



## **TexITE District 9 Board Meeting Minutes November 6, 2009 at 11:30 am TTI Video Conference Call**

**In attendance:** Board: Brian Jahn, President; Gilmer Gaston, Vice-President; Brian Shamburger, Secretary-Treasurer; Rick Charlton, Immediate Past President; Gary Thomas, International Director (Texas); Chris Hoff, Greater Fort Worth Section Representative; Brian Moen, Greater Dallas Section Representative/Winter 2010 Frisco LAC Chair.

**Guests and Committees:** Jim Williams, District Administrator; Richard Smith, Greater Houston Section President; Praveen Pasumathy, Newsletter Editor; Walter Ragsdale, Legislative Committee; Connie Clark and Brooke Ullman, Future Engineers Committee; Dave Carter, Special Meetings Committee Chair; Robert Saylor, Student Chapter Coordinator; Matt Sneed, Younger Members Committee.

1. **Call to Order (Jahn)**  
Meeting called to order at 12:46 am by Brian Jahn.
2. **Approval of August 2009 Board Meeting Notes (Jahn)** - deferred until Winter 2010 Meeting in Frisco
3. **International Director's Report (Thomas)**
  - The ITE Board met in October.
  - TexITE received approximately \$15,000 from the ITE annual meeting in San Antonio.
  - ITE plans to roll out a Student Leadership program sometime next year.
  - Budget woes continue.
  - Officer election nominations are on file and should be announced soon.
4. **District Administrator's Report (Williams)**
  - Revenues are up primarily due to the payment from the ITE International Meeting in San Antonio.
  - CCTexITE student sponsorship has already been paid.
  - No real activity in the meeting's account since August 2009.
  - Expecting some expenditures/revenues for the Frisco meeting.
5. **Treasurer's Report (Williams / Shamburger)**
  - Proposed 2010 budget presented. Board adjusted travel budgets for International Meeting.

*Motion by Charlton and seconded by Gaston to approve. Motion passed unanimously.*

6. **Vice-President's Report (Gaston)**

- Gaston is working on technical program for Winter 2010 meeting in Frisco. He has passed on the session topics to the Technical Committee for additional topics.
- We are still planning on having an Ethics Training course at the Frisco meeting. Training could be provided by either Texas Tech at \$30-\$40 per person or free by the TBPE. Board consensus is to have the free option by TBPE.
- Gilmer also wants to develop a Strategic Plan for TexITE. The purpose of this planning effort would be to set goals, priorities, and an overall vision for the next several years. Gilmer asked the Board when we should hold it – possibly an all day retreat? Do we get a facilitator? Cost would likely be \$4,500. Board consensus was probably not. When do we start? Possibly with a survey to the membership, which means we should get started on this ASAP (Frisco).
- B. Jahn – sees it very difficult for the larger group to manage this effort. Jahn would prefer to have a smaller group. Jahn recommended Gilmer chair and select a committee to develop the strategic plan.

7. **President's Report (Jahn)** – no report provided

8. **August 2010 Traffic Bowl (Saylor)**

- International Traffic Bowl rules and regulations are established.
- TexITE's will be required to hold a Traffic Bowl in order to have a team for International ITE event.
- TexITE Winter Meeting (Frisco) will host the Traffic Bowl. Other Districts are holding theirs in June.
- ITE will be paying team registration/hotel at the International ITE conference; they will not pay for advisor registration.
- Prizes at International include team certificates, plaques for the top 3, and the winner gets a cash prize (TBD by ITE Board).
- At the local level, we need to find space in the schedule at the Frisco meeting to hold the event.
- Each round has 3 teams competing – 30 minutes each.
- If all Texas schools show up, TexITE needs 3 rounds with a 4<sup>th</sup> round to select the winner.
- Only 3 teams have expressed interest – 2 definite.
- Do we want to give them a deadline to submit entry? Yes. We need to finalize the schedule soon.
- Equipment requirements? Probably not. We need a countdown ped timer, push buttons, etc. We should be able to pull something together with the local municipalities. Once assembled, need to determine who manages the equipment between meetings. Robert Saylor will coordinate transport of the equipment with the HPG.
- Question Pool? Need at least 100 questions that can be asked. Robert is trying to get copies of the questions from the Western and Southern districts.
- What is the budget for the ITE International event and how is it covered? ITE is not paying for the travel (excluding hotel, that's covered) to the international meeting. ITE expects this will be covered by the District or the University. Question... How many students are covered for ITE? Local prizes – cash/plaque?
- Williams – ITE will pay for the students, but not the faculty advisor.
- Jahn – TexITE needs to make sure the Traffic Bowl costs get added to the 2010 budget.

*Rick Charlton requested the Board observe a moment of silence for the fallen at Fort Hood.*

9. **Student Listings in the TexITE Roster (Langdon)**

**Gary Thomas covered this topic.**

- Students have requested access to the member's only side of the website. There's really only 3 items of any real value (i.e., roster, newsletter, and voting booth). The main issue from the students is that they want to receive e-mails from the District, which would provide better communication to

the students. Unfortunately, students are transient in nature and their e-mail accounts change frequently, but that's also the case for the members.

- The Board suggested that we look into the use of a social network such as Facebook. It's still dynamic and needs to be monitored, but the Board liked the concept. The Board requested that Matt Sneed (Younger Members Committee) look into the possibility of using Facebook to disseminate information to the District and student members.

#### 10. **Local Arrangement Committee Reports**

- **Winter 2009 Lubbock (Williams)** – Williams hasn't closed out yet. Williams will coordinate with Owens.
- **Winter 2010 Frisco (Moen)** – Moen presented a memo outlining the fee structure, Friday night social, traffic bowl, and schedule.
  - Thursday schedule – Board meeting, technical tour of Frisco Safety Town and the EOC, golf tournament, ethics training, HPG event, and CCTexITE Texas Hold'em poker tournament.
  - Friday schedule – Board meeting, various committees, HPG breakfast, still working on key note speaker, technical sessions, break, traffic bowl, Friday night social at Dave & Buster's, however there is a space limitation at 225 for the mystery dinner theater, so we may need to consider placing a space limitation on website registration page.
  - Saturday – CCTexITE breakfast meeting, technical sessions, student poster session, and business meeting
  - Registration costs are based on 175 attendees
  - Student attendees can impact the numbers. Student numbers are typically 30-40 per meeting. The meeting in San Antonio had over 70 students. The increase in student registration fee should promote early registration.
  - Late registration - \$50 increase no matter what category,
  - Gaston – reminded Moen of the poster board expense for the student poster session. Typically \$800+/-
  - Moen – Friday night social – do we want to include a cash bar? Not included if they are going to charge us for the setup.
- **Summer 2010 Sugar Land (Smith)**
  - Richard Smith and Ron Jensen are LAC co-chairs. No other details have been finalized.
- **Winter 2011 Fort Worth (Mathis)** – no report
- **Summer 2011 Invitees (Shamburger)** – Invitations will be sent out to Region 2 (Dallas, Tyler, Waco, College, etc.) in December.

#### 11. **Section Reports / Issues or Action**

- **Brazos** – no report submitted
- **Dallas (Moen)** – written report provided
  - **Houston (Smith)** – no written report. Smith noted that the section has an account balance of \$31,426.96. The section has also initiated a scholarship program for student chapters in Houston area or going to school in Texas from the Houston area. The deadline for applications is December 31<sup>st</sup>.
  - Williams – Houston Section needs to file for non-profit/tax exempt status. Richard said they will coordinate with Pete Frentz (ITE).
- **Capital Area** – written report provided.

- **South Texas (Gaston)** – no written report.
  - Started a scholarship at UTSA
  - Well attended monthly meetings, and they are looking forward to their annual holiday banquet
- **At Large** – no written report.

12. **Committee Reports / Issues or Action**

- **Newsletter (Pasumarthy)** – sending out next newsletter next week for publication before Frisco meeting.
- **Website (Thomas)** – looking at revamping the website, but probably not going to take it on right now.
- **Student Chapter Liaison (Saylor)** – Trying to obtain rosters for Student Chapter officers. Robert currently has two firm commitments for the Traffic Bowl. One additional Student Chapter would like to, but they are uncertain as to attendance. Currently no deadline for teams to register for the Traffic Bowl.
- **Legislation (Ragsdale)** – SAFETLU expired and is on hold for next 18 months. Senator Corona is preparing a new legislative package for the 2011 session (“omnibus package” to include a 10 cent per gallon increase to help fund transportation projects).
- **Younger members (Sneed)** – planning a Friday night social at the Winter 2010 meeting in Frisco.
- **Future Engineers (Clark)** – Connie to contact Susan Langdon to get more information on the Future Cities Competition.
- **Awards** – written report provided.

13. **Historian (Crawford)** – Crawford not in attendance. Thomas noted that the Historian/Crawford should be listed as an ex-officio member of the Board. Thomas will add him to the ex-officio list.

14. **Other Business**

- Hoff pointed out that the dates for on-line voting are based on each section’s by-laws, and he encouraged each section to read their by-laws.

15. **Adjourn**

Motion by Thomas and seconded by Ullman. Meeting adjourned at 3:08 PM, November 6, 2009.