



Texas District Spring 2013 Board Meeting
 Renaissance Worthington Hotel - Richardson, TX
 1:30 PM – 4:30 PM
 April 10, 2013

TexITE Board of Directors (Voting Members)

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
President	Melisa Finley	TTI	N	Y
Vice-President	Kirk Houser	City of Dallas	N	Y
Secretary-Treasurer	Susan Langdon	Savant Group Inc.	Y	Y
International Director	Gilmer Gaston	Pape-Dawson	Y	Y
Past President	Dave Carter	City of Richardson	N	Y
At-Large Representative	Norman Hogue	City of Waco	Y	Y
Brazos Valley Section Rep	LuAnn Theiss	TTI	Y	Y
Capital Area Section Rep	Alex Reyna	Bury+Partners	Y	Y
Greater Dallas Section Rep	Nanditha Togar	Consultant	Y	N
Greater Ft. Worth Section Rep	Don Szczesny	Dunaway Associates	Y	Y
Greater Houston Section Rep	Dustin Qualls	Traffic Engineers, Inc.	Y	Y
South Texas Section Rep	Eduardo Mendoza	City of McAllen	Y	Y

Committee Chairpersons and Leadership

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
Awards Committee	Melisa Finley	TTI	Y	Y
Consultants Council	Dustin Qualls	Traffic Engineers, Inc.	N	Y
Legislative Committee	Vacant		N	-
Future Engineers Committee	Vacant		N	-
Membership Committee	Cameron Williams	Walter P Moore	Y	Y
Newsletter Committee	Matt Johnson	Freese and Nichols	N	N
Past Presidents Committee	Wayne Kurfees	Kimley-Horn and Assoc.	N	Y
Program Committee	Kirk Houser	City of Dallas	N	Y
Technical Committee	Paul Luedtke	City of Garland	N	N
Transit Committee	Tom Ryden	Parsons	Y	Y
Younger Members Committee	Matt Sneed	Kimley-Horn and Assoc.	Y	Y
District Administrator	Jim Williams	University Texas Arlington	Y	Y
District Database	Susan Langdon	Savant Group	N	Y
Student Chapter Liaison	Robert Saylor	City of Richardson	N	Y
Website	Gary Thomas	TTI	Y	Y
LAC – Fort Worth 2012	Natalie Bettger	NCTCOG	Y	N
	Jennifer Butcher	Savant Group		N
LAC – Richardson 2013	Dave Carter	City of Richardson	N	Y
	Mark Titus	City of Richardson		N
LAC – Houston 2013	Manu Isaac	Kimley-Horn and Assoc.	N	N
	Dustin Qualls	Traffic Engineer, Inc.		Y
LAC – Austin 2014	Alex Reyna	Bury+Partners	N	Y
	Anna Martin	HDR		N

Additional Attendees

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
Interested TexITE Member	Brian Shamburger	KHA	N	Y
Sub for Nanditha	Boro Deidich	Parsons Transp Group	N	Y
Int'l VP candidate	John Kennedy		-	Y
Co-Chair Waco presentation	Katie Sivils	City of Waco	N	Y
Co-Chair CS presentation	Kevin Balke	TTI	N	Y
Interested TexITE Member	Robyn Root	City of McKinney	N	Y

Minutes

- Call to Order at 1:31PM Finley
- Approval of March 2012 Board Meeting Notes Langdon
 - **Motion** by Dave Carter
 - **Second** by Eduardo Mendoza
 - Motion **approved** unanimously
- International ITE Introductions if present Finley
 - None present
- International Director Report Gaston
 - Report submitted plus verbal report by Gaston
 - New program – Leadership ITE – discussed later in the meeting
 - Looking at ways to save money on publications – more electronic version as opposed to printed documents
 - Trip Generation V9 is available
 - Traffic Control Devices Handbook update is available
- District Administrator Report Williams
 - 2012 financial year finalized
 - No need to file extension to submit taxes in May
 - No distributions received yet from International
 - Jim Carvel travel scholarship – just for District 9, June 1 application deadline, sent to District President
 - Texas fellowship (2 - \$1,000) – submitted to ITE International
 - No checks written for 2013 until 04/10/13 – so no 2013 fees recorded yet
 - The meetings checking account at Bank of America (account number 0047 7099 1924) should have the following people as approved to sign checks: Jim Williams, Dustin Qualls, Manu Isaac, Melisa Finley, Kirk Houser, Susan Langdon
 - i. **Motion made** by Manu Isaac
 - ii. **Seconded** by Dave Carter
 - iii. Motion passed
- Treasurer’s Report Langdon
 - Approved 2013 Budget – will be presented to the membership at the business on Friday Langdon
- Vice-President’s Report Houser
 - Thanks to current LAC and calls will resume for program committee
 - All sections reps are automatically on the program committee
- President’s Report Finley
 - Thanks for support to all
- Local Arrangement Committee Reports
 - Summer 2012, Fort Worth Finley
 - a. Report submitted
 - Spring 2013, Richardson Carter
 - a. Dave sent around a report
 - b. Thanks to Mark Titus for his effort
 - c. Had a few rainouts (golf and bike tour)
 - d. Projecting a \$3,000 loss due to Synchro training subsidy
 - Summer/Fall 2013, Houston Qualls
 - a. Clear Lake was selected, Sept 25-27, 2013
 - b. Proposed budget presented
 - c. Hilton is host hotel – need AV costs
 - d. Thursday night social – NASA space center

- Winter/Spring 2014, Austin Reyna
 - a. Meeting will be 60th anniversary
 - b. Looking at April (several conflicts in March) – ***ITE Technical Conference is March 9-12, 2014***
 - c. Possible bicycle/ped tour
- Presentations for Fall 2014 Meeting – NOTE – **ensure projector is available to these folks next mtg**
 - Waco Hogue
 - Convention center \$17.5M renovation
 - Hilton & Marriott - \$82/night for single, \$125/night for 2 beds
 - TxDOT bridge project and Baylor football stadium possible tech tours
 - Last week in July or 2nd, 3rd week in September
 - Last hosted a meeting in 2005, 1993
 - College Station Theiss/Balke
 - Proposing using MSC on campus, with hotel shuttle
 - George Bush Presidential library
 - Completely reconstructing the golf course and will be complete by end of 2013
 - Recently completed pedestrian project
 - Tech tour of TTI research facilities
 - Homeland security training center (Disaster City)
 - Looking at September dates (staying away from SEC weekend)
 - Last time hosting a meeting 2006, 2000, 1994
 - Vote: 6 – Waco, 6 – College Station; After further discussion decided on Waco for Fall 2014
- Section Reports / Issues or Action
 - At the end of each calendar year, annual reports from each section should be submitted to the awards chair; winner at District level forwarded on to the ITE competition
 - Reports sent for the board meeting cover all activities since the previous board meeting
 - At-Large Representative Hogue
 - Written report provided at meeting – no additional information
 - Looking to offer a webinar or something similar for at-large folks
 - Brazos Valley Section Theiss
 - Written report – no additional information
 - Capital Area Section Reyna
 - Written report – no additional information
 - Greater Dallas Section Togar
 - Written report – no additional information
 - Greater Fort Worth Section Szczesny
 - Written report – no additional information
 - Greater Houston Section Qualls
 - Written report – no additional information
 - South Texas Section Mendoza
 - Written report – no additional information
- Committee Reports / Issues or Action
 - Two committee vacancies right now – Legislative and Future Engineers
 - Awards Committee Finley
 - Written report
 - Several submittals for awards are due in the next few weeks
 - Consultants Council Qualls
 - Raised \$2,050 for the poker event
 - \$1,200 in prizes for tonight and funding food & beverage
 - Continued support for travel for students

- District Database Langdon
 - 620 international members, 822 total
 - Recommending moving this position under the Website Chair
- Future Engineers Vacant
 - Melisa provided some history on the position. Melisa will review further need of this committee and bring recommendation before the Board at the next meeting.
- Legislative Committee Vacant
 - Discussion as to if this is really a position that is still needed
 - **Motion** made to dissolve this committee and chair by Susan Langdon
 - **Seconded** by Eduardo Mendoza
 - Discussion:
 - 1. Alex Reyna offered to forward information he sees regarding transportation related legislation
 - Motion **approved** unanimously
- Membership Committee Williams
 - Written report
 - Cameron will review the process and clarify how it works
- Newsletter Johnson
 - Chair not present
 - John Kennedy asked to verify if Matt received the information from Int'l VPs for upcoming issue
- Past Presidents Kurfees
 - No report
- Program Houser
 - Nothing additional
- Student Chapter Liaison Saylor
 - Working with CCTexITE to get consultants in to each student chapter
 - Working with younger members to run the Traffic Bowl
 - 49 students registered, 13 poster sessions
 - UT Texas and Texas A&M are registered for the Traffic Bowl
 - 8 papers submitted for Dan Fambro award
- Technical Committee Luedtke
 - Chair not present
 - Was formed to organize the meeting programs
 - Melisa will review further need of this committee and bring recommendation before the Board at the next meeting
- Transit Ryden
 - Written report - no additional information
- Website Thomas
 - Written report – no additional information
- Younger Members Committee Sneed
 - Written report
 - Committee meeting tomorrow at 9 am
 - Traffic Bowl tomorrow night – 1 round with students and 1 round with professionals
 - Last night social – Fox & Hound with shuttle service
- Action on Policy, By-Laws, and District Functions Finley
 - Greater Fort Worth Section By-Laws Change
 - **Motion** to approve by Susan
 - **Second** by Kirk
 - Motion **approved** unanimously

- Other Business
 - Future Joint Meeting w/TxDOT
 - Discussion of possibly teaming with TxDOT on a future meeting
 - Leadership ITE
 - Discussion of how we can participate and the amount of support TexITE is willing to provide given our amount of existing funds
 - We can negotiate our amount of recognition for sponsorship money provided
 - **Motion** by Dave Carter to make a one-time donation of \$10,000 to be a contributing sponsor for Leadership ITE and \$6000 for two internal scholarships to the 2013 budget
 - Gilmer makes a friendly addendum to encourage each section to contribute \$1,000 for Texas District Scholarships – this amount would be in addition to the amount being contributed by TexITE
 - **Second** by LuAnn with addendum
 - Motion **approved** unanimously
- Adjourn at 4:54 PM



Texas District Summer 2012 Board Meeting
 Renaissance Worthington Hotel - Ft Worth, TX
 1:30 PM – 4:30 PM
 August 29, 2012

TexITE Board of Directors (Voting Members)

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
President	Dave Carter	City of Richardson	N	Y
Vice-President	Melisa Finley	TTI	N	Y
Secretary-Treasurer	Kirk Houser	City of Longview	Y	Y
International Director	Gilmer Gaston	Pape-Dawson	Y	Y
Past President	Brian Shamburger	Kimley-Horn and Assoc.	N	Y
At-Large Representative	Jere Hart	X8Environmental	N	N
Brazos Valley Section Rep	LuAnn Theiss	TTI	Y	Y
Capital Area Section Rep	Alex Reyna	Bury+Partners	Y	Y
Greater Dallas Section Rep	Nanditha Togar	Urban Engineers Groups, Inc.	Y	Y
Greater Ft. Worth Section Rep	Natalie Bettger	NCTCOG	Y	Y
Greater Houston Section Rep	Manu Isaac	Kimley-Horn and Assoc.	Y	Y
South Texas Section Rep	Kerri Collins	Pape-Dawson	Y	N

Committee Chairpersons and Leadership

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
Awards Committee	Melisa Finley	TTI	Y	Y
Consultants Council	Dustin Qualls	Traffic Engineers, Inc.	Y	Y
Legislative Committee	Walter Ragsdale	Ragsdale Consulting	N	N
Future Engineers Committee	Matt Johnson	Freese and Nichols	N	Y
Membership Committee	Nanditha Togar	Urban Engineers Group	Y	Y
Newsletter Committee	Matt Johnson	Freese and Nichols	N	Y
Past Presidents Committee	Wayne Kurfees	Kimley-Horn and Assoc.	N	Y
Program Committee	Melisa Finley	TTI	N	Y
Technical Committee	Paul Luedtke	HDR	N	Y
Transit Committee	Tom Ryden	Parsons	N	N
Younger Members Committee	Matt Sneed	Kimley-Horn and Assoc.	Y	Y
District Administrator	Jim Williams	University Texas Arlington	Y	Y
District Database	Susan Langdon	Savant Group	N	Y
Historian	Jason Crawford	TTI	N	N
Student Chapter Liaison	Robert Saylor	City of Richardson	Y	Y
Website	Gary Thomas	TTI	Y	Y
LAC – San Marcos 2012	Alex Reyna	Bury+Partners	Y	Y
	Sabbas Avila	City of San Marcos		N
LAC – Fort Worth 2012	Natalie Bettger	NCTCOG	Y	Y
	Jennifer Butcher	Savant Group		N
LAC – Richardson 2013	Dave Carter	City of Richardson	Y	Y
	Mark Titus	City of Richardson		N
LAC – Houston 2013	Manu Isaac	Kimley-Horn and Assoc.	Y	Y
	Dustin Qualls	Traffic Engineer, Inc.		Y
LAC – Austin 2014	Alex Reyna	Bury+Partners	Y	Y
	Anna Martin	HDR		N

Additional Attendees

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
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Minutes

1. Call to Order at 1:40 PM Carter
2. Approval of March 2012 Board Meeting Notes Houser
 - **Motion** by Finley
 - **Second** by Theiss
 - Motion Unanimous Passed
3. International ITE Introductions if present Carter
 - None present
4. International Director Report Gaston
 - Verbal report by Gaston
 - Mentioned new program to sponsor future leaders – Leadership ITE
 - New Trip Gen Manual coming out
 - May move Annual Meeting into Fall
5. District Administrator Report Williams
 - First dues check from ITE received, second check should arrive soon
 - Latest numbers from San Marcos LAC match books
 - Discussion of awards paid recently
 - Discussion of meetings and the difference between the raw TTI bill and the final bill
6. Treasurer's Report Williams/Houser
 - Approved 2012 Budget Houser
 - Discussed planning for 2013 budget
7. Vice-President's Report Finley
 - No report
8. President's Report Carter
 - Carter showed appreciation for passed three years
9. Local Arrangement Committee Reports
 - Spring 2012, San Marcos Avila/Reyna
 - a. Written Report – no additional comments
 - Summer 2012, Fort Worth Bettger/Butcher
 - a. Report submitted
 - b. Jennifer Butcher delivered baby at 10:30 am today
 - Spring 2013, Richardson Carter/Titus
 - a. Carter covered information in written report
 - b. Have not decided upon Thursday Night Social
 - i. Car museum
 - ii. Themed event – multiple possibilities
 - iii. Collegiate traffic bowl – should it be a session instead of being at the social
 - iv. Jerry DeCamp wedding that Friday Evening
 - Summer/Fall 2013, Houston Isaac/Qualls
 - a. Isaac presented information from report
 - b. Clear Lake was selected
 - c. Hilton \$99/night
 - d. Possibility of moving to September
 - i. Reduces conflict with International ITE
 - ii. Reduces complications with students
 - iii. Hotel might be \$89/night if in September
 - e. Thursday night social
 - i. Johnson Space Center
 - ii. Galveston Bay Cruise
 - iii. Kema boardwalk
 - Winter/Spring 2014, Austin Reyna/Martin
 - a. Discussed possibility of presenting at Thursday lunch meeting instead of Friday Lunch

- b. Meeting will be 60th anniversary
- 10. Section Reports / Issues or Action
 - At-Large Representative Hart
 - No Report
 - Brazos Valley Section Theiss
 - Written report – no additional information
 - Capital Area Section Reyna
 - Written report
 - By Laws changes on hold
 - Greater Dallas Section Togar
 - Written report – no additional information
 - Greater Fort Worth Section Bettger
 - Written report – no additional information
 - Greater Houston Section Isaac
 - Written report – no additional information
 - South Texas Section Collins
 - Written report – Rep not present
- 11. Committee Reports / Issues or Action
 - Awards Committee Finley
 - Written report – no additional information
 - Consultants Council Qualls
 - Written report – no additional information
 - District Database Langdon
 - Rep not present
 - Future Engineers Johnson
 - No report
 - Legislative Committee Ragsdale
 - Rep not present
 - Membership Committee Togar
 - Written report – no additional information
 - Newsletter Johnson
 - Next newsletter will have safety focus
 - Past Presidents Kurfees
 - No report
 - Program Finley
 - Finley thanked everyone
 - Reminded Section Reps of meeting duties as Moderators
 - Houser to lead next meeting program
 - Student Chapter Liaison Saylor
 - Written report
 - Saylor to urge student chapters to send in rosters
 - More schools plan to utilize new travel policies
 - Technical Committee Luedtke
 - Rep not present
 - Transit Ryden
 - Rep not present
 - Website Thomas
 - Written report
 - Williams complimented website

- Thomas mentioned improvements to membership database-website integration
 - Finley mentioned the Leaders file sharing page
- Younger Members Committee Sneed
- Written report
 - Committee meeting tomorrow at 9 am
 - Tonight social – Frankie’s Sports Bar – room reserved
12. Action on Policy, By-Laws, and District Functions Carter
- Meetings Location Policy
 - Carter discussed committee discussion
 - Possibly eliminate the areas
 - Policy manual would need to be changed – By Laws unaffected
 - Discussion of how ITS Texas selects locations
 - Kurfees mentioned historical perspective
 - **Motion** to Eliminate the Three Regions and shift responsibility to selection of new meetings to the Board for future meetings starting with Summer/Fall 2014 meeting by **Carter**
 - i. Second by Gaston
 - ii. Motion **Approved** Unanimous
13. Other Business Carter
- Badges for Officers
 - Thomas saw badges at international
 - Discussion of who should get them
 - i. Past Presidents
 - ii. Current Officers
 - iii. Current Section Reps
 - **Motion** by Carter to purchase 3” x 2” badges for
 - i. Past Presidents
 - ii. Current Officers
 - iii. Current Section Reps
 - iv. To includes dates (years)
 - **Second** by Finley
 - **Approved** Unanimously
 - New Secretary/Treasurer
 - Susan Langdon has volunteered to be nominated
 - No other candidates have agreed to volunteer
 - Carter discussed methodology for candidates
 - i. Former section presidents
 - ii. Active members
 - Meetings manual
 - Finley and Cater to discuss formation of a committee to update manual
14. Adjourn at 3:11 PM

Texas District Director

Mr. Gilmer D. Gaston, P.E., PTOE
Vice President, Traffic Engineering
Pape-Dawson Engineers, Inc.
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San Antonio, TX 78216
Phone: (210)375-9000
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E-mail: ggaston@pape-dawson.com



**INTERNATIONAL DIRECTOR REPORT
APRIL 2013**

The International Board of Direction (IBOD) met March 1-2, 2013 in San Diego California at the Sheraton San Diego Hotel & Marina in advance of the 2013 Technical Conference. The following are highlights of the IBOD discussions/decisions.

State of the Institute

ITE currently has 12,638 members in the US and 15,413 worldwide. Of this number the Texas District represents about five (5) percent of the total membership with 811 members. ITE Annual Operating Budget is approximately \$7M. The Institute is seeing declining membership numbers that are impacting budgets.

Board Actions/Issues

- ITE published the 9th Edition of Trip Generation in late 2012.
- ITE published the 2nd Edition of the Traffic Control Devices Handbook last month.
- ITE has initiated a Leadership ITE program that is envisioned to be an intensive, year long, training class to train the next generation of leaders within ITE. Preparation of the program will be completed in April 2013, hopefully in time for our Spring Meeting. Program is modeled after the typical Chamber of Commerce leadership programs. Currently the program is envisioned to incorporate the Leadership Training modules and will require attendees to travel to various locations around the country to complete the course. ITE is looking for Districts & Sections to step up and sponsor attendees of the first class. The expected tuition for the class will be approximately \$2,500, this includes instruction only, the travel costs will be extra. The face-to-face meetings are envisioned to be held in conjunction with the ITE Fall Board Meeting in Washington DC, at the Technical Conference, and the Annual Meeting. The first class is expected to start Fall 2013. Hopefully, the Texas District will be able to sponsor at least two (2) candidates for the initial class. Hopefully, the printed materials will be available before the Richardson meeting.
- ITE's 2013 Technical Conference was projected to be a financial success.
- The **ITE 2012 Annual Meeting & Exhibit** will be held in Boston, Massachusetts, August 4-7, 2013, see the ITE website for more details. If you have not attended an Annual Meeting recently, I think that they are much improved over the Annual Meetings of five to ten years ago.

International Director Report
April 2013

- Zaki Mustafa ler, P.E.(F) is our 2013 ITE International President, due to his work with the City of Los Angeles he is not able to attend our District Meeting in Richardson, but Hibbett Neel, Jr., P.E. (F) our International Vice President will be attending.
- We are also fortunate to have our two 2014 International Vice President Candidates, Jeff Arey, P.E. (F) from Florida and John Kennedy, P.E., PTOE from Massachusetts. They are both excellent candidates and either one will make a great Vice President and future President for the Institute.
- Several amendments have been put forth for approval by the International Board that cover: 1). Nomination & Election of Officers; 2). Changing the age for Life Membership; and 3). Cleanup of Article on Districts and Sections.

END REPORT



Approved TexITE BUDGET - 2012

31 January 2013	2012 Budgeted	2012 Actual	Difference
INCOME:			
Dues			
International Members	\$ 26,000.00	\$ 24,490.00	\$ (1,510.00)
District Affiliate/Subscribers	\$ 1,000.00	\$ 1,000.00	\$ -
Meeting Profit (Loss)			
Winter/Spring Meeting (San Marcos)	\$ 5,000.00	\$ 5,879.71	\$ 879.71
Summer/Fall Meeting (Fort Worth)	\$ 5,000.00	\$ 3,081.35	\$ (1,918.65)
Miscellaneous			
Newsletter Advert & Listings	\$ 2,700.00	\$ 2,300.00	\$ (400.00)
CCTexITE: Student Travel	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00
Other	\$ -	\$ 500.00	\$ 500.00
SUBTOTAL	\$ 41,700.00	\$ 41,251.06	\$ (448.94)
Transfer from Reserve Fund	\$ -	\$ -	\$ -
TOTAL INCOME:	\$ 41,700.00	\$ 41,251.06	\$ (448.94)
EXPENSES:			
Newsletter			
Publishing	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Administrative Expense:			
ITE dues for Webm & Admin	\$ 510.00	\$ 530.00	\$ 20.00
Conference Calls	\$ 1,000.00	\$ -	\$ (1,000.00)
Postage & Supplies (Ballots)	\$ 50.00	\$ -	\$ (50.00)
Printing	\$ 50.00	\$ -	\$ (50.00)
Supplies	\$ 50.00	\$ -	\$ (50.00)
Student Chapters:			
Direct Support 2012	\$ 2,700.00	\$ 2,250.01	\$ (449.99)
Travel Support to San Marcos Mtg 2012	\$ 3,200.00	\$ 1,092.65	\$ (2,107.35)
Travel Support to Fort Worth Mtg 2012	\$ 3,400.00	\$ 648.24	\$ (2,751.76)
Travel Support to ITE	\$ 1,000.00	\$ 1,769.67	\$ 769.67
Outstanding Student Awards	\$ 900.00	\$ 700.00	\$ (200.00)
Outstanding Student Chap. Award	\$ 1,000.00	\$ 1,000.00	\$ -
Student Paper Awards	\$ 2,000.00	\$ 2,000.00	\$ -
Awards:			
Transp Engr of Year	\$ 100.00	\$ -	\$ (100.00)
Young Member Award	\$ 100.00	\$ -	\$ (100.00)
Technical Paper Award	\$ 1,000.00	\$ 1,000.00	\$ -
Section Activities Award	\$ 1,000.00	\$ 1,000.00	\$ -
Future Engrs Cash Awards	\$ 600.00	\$ -	\$ (600.00)
Plaques	\$ 600.00	\$ 710.00	\$ 110.00
District 9 Fellowships (2 ea)	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
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	\$ 2,000.00	\$ 601.14	\$ (1,398.86)
ITE Council Chairs	\$ 1,000.00	\$ -	\$ (1,000.00)
VP Int'l Campaign Exp	\$ -	\$ -	\$ -
Traffic Bowl			
Travel Support to ITE Traffic Bowl	\$ 2,000.00	\$ 547.68	\$ (1,452.32)
D9 Student Chapter Award Plaque	\$ 50.00	\$ -	\$ (50.00)
Equipment	\$ 500.00	\$ -	\$ (500.00)
Other			
Insurance	\$ 1,300.00	\$ 1,300.00	\$ -
Web Site Support	\$ 410.00	\$ 359.88	\$ (50.12)
Bank Charges	\$ -	\$ -	\$ -
Accounting Fees	\$ 525.00	\$ 525.00	\$ -
PO Box (Yearly)	\$ 96.00	\$ 120.00	\$ 24.00
Fatal Vision Multipak - Goggles	\$ -	\$ 679.00	\$ 679.00
Name Badges	\$ -	\$ 306.00	\$ 306.00
SUBTOTAL	\$ 34,141.00	\$ 19,139.27	\$ (15,001.73)
Outstanding Expenses	\$ -	\$ -	\$ -
TOTAL EXPENSES:	\$ 34,141.00	\$ 19,139.27	\$ (15,001.73)
NET REVENUE:	\$ 7,559.00	\$ 22,111.79	\$ 14,552.79

Notes

for 2011 and 2012
Jim Carvell for travel sch. to ITE meeting

UTEP
UT+SMU+TSU
James Robertson & Jack Bauer

Haixia Liu

Brian Shamburger

Tex ITE Meetings Account - 2012

31 January 2013

	Garland September 2011		San Marcos March 2012		Fort Worth August 2012		Other		Balance	Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals		
2010	57,740.00	49,283.61							70,342.12	
January	1,094.09								71,436.21	2nd TTI check
February									71,436.21	
March	377.62			33,137.23					38,676.60	CCTexITE
April				9,172.73					29,503.87	
May						300.00			29,203.87	
June			40,491.53			100.00			69,595.40	1st TTI Check (39,680.53)
July			8,085.00	386.86					77,293.54	2d TTI check(7,385)+CC(700)
August						26,852.34			50,441.20	
September					235.95	18,349.56			32,327.59	
October									32,327.59	
November									32,327.59	
December					48,447.30				80,774.89	TTI Check
2013									80,774.89	

Meeting Totals

	59,211.71	49,283.61	48,576.53	42,696.82	48,683.25	45,601.90
Net Revenue	9,928.10		5,879.71		3,081.35	

Account Balances

	Checking	Meeting	Total
1 Jan 2012	53,901.94	70,342.12	124,244.06
Revenues	32,290.00	98,731.49	131,021.49
Expenses	-19,139.27	-88,298.72	-107,437.99
31 December 2012	67,052.67	80,774.89	147,827.56



APPROVED TexITE BUDGET - 2013

14 February 2013	2012 Actual	2013 Proposed	Difference	Notes
INCOME:				
Dues				
International Members	\$ 24,490.00	\$ 24,500.00	\$ 10.00	Based on 2012 actual
District Affiliate/Subscribers	\$ 1,000.00	\$ 1,000.00	\$ -	Based on 2012 actual
Meeting Profit (Loss)				
Winter/Spring Meeting (San Marcos)	\$ 5,879.71			
Summer/Fall Meeting (Fort Worth)	\$ 3,081.35			
Winter/Spring Meeting (Richardson)		\$ 5,000.00		Based on discussion at 3/11 Board Meeting we increased to \$5k
Summer/Fall Meeting (Clear Lake)		\$ 5,000.00		Based on discussion at 3/11 Board Meeting we increased to \$5k
Miscellaneous				
Newsletter Advert & Listings	\$ 2,300.00	\$ 2,300.00	\$ -	Based on 2012 actual
CCTexITE: Student Travel	\$ 4,000.00	\$ 2,000.00	\$ (2,000.00)	CCTexITE paid for 2012 & 2011 in 2012
Other	\$ 500.00	\$ -	\$ (500.00)	Jim Carvell for travel sch. to ITE meeting
SUBTOTAL				
Transfer from Reserve Fund	\$ -	\$ -	\$ -	
TOTAL INCOME:	\$ 41,251.06	\$ 39,800.00	\$ (1,451.06)	
EXPENSES:				
Newsletter				
Publishing	\$ -	\$ -	\$ -	We only offer the electronic version, so these can all be zeroed out.
Printing	\$ -	\$ -	\$ -	We only offer the electronic version, so these can all be zeroed out.
Postage	\$ -	\$ -	\$ -	We only offer the electronic version, so these can all be zeroed out.
Administrative Expense:				
ITE dues for Webm & Admin	\$ 530.00	\$ 530.00	\$ -	Based on 2012 actual
Conference Calls	\$ -	\$ 1,000.00	\$ 1,000.00	Cost estimate if need to start paying for these.
Postage & Supplies (Ballots)	\$ -	\$ 50.00	\$ 50.00	We still have 30 "mail only" members. Assumes 30 ballots & 30 notices, postage \$20 & supplies \$30.
Printing	\$ -	\$ 50.00	\$ 50.00	Same as last year
Supplies	\$ -	\$ 50.00	\$ 50.00	Same as last year
Student Chapters:				
Direct Support 2013	\$ 2,250.01	\$ 2,700.00	\$ 449.99	Based on providing \$150 base contribution plus % for membership to all 9 student chapters (A&M, UT, UTA, UTEP, TSU, UTSA, KINGSVILLE, SMU ,TECH).
Travel Support to Richardson Mtg 2013	\$ 1,092.65	\$ 3,500.00	\$ 2,407.35	See computations starting in L53.
Travel Support to Clear Lake Mtg 2013	\$ 648.24	\$ 4,500.00	\$ 3,851.76	See computations starting in L53.
Travel Support to ITE	\$ 1,769.67	\$ 1,000.00	\$ (769.67)	For Outstanding Student Chapter President and if needed Jim Carvel Travel Fellowship Winners to attend ITE Annual Meeting
Outstanding Student Awards	\$ 700.00	\$ 900.00	\$ 200.00	\$100 per Student Chapter (currently there are 9)
Outstanding Student Chap. Award	\$ 1,000.00	\$ 1,000.00	\$ -	Increased from \$150 to \$1000 on 12/15/11.
Student Paper Awards	\$ 2,000.00	\$ 2,000.00	\$ -	Increased from \$375 to \$2000 on 3/24/11. Recommended that 1st place get at least \$1000. Remainder to be distributed as Student Coordinator sees fit.
Awards:				
Transp Engr of Year	\$ -	\$ 100.00	\$ 100.00	12-15-11: Recommendation from Awards Committee to change from \$ to nice gift.
Young Member Award	\$ -	\$ 100.00	\$ 100.00	12-15-11: Recommendation from Awards Committee to change from \$ to nice gift.
Technical Paper Award	\$ 1,000.00	\$ 1,000.00	\$ -	12-15-11: Recommendation from Awards Committee to increase to \$1000.

Section Activities Award	\$ 1,000.00	\$ 1,000.00	\$ -	12-15-11: Recommendation from Awards Committee to comp registration for one officer from winning section to attend two TexITE meetings and reimburse for travel costs (mileage/rent car but not hotel or meals).
Future Engrs Cash Awards	\$ -	\$ 600.00	\$ 600.00	Revised to reflect Board decision in 2010 to contribute \$600 to Future Cities competitions (\$200 per 3 regional competition)
Plaques	\$ 710.00	\$ 800.00	\$ 90.00	Each year plaques made for Past President, TE of year, YM of year, Section Activity Award, Tech Paper Award, Student Paper Award, and District Fellowship, Outstanding Student Chapter Award. Also, need to account for at least one Special Recognition Award and Past International Director. Also, need certificates and certificate holders for outstanding students and other student paper award winners.
District 9 Fellowships (2 ea)	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	On March 24, 2011 the Board decided to include \$2000 for two fellowships of \$1000 each.
Contributions				
ITE (General)	\$ 200.00	\$ 200.00	\$ -	Kurfees report - 2/3/05 minutes
ITE (Fellowship)	\$ 300.00	\$ 300.00	\$ -	Kurfees report - 2/3/05 minutes
ITE Prof Develop Fund	\$ 500.00	\$ 500.00	\$ -	Kurfees report - 2/3/05 minutes
Travel				
TexITE President	\$ -	\$ 2,000.00	\$ 2,000.00	Same as last year
TexITE Vice-President	\$ -	\$ 2,000.00	\$ 2,000.00	Same as last year
International Director	\$ 601.14	\$ 2,000.00	\$ 1,398.86	Same as last year
ITE Council Chairs	\$ -	\$ 1,000.00	\$ 1,000.00	Same as last year; \$500 per chair in District
VP Int'l Campaign Exp	\$ -	\$ -	\$ -	\$2,500 when a Texas District candidate
Traffic Bowl				
Travel Support to ITE Traffic Bowl	\$ 547.68	\$ 2,000.00	\$ 1,452.32	Same as last year
D9 Student Chapter Award Plaque	\$ -	\$ 70.00	\$ 70.00	Plaques currently cost \$70 each. Only one plaque made for the Student Chapter, not for individual members.
Equipment	\$ -	\$ 200.00	\$ 200.00	Maintenance and shipping of equipment to meetings
Other				
Insurance	\$ 1,300.00	\$ 1,300.00	\$ -	Based on 2012 actual
Web Site Support	\$ 359.88	\$ 410.00	\$ 50.12	Same as last year
Bank Charges	\$ -	\$ -	\$ -	Keep as a line item, just in case we incur an expense.
Accounting Fees	\$ 525.00	\$ 525.00	\$ -	Based on 2012 actual
PO Box (Yearly)	\$ 120.00	\$ 120.00	\$ -	Based on 2012 actual
Fatal Vision Multipak - Goggles	\$ 679.00	\$ -	\$ (679.00)	One time expense in 2012
Name Badges	\$ 306.00	\$ 100.00	\$ (206.00)	Creating new ones each year for current and past officers
SUBTOTAL	\$ 19,139.27	\$ 35,605.00	\$ 16,465.73	
Outstanding Expenses	\$ -	\$ -	\$ -	
TOTAL EXPENSES:	\$ 19,139.27	\$ 35,605.00	\$ 16,465.73	
NET REVENUE:	\$ 22,111.79	\$ 4,195.00	\$ (17,916.79)	



**GREATER FORT WORTH SECTION
DISTRICT 9 (TEXAS)
INSTITUTE OF TRANSPORTATION ENGINEERS**

To: TexITE Board

From: Jennifer Butcher and Natalie Bettger, Local Arrangement Committee Chairs

Date: January 2013 (Revised April 4, 2013 by Melisa Finley)

RE: Final Report for 2012 Fall TexITE Meeting in Fort Worth

Fort Worth Local Arrangement Committee:

- Jennifer Butcher, LAC Co-Chair, Fort Worth Section Vice-President
- Natalie Bettger, LAC Co-Chair, Fort Worth Section Rep
- Ed Pultorak
- Erin Eurek
- Matt Ciarkowski
- Mitzi Ward
- Roy Parikh
- Kevin St. Jacques
- Jim Sparks
- Gordon Alderman
- Marian Thompson
- Scott Arnold
- George Human
- Mark Mathis
- Lissette Avedo
- Marisa Conlin
- Ian Lee

Dates

The 2012 Fall TexITE Meeting occurred on August 29 – 31, 2012, Wednesday through Friday.

Hotel / Location

The Fall TexITE Meeting occurred in Fort Worth, Texas. The meeting was held at the Renaissance Worthington Hotel in Fort Worth, Texas. The venue was conveniently located in downtown Fort Worth.

Profit

The Fort Worth meeting exceeded the estimated profits by

Estimated	Actual
\$2,456.17	\$3,081.35

Room-Nights

The Fort Worth Meeting

	8/28/2012	8/29/2012	8/30/2012	8/31/2012	9/1/2012	Total
Projected	5	75	75	0	0	155
Actual	22	105	78	4	1	210

Final Attendance

Total Attendance: 264

Attendance was divided as follows:

Registration	Total
Member	137
Member (Late)	20
Non-Member	5
Non-Member (Late)	1
Student	21
Student (Late)	0
Retired	6
Retired (Late)	0
Complimentary	0
Vendor Full	2
Vendor Full (Late)	0
Vendor Badge	30
Vendor Table	17
Vendor Booth	25
	264

Hotel Contract Negotiations

TexITE contracted with Helm-Brisco to negotiate and finalize a contract. The contract highlights included:

- \$139 room rate
- Meeting room rental waived with a \$22,000 food and beverage minimum
- One (1) Suite upgrade at the group rate
- One (1) additional room upgrade
- One (1) complimentary room per every 45 rooms policy
- Ten (10) complimentary easels
- Complimentary Internet in sleeping rooms
- Four (4%) rebate to final master bill
- 10% off Audio Visual charges
- Government per diem rate
- Group rate available three (3) days pre and post event based upon availability
- Complimentary table top exhibits

Local Arrangements

Meeting venues and/or events included:

- Technical tour of the Fort Worth Transportation Authority (The T) new SPUR bus (signal priority urban route and the latest advance in the T's bus fleet), Intermodal Transportation Center, and their administration building.
 - Transportation provided by the Fort Worth Transportation Authority (The T).
- Evening Social:
 - Location: Rahr & Sons Brewery
 - Food: Grill King
 - Drinks: Water, Tea and Beer
 - Late Night Social at Frankie's Sports Bar and Grill
- Tournaments:
 - Golf tournament at Waterchase Golf Course
 - CCTexITE Texas Hold'Em Card Tournament

Recommendations for Future Meetings:

Include in TTI contract to negotiate hotel contract with hotel. Many times, TTI couldn't help with issues associated with hotel as they were not involved in the hotel negotiations. The contract Helms-Briscoe set-up was the same as what Jennifer Butcher had already negotiated with the hotel, except Helms-Briscoe made money off of the contract and we didn't receive the benefit of the volunteer work. We should either use TTI or ask the LAC to use the past rates to negotiate with the hotel and use the fees Helms-Briscoe receives to fund the conference.

When determining dates, we need to avoid holidays since many members could not attend since they would be leaving town that weekend.

LAC chairs need to know ahead of time they will be in charge of developing a meeting logo. This will give them sufficient time to find a firm/agency that can donate the time of a graphic artist for this project.

Appointing someone to run each event and session-breakout frees up the time of the LAC chair(s) to deal with the hotel.

TexITE should look into purchasing AV equipment as the prices in the hotels are becoming outrageous.

Speaker gifts need to be purchased ahead of time to give the LAC time to find a gift for all the speakers within the budget. The budget is too small to allow for a decent gift and may need to be increased or having the funds donated to a charity in honor of the speakers.

Provide the final reports to the future LAC chairs so they can also read the lessons learned section.



TexITE/District 9

Spring 2013 Meeting- Richardson

Local Arrangements Committee Report

April 10, 2013

Meeting Dates: Wednesday, April 10 – Friday, April 12.

Attendance: Early Registration ended very strongly for attendees and students but the number of vender exhibits is lower than expected which impacts revenue.

Projected Total Cost: \$77,287

Projected Total Revenue: \$73,192

Projected Loss: (\$4,095)

Factors Contributing to Loss: Significant Training subsidy (~\$3,000), Increase in TTI contract cost (~\$2,000), higher student attendance, small drop in vender exhibits

Location: Renaissance Dallas-Richardson Hotel.

Room rate: \$129/night, \$8 daily parking but free parking for overnight guests.

Conveniently located at US75 and Galatyn Pkwy. and the DART Red Line-Galatyn Light Rail Station

Golf Tournament: Sherrill Park Golf Course #1 in Richardson. Sherrill Park consistently ranks among the top 10 municipal golf courses. Sold sponsorships for lunch, holes and prizes.

CANCELLED DUE TO RAIN

Training: HCM, Synchro, and Signal Systems Workshops

63 attendees registered for morning class (46 actual)

65 attendees registered for afternoon class

Technical Tour #1: Bike Tour of Richardson trails and bike lanes

19 Registered with 6 renting bikes CANCELLED DUE TO RAIN

Technical Tour #2: Transit Oriented Development presentation and tour

37 Registered attendees

Transportation provided by Richardson shuttles

Thursday Evening Social Event: Richardson Civic Center- Grand Hall

ITE Collegiate Traffic Bowl, Winning College team to compete with Private and Public Sector teams

Transportation provided by Richardson shuttles

Thursday Late Night Social hosted by Younger Members:

Fox and Hound English Pub and Grille, Campbell Road

TexITE Spring Meeting
Hilton Hotel, Clear Lake: September 25-27, 2013

Revised Estimate Actual
Profit = \$9,315.09 \$0.00

EXPENSES

	Revised Estimate	Actual
TexITE Expenses	\$54,448.67	\$0.00
HPG Expenses	\$8,494.00	\$0.00
CCTexITE Expenses	\$613.50	\$0.00
Total Meeting Expenses	\$63,556.17	\$0.00

		\$29,553.17			NOTES
Est	Actual	Description	Unit Cost	Revised Estimate	Actual
200		Reception Food & Beverage (HPG) @	\$31.28	\$6,256.50	
4		Reception Bartenders/carvers (HPG) @	\$100.00	\$400.00	
175		Breakfast Alacarte (HPG) @	\$7.64	\$1,337.50	
0		Training food @	\$0.00	\$0.00	
225		Kick-Off Luncheon	\$20.95	\$4,713.75	
250		Break 1 (Thurs pm)	\$2.65	\$661.50	
225		Break 2 (Fri am)	\$3.36	\$755.50	
200		Business Luncheon @	\$25.50	\$5,100.00	
100		TexHoldEm Food / Beverage	\$6.14	\$613.50	
		Total Hotel Meals		\$19,838.25	\$0.00
		22% service charge		\$4,364.42	\$0.00
		Total Hotel Meals w/ Service Charge		\$24,202.67	\$0.00

See "Food & Beverage Expense Details" tab
2 carvers, 2 bartenders (need to confirm hourly rate)
See "Food & Beverage Expense Details" tab
See "Food & Beverage Expense Details" tab
See "Food & Beverage Expense Details" tab
See "Food & Beverage Expense Details" tab
See "Food & Beverage Expense Details" tab
See "Food & Beverage Expense Details" tab
We are contractually required to spend a minimum of \$5,000 on Food and Beverage, before the 23% Service Charge.

Est	Actual	Description	Unit Cost	Revised Estimate	Actual
Hotel Audio Video and Misc.					
NOTES					
1		Audio Visual - HPG Exhibits @	\$500.00	\$500.00	
1		Audio Visual - Training / Ethics @	\$500.00	\$500.00	
2		Audio Visual - Thursday Sessions @	\$500.00	\$1,000.00	
2		Audio Visual - Friday Sessions @	\$500.00	\$1,000.00	
2		Audio Visual - Meals @	\$500.00	\$1,000.00	
1		Audio Visual - Texas Hold'em @	\$350.00	\$350.00	
		Total AV Cost		\$4,350.00	\$0.00
		23% service charge		\$1,000.50	\$0.00
		Total AV w/ Service Charge		\$5,350.50	\$0.00

30 pwr strips w/ext cord pkg, 1 hand-held wireless mic (Ft Worth)
projector & screen assumed

Est	Actual	Description	Unit Cost	Revised Estimate	Actual
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Thursday Night Social				NOTES	
175		Catering @	\$14.00	\$2,450.00	
16		Catering staff, person-hours	\$25.00	\$400.00	4 staff, \$25 per person, 4 hour minimum
1		beer, wine, soft drinks, ice, cups	\$715.00	\$715.00	See Expense Details tab
12		beverage server-hours	\$25.00	\$300.00	\$25/hour, 6 hour minimum
0		Music	\$0.00	\$0.00	used ipod with speaker
1		Gratuity (18%)@	\$441.00	\$441.00	
9		off-duty officer	\$37.00	\$333.00	2 officers, \$37/hour, 4.5 hours
1		Transportation @	\$600.00	\$600.00	
175		Total Social Meals	\$29.94	\$5,239.00	\$0.00

Est	Actual	Description	Unit Cost	Revised Estimate	Actual	NOTES
Other Fees and Events						
12		VP/LAC Hotel Rooms Nights @	\$99.00	\$1,188.00		
1		Transportation for Techinal Tour	\$500.00	\$500.00		Estimate for now
				\$0.00		
50		Training @	\$50.00	\$2,500.00		TextITE covers \$25 per full registration attendee
1		Keynote Speaker Expenses @	\$1,500.00	\$1,500.00		Estimate for now
				\$5,688.00	\$0.00	

Est	Actual	Description	Unit Cost	Revised Estimate	Actual	NOTES
Miscellaneous Expenses						
1		TTI Event Management @	\$16,176.00	\$16,176.00		
1		TTI Credit Card Fees @	\$1,400.00	\$1,400.00		
0		(Program) Printing @	\$500.00	\$0.00		TTI Event Mgmt. Expense
0		Training Supplies @	\$0.00	\$0.00		LAC Expense for supplies or printing if needed
0		Table Placards/Room Signs @	\$50.00	\$0.00	\$0.00	TTI Event Mgmt. Expense
0		Special Name Badge Holders @	\$560.00	\$0.00	\$0.00	TTI Event Mgmt. Expense
100		Misc Office Supplies @	\$1.00	\$100.00		LAC Expense for supplies or printing if needed
10		Poster Boards for Students@	\$15.00	\$150.00	\$0.00	LAC to purchase foam core Poster Boards - 4'x8'
15		Easels for Signs and Student Posters @	\$0.00	\$0.00	\$0.00	15 complimentary easels from hotel; LAC can get more as needed
0		White Boards for Student posters@	\$70.00	\$0.00	\$0.00	LAC to Rent 4'x8' white boards - Optional to Poster Boards and easels
1		HPG Door Prizes@	\$1,250.00	\$1,250.00	\$0.00	LAC to purchase (at FW mtg, large screen TV, surge protector)
1		Door Prizes @	\$1,000.00	\$1,000.00	\$0.00	LAC to purchase: (at FW mtg, iPad, GPS, \$200 in Gift Cards, iPad, Gadgets, Gift Baskets, Gift Cards)
25		Speaker Gifts @	\$10.00	\$250.00	\$0.00	LAC to purchase or get donated - i.e. coffee mugs with City name or meeting logo, pens with meeting logo, portfolios, etc.
			\$20.00	\$0.00	\$0.00	
30		Golf Tourney Fees @	\$75.00	\$2,250.00	\$0.00	Green fees and lunch. LAC to set up Green Fees, Lunch and prizes.
1		Golf Tourney Prizes @	\$500.00	\$500.00		LAC to purchase prizes, trophies, and/or certificates for low score, Long drive, closest to pin etc.
				\$23,076.00	\$0.00	

EXPENSE DETAILS

HPG Reception

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	2		Roasted Top Round of Beef - Carved	\$545.00	\$1,090		unit cost serves 100
	3		Bourbon Glazed Ham - Carved	\$250.00	\$750		unit cost serves 40
	50		Italian Pasta Bar	\$10.95	\$548		unit cost serves 1
	1		Bacon Wrapped Shrimp	\$385.00	\$385		unit cost serves 100
	1		Fried Chicken Tenders	\$275.00	\$275		unit cost serves 100
	1		Spring Rolls	\$275.00	\$275		unit cost serves 100
	1		Petite Crab Cakes	\$360.00	\$360		unit cost serves 100
	1		Cheese Montage	\$484.00	\$484		unit cost serves 100
	1		Sliced Fresh Fruit Display	\$165.00	\$165		unit cost serves 50
					\$0		
					\$0		
					\$0		
	1		Domestic Beer Keg	\$300.00	\$300		Bud Light, Miller Lite
	2		Imported Beer Keg	\$500.00	\$1,000		Shiner Bock
	100		assorted soft drinks	\$2.75	\$275		
	100		bottled water	\$3.50	\$350		
					\$0		
TOTAL					\$6,257		

HPG Breakfast

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	6		Gallon Regular Coffee	\$39.00	\$234		
	2		Gallon Decaf Coffee	\$39.00	\$78		
	50		Assorted Soft Drinks (Each)	\$2.75	\$138		determine flavors to be provided
	12		Assorted Fruit Juices (half gallon)	\$26.00	\$312		determine flavors to be provided
	6		Assorted Breakfast Pastries (Dozen)	\$33.00	\$198		
	6		Assorted Bagels (Dozen)	\$33.00	\$198		
	3		Assorted Candy Bars (Dozen)	\$33.00	\$99		

	3		Whole Fresh Fruit (Dozen)	\$27.00	\$81		
TOTAL					\$1,338		

Break 1 (Thurs. PM)

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	2		Gallon Regular Coffee	\$39.00	\$78		
	1		Gallon Decaf Coffee	\$39.00	\$39		
	90		Assorted Soft Drinks (Each)	\$2.75	\$248		determine flavors to be provided
	4		Freshly Baked Cookies	\$26.50	\$106		
	10		Freshly Popped Popcorn	\$11.00	\$110		unit cost serves 4-5 people
	3		Whole Fresh Fruit (Dozen)	\$27.00	\$81		
TOTAL					\$662		

Kickoff Luncheon

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	225		Grilled Boneless Breast of Chicken Brushetta	\$20.95	\$4,714		Galveston Bay Salad, Starch, Dessert
					\$0		
TOTAL					\$4,714		

Break 2 (Fri. AM)

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	6		Gallon Regular Coffee	\$39.00	\$234		
	2		Gallon Decaf Coffee	\$39.00	\$78		
	36		Assorted Soft Drinks (Each)	\$2.75	\$99		determine flavors to be provided
	4		Assorted Breakfast Pastries (Dozen)	\$33.00	\$132		
	3		Freshly Baked Muffins (Dozen)	\$30	\$89		
	4		Chocolate Dipped Strawberries (Dozen)	\$31	\$124		
					\$0		
TOTAL					\$756		

Business Luncheon

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	200		Grilled 8 oz. New York Strip Loin	\$25.50	\$5,100		Field Greens, Starch, Dessert
					\$0		
TOTAL					\$5,100		

Texas Hold'em (Wed. PM)

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	15		Popcorn (4-5 people serving)	\$11.00	\$165		how is this packaged?
	5		Soft, Warm, Jumbo Pretzels (Dozen)	\$28.50	\$143		
	5		Premium Mixed Nuts (per pound)	\$22.00	\$110		determine flavors to be provided
	3		Assorted Candy Bars (Dozen)	\$33.00	\$99		
	4		Salsa and Chips (per quart salsa)	\$24.25	\$97		
			Beer		\$0		unused kegs will be brought from HPG reception
TOTAL					\$614		

Thursday Evening Social

Orig. Est.	Est.	Actual	Description	Unit Cost	Revised Estimate	Actual	Comments
	1		3 kegs: 1 Shiner \$130, 2 Mich Ultra \$220	\$350	\$350		3 kegs = 46.5 gallons = 495 12 oz beers
	22		1.5 L bottle of red/white wine	\$13	\$286		150 5 oz glasses (assume 25% drink wine) 900 oz = 26.6 L
	120		soft drinks: Coke, Diet Coke, Sprite, DP	\$0.30	\$36		assorted 12/24/32 packs at Sam's Club 1115 oz = 33 L
	3		case (24) bottled water	\$6	\$18		16.9 oz each 1.5L = 50.7 oz
	1		16 oz cups	\$25	\$25		
					\$0		
					\$0		
					\$0		
TOTAL					\$715		

TexITE Spring Meeting
Hilton Hotel, Clear Lake: September 25-27, 2013

Estimated **Actual**
Profit **\$9,315.09** **\$0.00**

REVENUE

	Estimated	Actual
TexITE Revenue	\$49,213.75	\$0.00
HPG Revenue	\$22,957.50	\$0.00
CCTexITE Revenue	\$700.00	\$0.00
Total Meeting Revenue	\$72,871.25	\$0.00

Registration (Using Rolling Average Numbers for Now!)

Est	Actual	Description	Unit cost	Estimate	Actual
145.5		Member (early) @	\$210.00	\$30,555.00	\$0.00
17		Member (late) @	\$285.00	\$4,845.00	\$0.00
13.5		Non-Member @	\$325.00	\$4,387.50	\$0.00
2.75		Non-Member (late) @	\$375.00	\$1,031.25	\$0.00
1		Non-Member Special Rate	\$300.00		\$0.00
36.75		Student @	\$30.00	\$1,102.50	\$0.00
4.25		Student (late) @	\$80.00	\$340.00	\$0.00
5.75		Retired @	\$100.00	\$575.00	\$0.00
0.75		Retired (late) @	\$150.00	\$112.50	\$0.00
		Comped Registrations @	\$0.00	\$0.00	\$0.00
		Technical Training Only (Attendance)	\$0.00	\$0.00	\$0.00
1.75		Vendor Badge Full Registration @	\$210.00	\$367.50	\$0.00
0.25		Vendor Badge Full Registration (late) @	\$285.00	\$71.25	\$0.00
35		Vendor Badge HPG Event Only @	\$15.00	\$525.00	\$0.00
23.25		Vendor Table @	\$525.00	\$12,206.25	\$0.00
13.5		Vendor Booth @	\$725.00	\$9,787.50	\$0.00
301		0 Total Conference Attendance including Venders and training		\$65,906.25	\$0.00
266		0 Total registrations minus vendor badges and training only (eligible for meals)			

Thurs-Sat Fort Worth	Weds-Fri Garland	Weds-Fri San Marcos	Weds-Fri Ft Worth
166	152	127	137
7	25	16	20
26	10	13	5
2	4	4	1
			1
39	40	47	21
2	3	12	0
5	7	5	6
0	1	2	0
			0
			0
1	0	4	2
0	1	0	0
35	38	37	30
28	28	20	17
7	9	13	25
318	318	300	265
283	280	263	235

Extras Events, Meals, etc

Est	Actual	Description	Unit cost	Estimate	Actual
50		Technical Tour @	\$0.00	\$0.00	\$0.00
15		Kick-off luncheons @	\$35.00	\$525.00	\$0.00
25		Thursday Night Social @	\$30.00	\$750.00	\$0.00
5		Business Luncheon @	\$35.00	\$175.00	\$0.00
				\$1,450.00	\$0.00

Thurs-Sat Fort Worth	Weds-Fri Garland	Weds-Fri San Marcos	Weds-Fri Ft Worth
	95	48	
	11	26	8
	18	31	12
	1	20	4

Miscellaneous Revenue

Est	Actual	Description	Unit cost	Estimate	Actual
36		Golf registrations @	\$65.00	\$2,340.00	\$0.00
6		Golf sponsorships @	\$50.00	\$300.00	\$0.00
25		Training (discount rate) @	\$25.00	\$625.00	\$0.00
25		Training (full cost) @	\$50.00	\$1,250.00	\$0.00
10		Bicycle Tour- Bike Lanes & Trails	\$30.00	\$300.00	\$0.00
1		CC TexITE- TexHold'em (food/beverage)	\$700.00	\$700.00	\$0.00
				\$5,515.00	\$0.00

Thurs-Sat Fort Worth	Weds-Fri Garland	Weds-Fri San Marcos	Weds-Fri Ft Worth
	20	13	30
	24	30	39
			2



AT LARGE SECTION

**REPORT TO THE TEXITE EXECUTIVE BOARD
TEXITE 2013 SPRING CONFERENCE – RICHARDSON, TX**

1.0 MEMBERSHIP

The At Large Section is currently composed of 40 members, 8 affiliates, and 4 subscribers. The Section does not collect the annual membership dues. Looking at the current roster, there is a need to update contact information. An email blast has been initiated to see what new information can be gathered. Any new information will be forwarded to membership.

2.0 MONTHLY MEETINGS

Historically the At Large section has not held meetings outside of the Spring and Fall TexITE conferences due to the vast geographically area that is served. The current membership is spread out greatly; however, a goal for 2013 is to hold some web conferencing meeting potentially every two months. Discussions are on going on how this is to accomplished as a vast majority of members are public agency members.

3.0 Future Items

With the goal of scheduling online meetings with presentations and discussions, a logo for the section will be generated. A couple of potential logos are included below.



Submitted by:

Norman L. Hogue, At Large Section Representative

Section Report – March 2013

2013 Officers

President - Beverly Storey
 Vice-President – Kay Fitzpatrick
 Secretary-Treasurer – Kevin Balke
 Section Representative – LuAnn Theiss
 Immediate Past President – Troy Rother

Appointed Positions

Membership Chair – David Besly
 Webmaster – Gary Thomas
 Listserv Owner/Operator – Marcus Brewer

Financial Summary

Current Account Balance – \$3,101.88 as of March 22, 2012.

Summary of 2013 Activities

Meeting Summary

Date	Location	Attendance	Speaker	Topic
02/01/2013	Shipwreck Grill	Exec. Board	None	Exec. Board Meeting-
02/26/2013	CE/TTI Bldg.	BVITE and TAMU ITE	Gary Schatz, City of Austin	Innovative Solutions in Austin
03/26//2013	Gilchrist Bldg.	19	Gene Hawkins, TAMU	Long-Range Vision and Strategic Plan for MUTCD

Meeting Highlights

- There was no meeting in January due to a scheduling conflict with the Transportation Research Board’s (TRB) Annual Meeting.
- In February, the Executive Board met to discuss the unexpected resignation of the BVITE Section president, Nikki Norton, on February 2, 2013. Plans were made to find a new secretary/treasurer as Beverly Storey moved into the president position and Kay Fitzpatrick assumed the role of vice-president. Plans and potential speakers were discussed for the upcoming year.
- The regular February Section meeting was held in the CE/TTI Building on the Texas A&M University Campus with the TAMU ITE Student Chapter. Gary Schatz from the City of Austin presented Innovative Solutions in Austin.
- The regular March Section meeting was held in Room 102 of the Gilchrist Building on the Texas A&M University Campus. Gene Hawkins of Texas A&M University presented the Long-Range Vision and Strategic Plan for the MUTCD. The members also voted to approve the 2013 budget for the Section.

2013 Planned Activities

- There is no Section meeting planned for April due to the TexITE Spring Meeting being held April 10-12. Section members were encouraged to attend the Spring Meeting.
- The next Section meeting is scheduled for May 23. The meeting will consist of a presentation and walking tour of the Northgate pedestrian treatments in College Station.
- The October or November meeting is tentatively set for a tour of the new Sediment and Erosion Control Laboratory rainfall simulator and facility expansion at the Texas A&M Transportation Institute's (TTI) Riverside Research Facility in Bryan, Texas.
- The November or December meeting will have a presentation and discussion by TTI's Marcus Brewer of the rectangular rapid flashing beacon/circular rapid flashing beacon (RRFB/CRFB) open-road tests being conducted for FHWA.
- The Brazos Valley Section Executive Board is considering moving the Annual Business Meeting from December to October.

Potential Social Events

- A summer social will be hosted this year by Jerry Ullman, Senior Research Engineer for TTI's Work Zone and DMS Program. The date has tentatively been set for the June meeting. The social will be held jointly with the local student chapter at Texas A&M University to provide opportunities to network between the groups.



2013 Board Meeting Report Update

Capital Area Section of Texas District Institute of Transportation Engineers

1.0 Leadership

President: Eric Bollich, City of Austin
Vice President: Vivek Deshpande, Kimley-Horn and Associates, Inc.
Secretary-Treasurer: Chad Wood, City of Round Rock
Past President: Anna Martin, HDR
Section Representative: Alex Reyna, Bury+Partners
Webmaster: Alex Reyna, Bury+Partners
Student Chapter Liaison: Eric Bollich, City of Austin

2.0 Finances

Account balance as of 4/2/13: \$3,383.26

3.0 Membership

One of the goals of the Capital Area Section has been to increase its membership. Some of the steps have been taken to achieve that goal include:

- Invite Speakers to talk about issues that attract wider section of the local community.
- Coordinate with other professional organizations and conduct joint meetings and or events.
- Get more involved with the Student Chapter. In 2012, the Capital Area Section awarded its first Student scholarship and plan on awarding another scholarship in 2013.

Membership Grade	Number
Total Members	126
Members	70
Fellows	5
Students	30
Other Categories	21

Above membership details have been obtained from ITE.



4.0 Activity

4.1 General Technical

The Capital Area Section holds its regular monthly meetings on the first Friday of every other month. Five monthly meetings were held in 2012. The dates, topics, speakers, and attendance are shown below.

Date	Topic	Speaker	Attendance
February	Engineering Ethics	George P. Hartmann, Licensing Project Manager at the Texas Board of Professional Engineers	44
May	TBD		
July	TBD		
September	TBD		
October	TBD		
December	Annual holiday luncheon and announcement of new officers	None	

5.0 Other

5.1 TexITE 2014 Spring – Winter Meeting Host

The Capital Area Section will continue to coordinate with the TexITE Board in preparation for the TexITE 2014 Spring.

5.2 Goals

The Capital Area Section will continue its goal to increase membership by focusing on local community. The Section will also improve outreach to the University of Texas at Austin Student Chapter to assist with their meetings and award outstanding students through scholarships.

**Greater Dallas Section of TexITE District 9
Institute of Transportation Engineers
Section Report to District 9
March 28, 2013**

1.0 Leadership

President: Robyn Root, P.E., City of McKinney
 Vice President: Boro Dedeitch, P.E., Parsons Transportation Group
 Secretary/Treasurer: Jessica Shutt, City of Richardson
 Past President: John Denholm, P.E., PTOE, Lee Engineering
 Section Representative Nanditha Togar, P.E., PTOE

Webmaster: John Denholm, P.E., PTOE, Lee Engineering
 Younger Members Chair: Tom Hartmann, Kimley-Horn and Associates, Inc.
 Professional Development Chair: Wes McClure, TxDOT
 Scholarship Golf Tournament Chair: Cameron Williams, P.E., Walter P. Moore

2.0 Finances

General Account Balance as of 03/28/2013: \$2217.38
 Scholarship Fund Balance as of 03/28/2013: \$5834.75
 Annual Dues: \$10

3.0 Membership

The Greater Dallas Section has 119 paid members currently.

4.0 Activity

4.1 General Technical

The Section typically holds monthly meetings on the second Friday of each month. During each Section meeting, a presentation is made and general Section business is discussed. Since the 2012 annual report, we have had three monthly meetings that are summarized in the table below.

Date	Speaker	Topic	Attendance
01/11/2013	Dave Carter, City of Richardson	Transit Oriented Development in Richardson	79
02/08/2013	Nancy Cline, TxDOT Denton Area Office	Denton County Transportation Update	81
03/08/2013	Tom Grant, Kimley-Horn & Assoc.	Airport Boulevard Corridor Redevelopment	50

4.2 Other Meetings

None.

4.3 Younger Members Committee

The Younger Members Committee is currently organizing the third Dallas Section Golf Tournament on Friday, May 10th 2013 at the Riverchase Golf Club in Coppell.

4.4 Professional Development Activity

The Greater Dallas Section Professional Development Committee has a goal of providing at least one training session per quarter. The committee members are Wes McClure, Tommie Bolden, and Jeremy Wyndham. The Committee works to find local firms and agencies to sponsor and host an event. They also identify professional development opportunities available through organizations such as NCTCOG, ASCE, ITS Texas, ITS America, TxDOT, CEC, TSPE, and others.

The committee offered the ITE Web Briefing “Signals – Cutting Edge Technology” on January 24th, 2013. The seminar was sponsored and hosted by Jacobs Engineering.

4.5 Scholarship

The Greater Dallas Section raises funds through the annual golf tournament to award scholarships to deserving students. The next golf event is currently being planned and will be held on Friday, May 10th 2013.

4.6 Other Business

None.



**GREATER FORT WORTH (GFW) SECTION
REPORT TO THE TEXITE EXECUTIVE BOARD
TEXITE 2013 SPRING CONFERENCE – RICHARDSON, TX**

1.0 LEADERSHIP

President:	Jennifer Butcher, Savant Group
Vice-President:	Erin Eurek, Kimley-Horn and Associates
Secretary / Treasurer:	Mark Mathis, Urban Engineers, Inc.
Section Representative:	Don Szczesny, Dunaway Associates
Past President:	David Jodray, City of Fort Worth

2.0 FINANCIAL STATUS

Section checking account balance as of March 2013 is \$810.41 with a balance of \$1,802.48 in our savings account.

3.0 MEMBERSHIP

The Greater Fort Worth Section currently has 69 paid members including 50 non-agency members and 19 members that belong through agency membership. The Section collects the annual membership dues of \$8 ourselves for non-agency members and agency membership dues are paid to the Section by International ITE.

4.0 MONTHLY MEETINGS

The GFW Section holds regular monthly meetings on the third Thursday of each month, with exceptions made for the two months each year during which the TexITE statewide meetings are held. Section meetings are usually held at various locations in the Metroplex, mainly in Fort Worth. The dates, speakers, and topics for each meeting held for 2013 are shown in **Table 1**.

Table 1. Summary of 2013 Section Meetings

Date	Speaker, Title	Location
January 17	Tejas Mehta, P.E., PTOE, Savant Group "Interchange Operational Comparison Diamond/SPUI/DDI"	Joe T. Garcia's, Fort Worth
February 21	Technical Tour – Bureau of Engraving and Printing	9000 Blue Mound Road, Fort Worth, TX
February 22	Technical Tour – West 7th Street Bridge Casting Yard	West 7 th Street, Fort Worth, TX
March 21	Stephen J. Ratke, P.E., Federal Highway Administration FHWA's Nine Proven Safety Countermeasures	James Avenue Service Center, Fort Worth, TX
April 10-12	TexITE 2013 District 9 Spring Conference	Richardson, TX



**GREATER FORT WORTH SECTION
DISTRICT 9 (TEXAS)
INSTITUTE OF TRANSPORTATION ENGINEERS**

May 16	Chad Edwards, North Central Texas Council of Governments “ Mobility 2035-2013 Amendment and the 2013 Transportation Conformity ”	Transportation Council Room, NCTCOG
June 20	Joint Dallas/Fort Worth Regional Meeting Koorosh Olyai, P.E., DART Andy Oberlander, P.E., TxDOT Lloyd Neal, P.E, City of Plano “ Integrated Corridor Management ”	Ruthe Jackson Center, Grand Prairie
July 18	Alonzo Linan, P.E., City of Fort Worth “ Roundabouts, are they really as good as they say? ”	James Avenue Service Center, Fort Worth, TX
August 15	TBD	TBD, Fort Worth, TX
Sept. 25 - 27	TexITE 2013 District 9 Fall Meeting	Clear Lake, TX
October 17	Robert Wunderlich, P.E., Texas A&M Transportation Institute “ TBD ”	TBD, Fort Worth
November 21	Jenn Neville, Rhythm Engineering “ Adaptive Traffic Control ”	TBD, Fort Worth
December 12	Theresa Lopez, P.E., Texas Department of Transportation “ TxDOT’s Center-to-Center Software System ”	TxDOT Regional Training Center, Fort Worth

5.0 COMMITTEES

Below we have listed the Committees for 2013 as well as the new Committees based on membership feedback:

2013 Committee Structure:

Membership Co-chairs:	Tim Wallace (Wier Associates); and Tim Sansone (Freese and Nichols)
Community Services:	Open
Technical:	Mark C. Schluter, P.E. (Aguirre & Fields) – Chair Madhusudan Venugopal (Providence Engineering & Environmental Group)

Jennifer Butcher, Section President, Savant Group Inc.
Erin Eurek, Section Vice-President, Kimley-Horn and Associates, Inc
Mark Mathis, Section Secretary/Treasurer, Urban Engineers, Inc.
Don Szczesny, Section Representative, Dunaway Associates
David Jodray, Section Past-President, City of Fort Worth



6.0 OTHER BUSINESS

The GFW Section is in the process of updating the Section Bylaws. The proposed changes to the Bylaws were voted on and approved by the membership on 1/17/13. The proposed Bylaws were voted on and approved by the membership on 2/25/13. The proposed Bylaws are pending approval by the TexITE District Board, which is on the agenda for the April District Meeting.

Respectfully Submitted by:

Don Szczesny, GFW Section Representative

**Greater Houston Section of TexITE District 9
Institute of Transportation Engineers
Section Report to District 9
April 1, 2013**

1.0 Leadership

President:	Jason Vaughn, P.E., City of Sugar Land
Vice President:	Matt Johnson, P.E., Freese & Nichols
Secretary/Treasurer:	Pablo Valle, Houston METRO
Past President:	Dustin Qualls, PE, PTOE, Traffic Engineers, Inc.
Section Representative	Dustin Qualls, PE, PTOE, Traffic Engineers, Inc.
Webmaster:	Dustin Qualls, P.E., PTOE, TEI
Membership Chair:	Dave Wright, PE, AECOM / Roma Stevens, TTI
Webinar Chair:	Jack Shick, PE, LJA Engineering
Scholarship Chair:	Manu Isaac, PE, Kimley-Horn
Program Chair:	Linc Wright, PE, City of League City

2.0 Finances

General Account Balance as of 03/28/2013:	\$22,163.17
Annual Dues:	\$10

3.0 Membership

The Greater Houston Section has 190 paid members currently.

4.0 Activity

4.1 General Technical

The Section typically holds monthly meetings on the second Wednesday of each month. During each Section meeting, a presentation is made and general Section business is discussed. Since the 2012 annual report, we have had three monthly meetings that are summarized in the table below.

Date	Speaker	Topic	Attendance
01/09/2013	Linc Wright, City of League City	New Detection Technology	49
02/13/2013	Melissa Noriega, COH Council	City of Houston Transportation	71
03/13/2013	Tony Voigt, TTI	Using Bluetooth for Traffic Data Collection	70

4.2 Other Meetings

None, however, the leadership committee has been in contact with Mr. Stuart Corder, TxDOT, about a near-future presentation that we will give to the local Houston District of TxDOT to spur new interest in TexITE from their younger EITs and PEs. In recent history, TxDOT interest and membership has declined in the Houston section, and we are wanting to take a proactive step in ending this trend.

4.3 Webinar Activity

The Greater Houston Section Professional Development Committee has a goal of providing at least one training session per quarter. The committee is chaired by Jack Shick from LJA Engineering. The webinars are hosted at the City of Houston Engineering building, and organizations such as ITE and ASCE have had their webinar offerings underwritten for the section.

The committee offered the ITE Web Briefing “Work Zone Temporary Traffic Control” on March 21st, 2013. The webinar had approximately 25 attendees.

4.4 Scholarship

The Greater Houston Section raises funds through the annual shrimp boil to award scholarships to deserving students. Scholarship applications are currently out and available on the website at www.texitehouston.org. The awards will be given out in early May.

4.5 Other Business

None.

**A Section of District 9 of the
Institute of Transportation Engineers**
Annual Section Report – January through April 2013

SECTION HISTORY

The South Texas ITE Section (STITE) is a sub-area of District 9 of the Texas District of ITE (a.k.a. TexlITE). The section was formed in 1997 and includes 46 counties in the area that stretches from Del Rio to San Antonio to Victoria and south to the Rio Grande Valley (more land than some states!). STITE boundaries include McAllen, Laredo, Corpus Christi, South Padre Island, Kingsville, Harlingen and Brownsville. There have been few opportunities in South Texas for people in the transportation industry to network with their peers, enhance technical skills or learn new methods of controlling and planning for traffic.

SECTION LEADERSHIP

2013 LEADERSHIP

Office	President	Vice President	Secretary/ Treasurer	Section Representative
Name	 <p>Amy Avery</p>	 <p>Derek Mueller</p>	 <p>Justin Clark</p>	 <p>Eduardo Mendoza</p>
Affiliation	<i>Kimley-Horn and Associates</i>	<i>Pape-Dawson Engineers</i>	<i>Pape-Dawson Engineers</i>	<i>City of McAllen</i>

2013 COMMITTEE CHAIRS

Committee	2013 Committee Chairs	
	Name	Affiliation
Website Manager	Ben Worsham	City of McAllen
Student Chapter Liaison	Miguel Luna	SAWS
Membership Committee	Amy Avery	Kimley-Horn and Associates
Nominations Committee	Miguel Sanchez	Arcadis
Newsletter Editor	Derek Mueller	Pape-Dawson Engineers
Section Representative	Eduardo Mendoza	City of McAllen
Scholarship Committee	Oscar Michael Garza	Pate Engineers
Regional Conf. Committee	Julio Ramos	CEC
Holiday Banquet Committee	Justin Clark, Scott Nelson	Pape-Dawson Engineers

FINANCES

The current STITE bank account balance is **\$7,315**. The 2013 fiscal year began with a balance of **\$7,225**. The section made a small amount of money on the first two meetings and lost money on the March Joint Meeting with the UTSA student section due to the heavily discounted student price. The section typically receives most of its revenue later in the year through the Regional Conference and Holiday Banquet.

MEMBERSHIP

The South Texas Section has 100 local and international members in 2013. As of March, 2013, there were 65 International ITE members within the Section boundaries, as listed by the ITE website

(www.ite.org). Table 1 provides a breakdown of the membership grade of these international members.

Table 1. Membership Grade of International Members in the South Texas Region		
Membership Grade	2013	2012
Student	10	15
Total Local Member Only	35	11
Institute Affiliate	0	1
Fellow	12	13
Members	43	46
TOTAL ITE SECTION MEMBERS*	65	77

* Does not include members of Section who are not full ITE members

ACTIVITIES

General Technical

The South Texas Section holds its regular monthly meetings on the last Wednesday of each Month.

The Section has currently held three lunch meetings in 2013. The meeting dates, topics, speakers, and attendance are shown in Table 2 below:

Table 2. 2013 Meeting Summary			
Date	Topic/Event	Speaker	Attendance
Jan 30	Lunch Meeting –iMAP Application	Cecilio Martinez SA-BC MPO	37
Feb 27	Lunch Meeting – HAWK Beacons in San Antonio	Marc Jacobson, P.E., PTOE Manager, City of San Antonio Traffic Management Center	41
March 27	Meeting with UTSA Student Chapter Broadway/ Hildebrand Traffic Control and Construction Phasing	Arnold Ramirez, P.E., Project Manager, CIMS	24:16 Prof:Student

SECTION STUDENT CHAPTERS

The UTSA student chapter has had an active start to 2013. On February 9, they held an Adopt-A-Highway cleanup for their stretch of State Highway 16, and have another cleanup planned for April. In addition to their own meetings, the Student Chapter leadership was heavily involved in organizing the Joint Meeting with the South Texas Section in March

University of Texas, San Antonio

The current UTSA Student Chapter Officers are listed below:

President: **Larry Picasso**
Vice President: **Jackson Woodruff**
Treasurer: **Timothy Hayes**
Secretary: **Christopher Garza**
Webmaster: **Andres Munoz**

Texas A & M University, Kingsville

At the time of submission of this report, no information was received.

GOALS FOR 2013

- a. Increase attendance at events and involve more members in the Section's committees.
- b. Submit STITE Newsletter for ITE District and Section Award.
- c. Increase section revenues through Business Card Advertisement and social events.
- d. Continue to offer program meetings with informative topics and prominent speakers.
- e. Expand the scholarship program to include other universities in South Texas.
- f. Offer at least one valuable professional development program/workshop.

- END REPORT -



AWARDS COMMITTEE REPORT

April 2013

Membership

Member	Position	Section
Melisa Finley	District Awards Coordinator and Committee Chairperson	Brazos Valley
Oscar "Mike" Garza	Committee Member	South Texas Section
Ali Mozdbar	Committee Member	Capital Area Section
Beth Ramirez	Committee Member	Greater Dallas Section
Kevin St. Jacques	Committee Member	Greater Dallas Section
David Worley	Committee Member	Greater Houston Section

Activities Update Since Last Report

1. Melisa Finley prepared a plaque to recognize Dave Carter as the outgoing TexITE President. This plaque will be presented at the 2013 Spring Business meeting.
2. Melisa Finley prepared the following special recognition certificates to be presented at the 2013 Spring Business meeting: Natalie Bettger – Outgoing Greater Fort Worth Section Representative; Manu Isaac – Outgoing Greater Houston Section Representative; Kerri Collins – South Texas Section Representative; Jere Hart – Outgoing At-Large Representative; Matt Johnson – Outgoing Chair of the Future Engineers Committee; Nanditha Togar – Outgoing Chair of the Membership Committee; and Walter Ragsdale – Outgoing Chair of the Legislative Committee.
3. Melisa is working with the Sections on the submittal of their 2012 Annual Reports, which will be considered for the 2013 Section Activities Award.
4. Melisa Finley updated the nomination forms for the 2013 TexITE Transportation Engineer of the Year and Younger Member of the Year awards. Melisa also updated the call for papers for the 2013 TexITE Technical Paper Award. Information regarding these awards was posted on the TexITE website and will be announced at the 2013 Spring Business Meeting.



MEMBERSHIP COMMITTEE REPORT

April 2013

Membership

Member	Position	Section
Cameron Williams	Committee Chairperson	Greater Dallas Section

Summary

1. Cameron took over as committee chair from Nanditha Togar in November 2012. As of this time there are no additional members of the Membership Committee.
2. During the time period from November 2012 through April 2013 there have been three (3) membership applications submitted and approved. All three applications were for the status of subscriber.
3. Moving forward the following tasks are anticipated to be undertaken:
 - a. The membership application process will be reviewed and recommendations made on how to make the process more clear and efficient.
 - b. The online membership application form will be updated.
 - c. Membership levels and their benefits should be summarized and added to the website.
 - d. Each section should have a representative on the membership committee in order to track non-member attendance at local meetings to create a database for potential new members.



TRANSIT COMMITTEE REPORT

March 2013

Membership

Member	Section
Tom Ryden, Chair	Greater Dallas Section
Dharmesh Shah	Greater Dallas Section
David Yazhari	Greater Houston Section
Mohan Atluri	Greater Houston Section
Kevin St. Jacques	Greater Dallas Section
Lee Ann Dixon	Greater Houston Section
Alex Garcia	Greater Ft Worth Section
Mike Feeney	Greater Houston Section
Abed Abukar	Greater Dallas Section
Rod Kelly	Greater Dallas Section
Jim O'Conner	Greater Dallas Section
Kimberly Slaughter	Greater Houston Section
Arash Mirzaei	Greater Ft Worth Section
Todd Hemingson	Capital Area Section
Srini Sangineni	Greater Dallas Section
Victor Delagarza	Greater El Paso Section
Everett Esparzaex	Greater El Paso Section

Activities Update – March 2013

1. The Committee arranged a transit session on Transit Safety and Security at the August 2012 TexITE meeting in Fort Worth and a session on transit accessibility for the April 2013 TexITE meeting in Richardson.
2. The adopted committee mission statement is: **“Advance TexITE members and transit agencies awareness and knowledge of transit’s connection to traffic engineering”**.
3. The Committee has in the past discussed a number of activities tied to its adopted objectives which include:
 - Sponsor a transit session at the Spring & Fall TexITE meetings
 - Provide transit project highlights in the newly formatted TexITE newsletters
 - Encourage transit innovation in Texas through special recognition and awards
 - Keep members current on transit policy issues at the state and federal levels

- Sponsor a webinar on a transit topic
- Arrange transit technical tours at TexITE meetings
- Encourage transit discussion at the section level
- Do outreach to transit agencies and transit associations
- Pursue creating a scholarship fund to encourage study of transit relative to traffic engineering

The original intent of the broad list of objectives was to encourage committee interest and involvement at many levels. Current activities are now focused on 1) finding a vice chair, 2) continuing to develop at least one session at each of the two TexITE meetings and 3) identifying a good transit project in Texas that exemplifies transit's connection to traffic engineering for annual recognition at either the spring or fall meeting. Members are being polled on the above ideas.



Tom Ryden, PE, AICP - Chair

To: TexITE Board of Directors
From: Gary B. Thomas, Webmaster
Date: August 28, 2012
Re: Web Committee Report

WEB POSTINGS AND ACTIVITY

My last report was in August. The following changes were made to the Web site since the last report:

- Programmed a dynamically-created PDH certificate for the Fall 2012 meeting
- No major changes to the Web site during this reporting period
- Prepared, posted, and updated the Spring meeting pages

The PDH certificate appears to have been accessed approximately 110 times in the months following the meeting.

The fall 2012 newsletter was posted to the Web site during this reporting period. Here are the download statistics:

Document	Downloads (as of 3/29/13)
Spring 2012 Newsletter	862
Fall 2012 Newsletter	352

Presentations from the Fort Worth meeting were posted. Individual presentation downloads range from 68 to 169.

Thirty-four job positions have been posted to the Web site since the last report (a pretty significant increase from previous reports). Fourteen items have been posted to the "News You Can Use" section of the home page.

Web site activity by primary navigation sections for the period September – March (to date):

Section	Unique Pageviews						
	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Home Page	634	573	559	523	771	862	1,293
Job Center	754	1,041	634	482	633	737	938
Members Only	364	406	910	568	204	198	360
Awards	147	74	122	68	88	116	181
Committees	78	60	71	46	78	77	125
Meetings	724	475	307	301	333	428	474
About	209	157	166	139	281	187	271
Students	62	39	33	25	73	57	91
HPG	25	30	31	25	45	53	62
Spring Meeting	n/a	n/a	65	52	119	525	3,365
Fall Meeting	180	51	18	11	n/a	n/a	n/a
Leaders	25	27	9	13	19	41	170

WEB SITE OUTLOOK

I believe the time has come to look seriously at implementing a content management system (CMS) for the TexITE Web site. The current structure of the Web site has been in place for several years. Much of the code behind the site was written by either me or Marc Jacobson. CMSs have come a long way over the years. Some of the more popular CMSs include: Drupal, Joomla, and WordPress. All of them are open-source code that is free to download and implement.

Advantages of using a CMS include being able to update from a Web interface (instead of using software like DreamWeaver), more robust mailing capabilities, user-specific roles, and improved security.

Currently three of the sections are using WordPress to maintain their sites: Houston, Dallas and Brazos Valley. The district web site is more complicated than any of the section Web sites with members-only access and extensive historical data. This makes the migration to a CMS a bit more difficult. However, I have started looking into migrating to a WordPress site. The biggest hurdle will be setting up the members-only section with as little disruption as possible. Ideally it would be nice if users could keep their same log-in information, but I do not know if that will happen at this time.

So far, the Texas District has not ventured much into the social media realm beyond the Web site. A couple years ago, Jason Crawford started a TexITE group on Facebook. But it was never really advertised nor was it updated. One of the reasons for this is probably time-driven. Keeping a Web site and a Facebook page updated in addition to perhaps tweeting can be rather cumbersome. However, if we move to a CMS as outlined above, these tasks can become automated. That is, if a news item gets posted to the Web site, it automatically posts to the Facebook page and sends out a tweet.

I have created a Twitter account under the handle @TexasITE. It is simply a placeholder right now and I do not anticipate sending out any tweets until we get a better handle on things. FYI: @TexITE was already taken by someone not affiliated with us or the industry. It is not active having sent only two tweets in the last couple of years. I don't know if there is a protocol for trying to see if someone will voluntarily give up their Twitter handle.

Finally, while I am chair of the web "committee," it generally has been a committee of one over the years. I plan to actually form a committee that includes one person from each section to help brainstorm ideas on how we are going to develop more of a social media presence. I will keep you posted as things develop.



TexITE Younger Members Committee Report Spring 2013 – Richardson, TX

Summary of last year:

At the fall 2012 meeting, the Youngers Members committee began planning for the 2013 student traffic bowl. The question pool subcommittee was formed again to create the questions and answers for the event. The committee has also coordinated with the LAC to create a 'fun round' after the traffic bowl where the winning student team will compete against two teams of seasoned traffic professionals. Committee members also met with City of Richardson staff to test the equipment prior to the event.

At the conference the younger members committee is hosting a roundtable during the committee meeting with a transportation professional. This roundtable is part of an initiative to engage younger members in the discussion on the challenges we face in the transportation engineering community. Invitations have been sent out and we are waiting for responses.

Several committee members worked together to organize the Younger Member social event for the Richardson meeting. The event information was posted to the website and emailed out on the Younger Member listserv. We will host a Game Night at Fox and the Hound after the Thursday Night social. Gift cards will be awarded to the top performer in pool and darts. The bar is located near the civic center and bus service will run until midnight.

Current Activities:

- Put together committees for the 2014 Traffic Bowl event.
- Hold a committee meeting at the Spring 2013 and Fall 2013 conferences.
 - We will reevaluate our goals and determine new activities to be undertaken by the Younger Members Committee.
- Plan the Friday Night Social for the Fall 2013 meeting.
 - We will identify a local younger member to help plan the event and the committee will help that member evaluate ideas.



**GREATER FORT WORTH SECTION
DISTRICT 9
INSTITUTE OF TRANSPORTATION ENGINEERS**

18 March 2013

TexITE Executive Board Members:

The Greater Fort Worth Section is requesting approval of our Section By-Laws by the Executive Board. Attached are the proposed changes which have been voted on and approved by the Section Membership.

Below is a list of proposed changes and justifications:

Section	Proposed Change	Justification
2.5	Added Student Member definition.	Not previously defined. Added to be consistent with ITE member definitions.
2.6	Changed "election" to "induction".	Vocabulary changed so as not to be confused with Election of Officers and Section Representative(s).
2.7	Added "of the Officers". Changed "election" to "resignation".	Clarification needed to define the eligible voters. Officers were identified to be consistent with Section 2.6. Vocabulary changed so as not to be confused with Election of Officers and Section Representative(s).
3.2	Changed "election" to "induction".	Vocabulary changed so as not to be confused with Election of Officers and Section Representative(s).
3.4	Changed "eligible voters voting on a mail or electronic ballot" to "votes received from eligible voters via mail, personal delivery, or electronic ballot".	Wording changed to be consistent with current voting practices.
5.1	Deleted "facsimile".	Wording changed to be consistent with current voting practices.
6.13	Changed "District charter" to "District Charter" and "Section bylaws" to "Section Bylaws".	Capitalization changed to be consistent with referenced document titles.
7.3	Updated Section voting eligibility requirements.	Requirements updated to allow for good-standing Section members to be eligible to vote on all Section business and to only allow for good-standing Institute members to be eligible to vote on District business.

The Greater Fort Worth Section appreciates the Board's consideration of these changes.

Sincerely,

Erin Eurek
Vice-President
Greater Fort Worth Section

Jennifer Butcher, Section President, Savant Group Inc., 817-886-4740
Erin Eurek, Section Vice-President, Kimley-Horn and Associates, Inc., 817-339-2262
Mark Mathis, Section Secretary/Treasurer, Urban Engineers, Inc., 817-946-3814
Don Szczesny, Section Representative, Dunaway Associates, 817-335-1121
David Jodray, Section Past-President, City of Fort Worth, 817-392-8702

BYLAWS OF THE GREATER FORT WORTH SECTION
Pending Approval by the TexITE Executive Board

ARTICLE I - NAME AND PURPOSE

Section 1.1 – The name of this organization shall be the Greater Fort Worth Section of the Texas District (TexITE) of the Institute of Transportation Engineers.

Section 1.2 – The purpose of the Greater Fort Worth Section shall be to enable engineers and other professionals with knowledge and competence in transportation and traffic engineering to contribute individually and collectively toward meeting human needs for personal mobility, goods movement and safety, and to promote professional development, public awareness, exchange of professional information, and maintenance of a central point of reference and action.

Section 1.3 – The Section shall:

- 1) Advance the objectives of the Institute.
- 2) Foster closer association of Institute Members.
- 3) Encourage Members to prepare or discuss papers.
- 4) Prepare suggestions on matters of policy to the Institute Board of Direction.
- 5) Consider local transportation and traffic engineering problems.
- 6) Cooperate with other local engineering and other professional groups on matters of common interest.
- 7) Present the transportation and traffic engineering point of view consistent with established Institute policies.
- 8) Encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

ARTICLE II - MEMBERSHIP

Section 2.1 – Membership of the Section shall consist of those Institute Members as specified in the Charter of the Section.

Section 2.2 – Persons who fall into one of the following classifications may be affiliated with the Section as Section Affiliates:

- (a) Professional/Technical Section Affiliate
 - Engineers in the transportation and traffic profession who lack sufficient experience for Institute membership or who have yet to apply for such membership; or,
 - Persons engaged in transportation and traffic engineering support work.
 - Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation and traffic engineers.
- (b) Commercial Section Affiliate
 - Persons engaged in commerce or industry who come into frequent contact with transportation and traffic engineers and who thus have an interest in the profession and are in a position to work with and assist

transportation and traffic engineers; provided, however, that the total number of Section Affiliates of this classification shall not exceed 50 percent of the total number of Institute Members in the Section.

(c) Life Section Affiliate

- Retired Section Affiliates of all classifications meeting the following requirements:
- 65 years or older and 25 years of services as a dues paying Affiliate of the Section; or,
- 55 years or older and retired from previous full-time employment and have not more than \$10,000 annual income from transportation engineering relating service and/or product sale.

Section 2.3 – An applicant for the grade of Section Affiliate shall submit an application. This form shall contain a statement of the applicant's professional training and experience. An applicant would agree to be governed by the Charter and Bylaws of the Greater Fort Worth Section of TexITE.

Section 2.4 – Section Courtesy Member. Institute Members who are members of other Sections may apply for courtesy membership in this Section. The remaining sections of this article pertaining to Section Affiliates shall also apply to Section Courtesy Members regarding their association with this Section.

Section 2.5 – Student Member. Student Members shall be enrolled in a graduate or undergraduate school of recognized standing and be registered in at least one course in transportation or traffic engineering and not otherwise eligible for another grade of Section membership. The remaining sections of this article pertaining to Section Affiliates shall also apply to Section Student Members regarding their association with this Section.

Section 2.6 – The Section Officers shall process the applications for any type of Section Affiliate.

Section 2.7 – Induction of Section Affiliates shall be by a majority vote of the Officers of the Section.

Section 2.8 – Any Institute Member or any Section Affiliate may resign from the Section. An affirmative vote by a majority of the Officers shall be required for resignation.

Section 2.9 – Any Institute member whose Institute membership has been forfeited shall automatically forfeit membership in the Section. Said person may make a request for Section Affiliate status along with supporting justification or reason to the Section Officers. Such downgrading from Member to Section Affiliate will require a majority vote of the Officers. Any Member of the Institute who is placed on inactive status by the Institute Board of Direction may also be placed on inactive status at the Section level at the discretion of the Section Officers.

Section 2.10 – Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with transportation and traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice.

Section 2.11 – The Section officers shall have a periodic review made of the qualifications of Section Affiliates. Any Section Affiliate meeting minimum qualifications for Institute membership shall be encouraged to apply for such membership.

Section 2.12 – Any Section Affiliate who advertises, uses or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Section.

Section 2.13 – The Officers of the Section shall consider the expulsion of any Section Affiliate (a) upon information coming to their notice, or (b) upon the written request of five or more members, and for the cause set forth, a person identified as Section Affiliate may be expelled. The Section officers shall thereupon follow the procedure set forth in the Institute Constitution. In the event such a charge is brought against a Member or Affiliate of the Institute, the Section Officers shall immediately refer the matter to the Institute board of Direction for handling as provided in the Institute Constitution.

ARTICLE III - FEES, DUES, AND ASSESSMENTS

Section 3.1 – There shall be no initiation or entrance fee.

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Section 3.4 – Special assessments may be made by the affirmative vote of two-thirds of the eligible voters present at any regular meeting or two-thirds of the votes received from eligible voters via mail, personal delivery, or electronic ballot.

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Section 4.1 – The Officers of the Greater Fort Worth Section shall consist of a President, Vice President, and Secretary/Treasurer. Additionally, the office of Vice President shall be designated as President-Elect to automatically succeed the President at the Expiration of the President's term of office. Officers shall be elected annually to assume office on January 1st for a term of one year or until a successor takes office. Officers shall be members of the Institute.

Section 4.2 – Section Representatives
There shall be one or more Section Representative(s) to represent the Section on the District Board in accordance with the District Charter and Bylaws. The Section Representative(s)

shall be elected in the same manner as Section Officers. Each Section Representative shall serve a two year term with the terms staggered so that approximately one-half are elected each year. Newly elected Section Representatives shall take office at the beginning of the year following election. The Section Representative(s) shall be (a) member(s) of the Institute.

Section 4.3 – The Executive Board shall consist of the President, Vice President, Secretary/Treasurer, Section Representative(s), the living Past President whose term has most recently expired and still resides with the Section.

Section 4.4 – No Member shall occupy the same elective office for more than two consecutive terms.

Section 4.5 – In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice President. In the event of a vacancy occurring in any other elective office, the Section Executive Board may appoint a Member to fill the unexpired term.

Section 4.6 – Duties. The President shall preside over Section meetings and shall appoint committees and chairpersons. The Vice-President shall be responsible for the technical portions of Section meetings and shall preside over such meetings in the absence of the President. The Secretary-Treasurer shall maintain the records and bank account of the Section and shall preside over Section meetings in the absence of both the President and Vice-President.

Section 4.7 – By August 1st of each year, the President shall appoint a Nominating Committee consisting of at least three voting members who are not officers of the Section. The Nominating Committee shall select two or more candidates for Secretary/Treasurer and one or more for Vice President and each Section Representative position to be filled. The chairman of the Nominating Committee shall report its list of nominees to the Secretary/Treasurer before September 1st. The written consent to hold office must be received for each person nominated.

Section 4.8 – Not later than September 15th of each year, the Secretary/Treasurer shall send to the eligible voters of the Section a list of the candidates nominated by the nominating Committee. Additional nominations for any office may be made by petition, signed by not less than five members. Each such petition shall be accompanied by the written consent of the nominee and must be received by the Secretary/Treasurer not later than October 1st. If a member is nominated for more than one office, the Member shall be considered a candidate only for the one office preferred.

Section 4.9 – Not later than November 15th the Secretary/Treasurer shall send to each eligible voter a final ballot, listing the candidates nominated for Officers. Final ballots returned by eligible voters shall be canvassed at the Annual Meeting by a tellers committee consisting of three Institute Members appointed by the presiding Officer. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the voting members attending the Section Annual Meeting shall chose between the candidates by means of a secret ballot and the candidate receiving the majority of votes will be elected.

Section 4.10 – The membership, by petition to the Executive Board, may initiate a vote of the eligible voters to determine the removal of any elected officer from current office. The petition must contain the legible signatures of no less than twenty percent (20%) of the eligible voters. The Executive Board shall cause the petition to be validated or invalidated within 30 days and, if validated, shall submit a secret ballot to eligible voters the question: "Shall (name) be removed from the office of (office)?" Should the affirmative carry a majority of at least two-

thirds (2/3) of the eligible votes cast, the office shall be declared vacant and the vacancy filled in the manner prescribed in Section 4.5 of these Bylaws.

ARTICLE V - MEETINGS

Section 5.1 – An Annual Meeting shall be held in December of each year and the proposed date of such meeting shall be established and announced to the membership at least two months in advance. Special meetings may be called by the Section Officers. No action affecting the Section shall be taken at any special meeting, however, unless at least 14 days notice concerning the matter has been transmitted to all Members. Such notice may be sent by regular mail or electronic mail.

Section 5.2 – Meeting places and times shall be determined by the Section Officers.

Section 5.3 – A report of the financial condition of the Section shall be made by the Secretary/Treasurer at each meeting. Committee reports and reports by the President may be made at any meeting.

Section 5.4 - Section Meetings may be held at any time not in conflict with District Meetings.

ARTICLE VI - GOVERNMENT

Section 6.1 – The Section Executive Board shall manage the affairs of the Section in conformity with the provisions of the District Charter, District Bylaws, Section Charter and Section Bylaws, and the policies of the Institute.

Section 6.2 – A quorum of the Section Executive Board shall be a majority of the board members.

Section 6.3 – The fiscal year of the Section shall begin on January 1 and end on December 31.

Section 6.4 – The President shall preside at Section meetings and at meetings of the Section Executive Board. However, if the President is unable to do so, the Vice President shall preside at such meetings and discharge the duties of the President. In the event that both the President and Vice President are unable to preside, the duties of the President shall be discharged by the Secretary-Treasurer, the Immediate Past President, the (or one of the) Section Representative(s), in that order.

Section 6.5 – The President shall be an ex officio Member of all committees, except the Nominating Committee.

Section 6.6 – The President shall annually appoint -- no later than August 1st -- a Nominating Committee composed of three or more voting Members of the Institute who are not Officers of the Section.

Section 6.7 – The President shall appoint the Chairperson and Members of Standing Committees and such special committees as may be desirable. Standing Committees shall include, but not be limited to: Membership and Technical.

Section 6.7.1 – The purpose of the Membership Committee is to promote Section membership and assist the Secretary-Treasurer in maintaining an accurate and current roster of Section membership. The Secretary-Treasurer shall be an ex-officio member of the Membership Committee.

Section 6.7.2 – The purpose of the Technical Committee is to assist the Vice-President in selecting programs for the Section meetings. The Vice-President shall be an ex-officio member of the Technical Committee.

Section 6.8 – The President should appoint an Audit Committee consisting of three Section members to review the financial records as maintained by the Secretary-Treasurer. The members of the Audit Committee shall be appointed no later than December 1st and shall report their findings to the Section at the first scheduled meeting after January 1st.

Section 6.9 – The President may appoint an Advisory Council as deemed necessary for the purpose of advising Section Officers on general programs, direction and policies of the Section.

Section 6.10 – The Secretary/Treasurer shall prepare an annual budget for Section operations. Subject to review and concurrence by the Executive Board, the budget shall be presented to the membership for approval at the Annual Meeting.

Section 6.11 - The Section Representative shall prepare a written annual report and shall submit the report to the District Board no later than December 31st. The report shall include a summary of the Section's activities for the previous year and a roster of the Section's active membership showing grade and type of each member.

Section 6.12 - The following functions and activities may be undertaken by the Section: (1) Technical meetings, exhibits, tours, research and projects; (2) Training programs; (3) Social events; (4) Community service projects; and (5) District newsletter input.

Section 6.13 – The following activities are not permitted: (1) Any activity or function that would be in violation of Section or District Charter, District or Section Bylaws, District or Section policy, or Institute Constitution or policy; or (2) Any activity which might compromise the existing or potential tax-exempt status of the Institute, District, or Section.

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 – Voting for Section Officers, for Section Representative(s) and for amendments to these Bylaws, and for other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

Section 7.2 – When such a secret ballot is required, ballots shall be sent to all eligible voters, accompanied by a blank envelope and a pre-addressed return envelope. The name of eligible voter shall be printed or written on the back side of the pre-addressed return envelope. Those qualified to vote shall indicate their selection on the ballot, seal it in the blank envelope,

and insert that envelope in the return envelope. Alternately, eligible voters may be given the option of voting electronically provided that all of the following safeguards are in place: (a) each eligible voter shall be allowed to vote only once, either electronically or by means of paper ballot; and (b) the report of electronic voting shall list the names of those who voted electronically and shall show the total number of votes received by each candidate and for or against each proposition; however (c) to preserve the secrecy of the ballot, the report of electronic voting shall not disclose the candidates or propositions for which any individual voter has voted. Three tellers appointed by the Section President shall canvass the paper ballots and add to their totals to the report of electronic voting to determine the final result.

Section 7.3 – Any Member of the Section in good standing, including those classified at the grade of Section Affiliate, but excluding Student Member and Courtesy Member, shall have voting privileges in the Section. Only Institute Members in good standing shall have voting privileges relating to District business, including the election of Section Representatives.

Section 7.4 – Section Affiliates will be afforded all rights and benefits of the Section except for holding elective office and the voting privilege.

ARTICLE VIII - AMENDMENTS

Section 8.1- Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Officers of the Section or by written petitions signed by at least five (5) voting Members.

Section 8.2 – Proposed amendments to these Bylaws shall be submitted by letter to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than 30 days subsequently. Such amendments may be amended by majority vote of the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these Bylaws within 30 days of the meeting and canvassed not less than 30 nor more than 45 days following such submission by three tellers appointed by the President.

Section 8.3 – An affirmative vote of two-thirds of all ballots cast shall be necessary to the adoption of any amendments to the Bylaws.

Section 8.4 – Amendments to the Bylaws so adopted shall take effect when approved by the District Board, as provided in the Charter.

BYLAWS OF THE GREATER FORT WORTH SECTION
APPROVED – July 19, 2007
PROPOSED CHANGES – December 20, 2012
(final draft of changes to be voted on at the January 17, 2013 Section Meeting)

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Section 6.3 – The fiscal year of the Section shall begin on January 1 and end on December 31.

Section 6.4 – The President shall preside at Section meetings and at meetings of the Section Executive Board. However, if the President is unable to do so, the Vice President shall preside at such meetings and discharge the duties of the President. In the event that both the President and Vice President are unable to preside, the duties of the President shall be discharged by the Secretary-Treasurer, the Immediate Past President, the (or one of the) Section Representative(s), in that order.

Section 6.5 – The President shall be an ex officio Member of all committees, except the Nominating Committee.

Section 6.6 – The President shall annually appoint -- no later than August 1st -- a Nominating Committee composed of three or more voting Members of the Institute who are not Officers of the Section.

Section 6.7 – The President shall appoint the Chairperson and Members of Standing Committees and such special committees as may be desirable. Standing Committees shall include, but not be limited to: Membership and Technical.

Section 6.7.1 – The purpose of the Membership Committee is to promote Section membership and assist the Secretary-Treasurer in maintaining an accurate and current roster of Section membership. The Secretary-Treasurer shall be an ex-officio member of the Membership Committee.

Section 6.7.2 – The purpose of the Technical Committee is to assist the Vice-President in selecting programs for the Section meetings. The Vice-President shall be an ex-officio member of the Technical Committee.

Section 6.8 – The President should appoint an Audit Committee consisting of three Section members to review the financial records as maintained by the Secretary-Treasurer. The members of the Audit Committee shall be appointed no later than December 1st and shall report their findings to the Section at the first scheduled meeting after January 1st.

Section 6.9 – The President may appoint an Advisory Council as deemed necessary for the purpose of advising Section Officers on general programs, direction and policies of the Section.

Section 6.10 – The Secretary/Treasurer shall prepare an annual budget for Section operations. Subject to review and concurrence by the Executive Board, the budget shall be presented to the membership for approval at the Annual Meeting.

Section 6.11 - The Section Representative shall prepare a written annual report and shall submit the report to the District Board no later than December 31st. The report shall include a summary of the Section's activities for the previous year and a roster of the Section's active membership showing grade and type of each member.

Section 6.12 - The following functions and activities may be undertaken by the Section: (1) Technical meetings, exhibits, tours, research and projects; (2) Training programs; (3) Social events; (4) Community service projects; and (5) District newsletter input.

Section 6.13 – The following activities are not permitted: (1) Any activity or function that would be in violation of Section or District **C**harter, District or Section **B**ylaws, District or Section policy, or Institute Constitution or policy; or (2) Any activity which might compromise the existing or potential tax-exempt status of the Institute, District, or Section.

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 – Voting for Section Officers, for Section Representative(s) and for amendments to these Bylaws, and for other matters which affect the relationship of the Section to the Institute shall be by secret ballot.

Section 7.2 – When such a secret ballot is required, ballots shall be sent to all eligible voters, accompanied by a blank envelope and a pre-addressed return envelope. The name of eligible voter shall be printed or written on the back side of the pre-addressed return envelope.

Those qualified to vote shall indicate their selection on the ballot, seal it in the blank envelope, and insert that envelope in the return envelope. Alternately, eligible voters may be given the option of voting electronically provided that all of the following safeguards are in place: (a) each eligible voter shall be allowed to vote only once, either electronically or by means of paper ballot; and (b) the report of electronic voting shall list the names of those who voted electronically and shall show the total number of votes received by each candidate and for or against each proposition; however (c) to preserve the secrecy of the ballot, the report of electronic voting shall not disclose the candidates or propositions for which any individual voter has voted. Three tellers appointed by the Section President shall canvass the paper ballots and add to their totals to the report of electronic voting to determine the final result.

Section 7.3 – Any Member of the ~~Institute-Section~~ in good standing, including those classified at the grade of ~~Institute-Section~~ Affiliate, but excluding Student Member and Courtesy Member, shall have voting privileges in the Section. Only Institute Members in good standing shall have voting privileges relating to District business, including the election of Section Representatives.

Section 7.4 – Section Affiliates will be afforded all rights and benefits of the Section except for holding elective office and the voting privilege.

ARTICLE VIII - AMENDMENTS

Section 8.1- Proposals to amend these Bylaws or to petition amendments to the Charter may be made by resolution of the Officers of the Section or by written petitions signed by at least five (5) voting Members.

Section 8.2 – Proposed amendments to these Bylaws shall be submitted by letter to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than 30 days subsequently. Such amendments may be amended by majority vote of the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these Bylaws within 30 days of the meeting and canvassed not less than 30 nor more than 45 days following such submission by three tellers appointed by the President.

Section 8.3 – An affirmative vote of two-thirds of all ballots cast shall be necessary to the adoption of any amendments to the Bylaws.

Section 8.4 – Amendments to the Bylaws so adopted shall take effect when approved by the District Board, as provided in the Charter.

Are you ready to lead?

Step into your future with LeadershipITE.

Are you ready to accelerate your career and be recognized as a leader in the transportation industry? Attend **LeadershipITE** and become recognized as an elite professional and graduate of the newest ITE program! The program brings together ITE members from diverse backgrounds and provides opportunities to share experiences, develop skills, work in teams, and solve the transportation issues of tomorrow.

LeadershipITE is an interactive and fully engaged program where participants hone their leadership skills via interactive workshops and active problem solving. Graduates leave with a broadened leadership perspective, the skills to engage and shape the future of the transportation profession, and relationships that will last a lifetime.

This program is not intended for everyone. LeadershipITE is seeking a group of transportation professionals who have demonstrated a capacity for leadership, concern about the future of the transportation planning and engineering profession and a willingness to be stewards of the profession throughout their career. Successful candidates are individuals with interest in serving ITE as elected leaders and volunteers, thus contributing to the success of the profession.



Take the first step

For more information visit www.ite.org/Leadership or e-mail leadership@ite.org.

Application deadline is August 12, 2013. Selection notifications will be sent on September 16, 2013.

LEADERSHIP
ite



SPONSORSHIP OPPORTUNITIES

At the heart of great organizations are great leaders. One of the first obligations of leadership is to secure the future of the organization, and developing the next generation of leaders is among the most important ways to accomplish this. To this end, the Institute of Transportation Engineers (ITE) has established *LeadershipITE*, a program to identify, develop, and engage leaders for the future of ITE and the transportation profession.

At its core, *LeadershipITE*:

- Recognizes the importance of leadership to the profession.
- Transforms ITE members into high-level leaders.
- Seeks individuals with a desire to make the profession better.
- Connects and engages leaders from across the globe.
- Tasks participants with solving issues vital to the future of transportation.

LeadershipITE will ensure that our Institute and its members are positioned to engage and shape that future. As a sponsor of *LeadershipITE*, you will be investing in the future of Transportation.

Major Sponsorships:

LeadershipITE is seeking major sponsors at the following levels:

Founder

\$45,000+

1 offered

- Presenting sponsor designation (*LeadershipITE* presented by ACME Corporation)
- Logo on all publicity and program materials
- Press release announcing sponsorship
- Mention in annual *LeadershipITE* "Thank You" Ad (beginning August 2013)
- Address participants at workshops
- Logo on graduate certificates
- Address and presentation of graduate certificates to participants
- Complimentary invitation to program networking events
- Option to provide corporate giveaways to participants
- Complimentary table and preferential seating at inaugural graduation/awards program (8 seats)

- | | | |
|-----------------|-----------------|------------------|
| National | \$25,000 | 1 offered |
|-----------------|-----------------|------------------|
- Press release announcing sponsorship
 - Mention in annual *LeadershipITE* "Thank You" Ad (beginning August 2013)
 - Logo on all publicity and program materials
 - Logo on graduate certificates
 - Address participants at Technical Conference and Annual Meeting and Exhibit activities
 - Complimentary table (8 seats) and preferential seating at inaugural graduation/awards program

- | | | |
|-------------------|------------------|-----------------------|
| Benefactor | \$15, 000 | 1 or 2 offered |
|-------------------|------------------|-----------------------|
- Press release announcing sponsorship
 - Mention in annual *LeadershipITE* "Thank You" Ad (beginning August 2013)
 - Logo on publicity activities associated with the program
 - Logo on graduate certificates
 - Address program participants at ITE Annual Meeting and Exhibit
 - Complimentary seats (4) and preferential seating at inaugural graduation/awards program

- | | | |
|---------------------|-----------------|-----------------------|
| Contributing | \$10,000 | 2 or 3 offered |
|---------------------|-----------------|-----------------------|
- Press release announcing sponsorship
 - Mention in annual *LeadershipITE* "Thank You" Ad (beginning August 2013)
 - Logo on all publicity activities associated with the program
 - Logo on graduate certificates
 - Address program participants at ITE Technical Conference and Exhibit
 - Complimentary seats (2) at inaugural graduation/awards program

Scholarship Sponsorships

LeadershipITE will offer three levels of scholarship sponsorships:

Platinum	\$6000	Scholarship sponsorships will go to offset all or a portion of the cost of tuition for a selected participant in <i>LeadershipITE</i> who needs financial assistance to participate in the program.
Gold	\$4500	
Silver	\$3000	

Scholarship sponsors will be recognized in conjunction with their sponsorship level via the following media:

- Mention in press release and *ITE Journal*
- *LeadershipITE* Website
- *LeadershipITE* onsite program materials

To explore other sponsorship opportunities, please contact
 Aliyah N. Horton, Associate Executive Director, Strategic Initiatives and Government Relations
ahorton@ite.org or 202-785-0060 ext. 137



SPONSORSHIP ORDER FORM

SPONSORING COMPANY:

Company Name

Contact Name

Street Address

City, State/Province, Zip/Postal Code

Phone

Fax

E-mail

SPONSORSHIP OPPORTUNITIES:

Major Sponsorships:

- | | | |
|---------------------------------------|----------|----------|
| <input type="checkbox"/> Founding | \$45,000 | \$ _____ |
| <input type="checkbox"/> National | \$25,000 | \$ _____ |
| <input type="checkbox"/> Benefactor | \$15,000 | \$ _____ |
| <input type="checkbox"/> Contributing | \$10,000 | \$ _____ |

Scholarship Sponsorships:

- | | | |
|-----------------------------------|--------|----------|
| <input type="checkbox"/> Platinum | \$6000 | \$ _____ |
| <input type="checkbox"/> Gold | \$4500 | \$ _____ |
| <input type="checkbox"/> Bronze | \$3000 | \$ _____ |

Total Sponsorship \$ _____

Authorized Signature: _____ Date: _____

Complete this form and return with check or money order:

Payable to: Institute of Transportation Engineers

Attn: LeadershipITE

Aliyah N. Horton
Associate Executive Director
Strategic Initiatives and Government Relations
Institute of Transportation Engineers
1627 Eye St., NW, Suite 600
Washington, DC 20006