving and San Antonio. The overall meetings showed a loss of \$6,192.73 for 2008. Brian noted that CCTexITE's contribution for 2007 was not received until 2008, so it shows up under revenue in the 2008 actual. The 2008 tax return can now be filed since the 2008 meetings budgets have been reconciled.

State Tax Exempt Status (Friday)

Jim provided a brief status update on the State Tax Exempt application.

Other Issues

Discussion on student chapter direct support. Jim mentioned that we likely need to amend the policy manual to clarify the student chapter direct support timetable (i.e., what part of the calendar year the funding supports).

5. Treasurer's Report Shamburger

Adoption of Proposed 2009 Budget

Brian Shamburger the proposed 2009 Budget as prepared by Jim Williams. The following issues were discussed:

- Robert Wunderlich suggested that based on our recent performance, we should remove the profit expectation for the summer 09 meeting.
- Newsletter – We also need to have a newsletter and the revenue associated with advertising. It has been quite some time since our last newsletter and we need to see if Praveen needs help. Shamburger suggested that we change the commitment for the newsletter advertising. Advertising payment should be good for the current year regardless of whether we have one or three newsletter. We don't need to get into the business of refunding advertising dollars or setting up a schedule by payee. Direction to contact Praveen and schedule to get the next newsletter out by the end of February. It was noted that Praveen was contacted prior to the Board meeting and he is still interested in being the newsletter editor.
- Student Chapters
 - District Support – No checks were paid in 2008. Current plan is to pay both 2008 and 2009 in 2009. We need student chapters to submit their chapter reports to Robert Saylor. Jim Williams will cut checks to each chapter, and the 2008 checks will be sent immediately.
 - Student travel support was adjusted based on number of chapters.
- Discussion on Revenue Opportunities
 - Gilmer Gaston raised the question of whether we should increase the annual District dues – significant support from several Board members.
 - Wayne Kurfees suggested that we may need to consider reducing student support. Wayne also mentioned that meetings have really impacted our expenses and we need to revisit. He eluded that Dave Carter will have further input on this as part of the Committee on Special Meetings report.

- John Friebele stated that while a dues increase may be necessary, membership dues is just one facet of the equation. We need to also consider our membership activities and ways to increase membership numbers.
- Robert Wunderlich said we need to look at several issues. The District does not have enough money to run the business. Two basic options – more people or everyone pays more. We need to capture more people in Texas. We’ve also increased the number of student chapters we support without any increase in revenue. We run the cheapest meetings twice a year and we are losing money. Bottom line, we need to get our revenues to start matching our expenses – or we can’t sustain our investments (i.e., student chapters), which Robert doesn’t recommend.
- Brian Jahn asked if everyone was in support of an increase in District dues from \$20 to \$50. Overwhelming support.

Motion to increase the District dues to \$50 made by Charlton and seconded by Gaston. Motion passed with unanimous approval.

- Marc Jacobsen asked how this will impact the agency memberships. So noted, but no input from the Board.

Motion to approve the Revised 2009 Budget made by Thomas and seconded by Charlton. Motion passed with unanimous approval. See attached 2009 Budget.

- Committee on Special Meetings (Carter)
 - TexITE cannot continue at our current pace on meetings.
 - Recommending increase in registration costs
 - \$180 or 190 is relatively low.
 - ITS Texas model seems to work well.
 - Sponsorships could be considered.
 - ITS Texas offers training that they make a profit on.
 - HPG could be run through the District and profits could be taken from this as well.
 - 28 vendors are coming to Lubbock.
 - Potentially look at increase student registration fees.
 - Student subsidy is roughly ½ of our budget expense.
 - Poster sessions should continue
 - CCTexITE, District Sections, and HPG need to look at ways to subsidize student travel or sponsor sessions to help increase revenue.
 - Meeting’s template/spreadsheet to help track meeting costs and budget for meetings – assigned to Special Meetings Committee.

6. Vice-President’s Report (Gaston)

No report

7. President’s Report (Jahn)

Jahn said that he is looking at potential changes to some of the District committees. We need to restart some directives that have stalled, but critical to the success of the organization. He

has talked to Paul Luedtke and he is definitely interested in chairing the Technical Committee. Jahn has a major concern with the proposed budget and he plans to focus on turning a profit.

8. Local Arrangement Committee Reports

Winter 2008, Irving – Closeout (Williams)

Summer 2008, San Antonio – Closeout (Collins/Williams) – see attached report

Winter 2009, Lubbock (Owens)

- 109 online registrations
- 192 room guarantees
- \$85 through date of arrival
- No meeting room charge due to 4:1 ratio
- 8 registered for golf
- 132 signed up for Friday night social
- 44 signed up for technical tour
- 60 signed up for ethics session
- 17 students registered online, but we expect 31 students to attend, 9 of which will present at the poster session
- Need to point out that the CCTexITE support does not show up in the meeting revenue
- Vendor badges will be added
- Projecting a balanced budget

Summer 2009, San Antonio (Friebele)

- No written report
- John had a phone call with Tom Brahms
- Planning on a District 9 business meeting
- District 9 will host a social event for the international visitors
- Noted that the attendance numbers for Phoenix, SA, etc. are down
- Given the attendance uncertainties, ITE is hesitant to front the cost of a social event (\$60K)
- ITE wants to consider a Sunday evening reception involving District 9, ITE, and TTI that would be held at the event and aid ITE for meeting guarantees and costs. This is District 9 and reduces the risk for the August meeting. The only negative is that we can't show off as much as we would like. This event will be held instead of the traditional Get to know you event on Sunday evening. If you are a full registrant, this event will be included. If you are a D9 member, you could register only for this event.
- Budget up to this point has shown roughly 200 District 9 members, which is optimistic.
- CCTexITE support for ITE SA meeting is expected.

No action, but District supports the plan to have a Sunday Night Social event at the 2009 ITE Annual Meeting in San Antonio.

Winter 2010, Frisco (Moen)

- No written report
- Working on finalizing the budget and arrangements
- Planning for 150 rooms. The guarantee amount is currently \$15,000. This should not be a problem based on meal/room costs. Darmesh Shah and Moen toured the facilities. They are trying to downsize the space to match number of vendors.

- Need to plan for small amount of profit.
- Registration fee is potentially just over \$200.
- Planning for 140 attendees. 150 room nights.
- Gaston suggested that we may need to budget for a lower number.
- Saylor/Jahn both said you may get what you ask for. Moen to run the numbers based on different scenarios.
- Jahn asked Dave Carter to develop a meetings spreadsheet that can be used for future meetings LAC (probably not for Frisco).
- Williams asked do we have any potential need to have someone on the meetings account? Response from Board was no.

Summer 2010, Invitees (Shamburger)

- Houston will be submitting (Ron Jensen)
 - Sugarland Marriott is the proposed venue (new town center)
 - Guest room cost is quoted at \$169, lots of meeting
 - Proposed date is June 16-20, 2010
 - Greater Houston section is committed to leading the LAC
 - Need to establish a government rate block of rooms

9. **TTI Conference Services – Action? (Jahn)**

- Jahn said that we probably don't even need to consider given our current fiscal situation
- Gilmer commented that he thought the District received estimates from TTI.
- Thomas responded with yes, but no action taken was taken by the Board.
- Jahn recommend that we continue using the LAC, but we should develop some expertise in house to become better negotiations.
- Kurfees mentioned that credit card/TTI registration costs are roughly \$12 per head, which is good. The additional costs from TTI are not.
- Kurfees said that we need to consider using TTI for meeting negotiations.
- Thomas responded by saying that he would talk to TTI (Mary)

10. **Section Reports / Issues or Action (see attached Section reports)**

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

Greater Fort Worth (Hoff) – Mentioned that their bylaws say that affiliates can vote. Hoff asked if they need to change their bylaws. Kurfees responded not necessarily, but he will research this and see if there's a conflict and/or does it violate District policies. If so, there may need to be a change in District policy (i.e., affiliates voting for section rep that is on the board).

Board members conducted a brief discussion on voting rights for those people who have membership in multiple sections. Again, Kurfees will research and report back to the Board.

Greater Houston (Jenson) – No additions to written report, but they are going to vote on new bylaws. The bylaws will need to be accepted by the District Board following the Section vote.

South Texas (Jacobsen) – The Section has recently established a student liaison committee – trying to foster growth at UTSA. Jacobsen asked who are these chapters a chapter of? Answer – the District. Saylor stated that the District encourages strong ties between the Section and the Local Student Chapter. The Section is also trying to reestablish connection with Kingsville.

At-Large (Saunders) – Gary is trying to get local areas to be more active.

11. Committee Reports / Issues or Action (see attached Committee reports)

Highway Products Group (Thomson) – Dale presented a written report.

Special Committee on Technical Meetings (Carter) – report presented as part of Item 5.

Membership Committee (Bray) – no report

District Database (Langdon) – Susan presented a brief summary of her written report.

Consultant's Council (Simerly) – no report

Technical Committee (Luedtke) – no report

Newsletter (Pasumarthy) – no report

Website (Thomas) – Gary is looking into options to allow certain members to have administrative rights on the website.

Student Chapter (Saylor) – Written report provided.

Legislative Committee (Ragsdale) – No written report. Ragsdale reminded everyone of TxDOT's budget shortfall. The Sunset Review report is available for review. Over 6,000 bills will be filed as part of the upcoming legislative session, which ends in May.

Younger Members Committee (Butcher) – Written report provided.

Committee for Future Engineers (Clark) – Written report provided.

Awards Committee (Finley) – Written report provided.

12. Historian (Crawford)

(None)

13. Other Business (Jahn)

Motion made by Gary Thomas to amend the District Policy Manual to address the calendar year direct support to Student Chapters. Motion seconded by Moen. Motion passed with unanimous approval.

14. Adjourn

Meeting recessed at 4:26 PM on February 5, 2009.

Meeting reconvened at 8:09 AM on February 6, 2009.

Meeting adjourned at 9:47 AM, February 6, 2009.