



Texas District Fall 2013 Board Meeting Minutes

Clear Lake, TX

1:30 PM – 4:30 PM

September 25, 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	N
Past President	Dave Carter	City of Richardson	N	Y
At-Large Representative	Norman Hogue	City of Waco	Y	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	Consultant	Y	Y
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
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	N
Younger Members Committee	Matt Sneed	Kimley-Horn and Assoc.	Y	Y
District Administrator	Jim Williams	University Texas Arlington	Y	Y
Student Chapter Liaison	Robert Saylor	City of Richardson	N	Y
Website	Gary Thomas	TTI	Y	Y
LAC – Richardson 2013	Dave Carter	City of Richardson	Y	Y
	Mark Titus	City of Richardson	N	N
LAC – Houston 2013	Manu Isaac	Kimley-Horn and Assoc.	N	N
	Dustin Qualls	Traffic Engineer, Inc.	Y	Y
LAC – Austin 2014	Alex Reyna	Bury+Partners	N	Y
	Anna Martin	HDR	Y	Y
LAC – Waco 2014	Norman Hogue	Dunaway Associates	N	N
	Katie Sivils	City of Waco	N	N

Additional Attendees

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
International ITE President	Zaki Mustafa		N	Y
Capital Section ITE	Chad Wood	City of Round Rock	N	Y
Houston Section ITE	Richard Smith	City of Houston	N	Y
Interested party	Brian Shamburger	KHA	N	Y
Interested party	Brian Moen	City of Frisco	N	Y

Minutes

- Call to Order at 1:31PM Finley
- Approval of April 2013 Board Meeting Notes Langdon
 - **Motion** by Kirk Houser
 - **Second** by Eduardo Mendosa
 - Motion **approved** unanimously
- International ITE overview Zaki Mustafa
 - Changes at the international level
 - i. Annual meetings – more bang for the buck from meetings
 - ii. Website – more user friendly
 - iii. ITE Journal – updated
 - iv. Leadership ITE – new offering starting winter 2013
 - Technical conference – has been losing money, considering partnering up with another organization or within ITE after 2015
- International Director Report Gaston
 - Written report submitted
 - ITE Technical Conference – Miami, March 9-12, 2014
 - ITE Annual meeting – Seattle, August 10-13, 2014
- District Administrator Report Williams
 - Discussed meetings account – Jim Williams, Susan Langdon and Dave Carter will reconcile the account
 - District budget
 - i. Newsletter advertising – still owe some folks for missing issues, Melisa is working on getting this back on track; will have no advertising income for 2013 – still owe past participants coverage in newsletters
 - ii. Dustin Qualls approves for Jim Williams to move \$2,000.00 from CCTexITE to the TexITE general account which is CCTexITE's usual contribution toward student expenses.
 - iii. Melisa recommends monthly update of district account and meetings account when they are reconciled to be emailed out to officers on a monthly basis; Jim Williams concurs and will do this moving forward
 - 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, Alejandro Reyna, Anna Martin, and the elected Secretary Treasurer, Dale Picha
 - i. **Amended Motion made** by Jim Williams via email
 - ii. **Seconded** by Susan Langdon via email
 - iii. Motion **passed** 02.21.14
- Treasurer's Report Langdon
 - Susan needs to compile a 2014 budget by December 1, 2013
- Vice-President's Report Houser
 - Awesome program here in Clear Lake
 - Reminder that all section reps are members of the program committee as part of your section rep duties and should actively participate in the conference calls and set up of district meeting programs
- President's Report Finley
 - Thank everyone for support and participation in TexITE
- Local Arrangement Committee Reports Carter
 - Spring 2013, Richardson
 - a. Handed out a draft final report
 - b. Jim Williams to transfer \$700 from CCTexITE to the meetings account to cover the cost of the poker tournament at the Richardson meeting
 - c. Approximately \$653 in profit
 - Summer/Fall 2013, Clear Lake Qualls

- a. Golf tournament and bike tour this morning, NASA tour going on this afternoon
- b. Budget is looking good, looking like may be profitable
- c. Preliminary numbers – 156 registrations, 22 nonmembers, 38 students, all vendor spots sold out
- d. Zaki suggested younger members reach out to YPT
- e. Training sessions well attended with 29 participants in the am session and 25 in afternoon session
- f. Jim Williams to transfer \$700 from CCTexITE to the meetings account to cover the cost of the poker tournament at the Clear Lake meeting
- Winter/Spring 2014, Austin Reyna
 - a. Meeting will be 60th anniversary – LAC developed a special logo
 - b. Have signed contract with Sheraton, rooms are \$120/night
 - c. Meeting dates May 27-30, 2014
 - d. Thursday night social – looking at Stubbs bbq
- Fall 2014, Waco Sinvis
 - a. Working on contracts after Clear Lake has wrapped up
- Presentations for Spring 2015 Meeting Theiss
 - College Station
 - Gary Thomas
 - i. **Motion** made by Dave Carter to approve CS location for the Spring 2015 meeting
 - ii. Kirk Houser **seconded**
 - iii. Motion **approved**
- Section Reports / Issues or Action
 - Three section reps will be rotating off with new replacements as of January 1, 2014; duties include participation in the program committee, please be certain the nominees for the replacement positions know of their responsibilities
 - Annual section reports, for the 2013 calendar year, are due to Melisa by January 31, 2014
- At-Large Representative
 - Written report
 - Norman Hogue took a new position in Fort Worth and will no longer be able to be at-large section rep. Peter Eng is willing to fill that role for the remaining 1 year
 - i. **Motion** to approve Peter Eng as at-large section rep to replace Norman made by Susan Langdon
 - ii. Kirk Houser **seconded**
 - iii. Motion **approved**
- 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
 - Awards Committee Finley
 - Written report
 - Consultants Council Qualls
 - No further discussion beyond funds transfers discussed above
 - Future Engineers Vacant

- Melisa's recommendation to dissolve this committee; there has been no interest in doing something at the district level and no one has come forward
 - This effort is better done on a section level
 - Include this information in section reports
 - **Motion** to dissolve the committee made by Melisa Finley
 - Dave Carter **seconded**
 - Motion **approved**
- Membership Committee Williams
 - Written report
- Newsletter Johnson
 - Chair not present
- Past Presidents Kurfees
 - No report
- Program Houser
 - Nothing additional
- Student Chapter Liaison Saylor
 - Student resume area being considered for the website
- Technical Committee Luedtke
 - Received 10 submittals for technical paper and this committee reviews those papers
 - See what interest there is on this committee to also participate on the program committee
- Transit Ryden
 - Their main role is to incorporate transit into the TextITE program
 - Tom Ryden is looking to step down as chair, if you know of anyone interested, please let Tom and/or Melisa know
- Website Thomas
 - Written report
 - Gary is working on a new website to be rolled out in next month, as well as increasing social media presence with twitter and facebook accounts
- Younger Members Committee Sneed
 - Written report
 - Matt gave an update of YM activities at the Clear Lake meeting
- Other Business
 - Election Schedule Finley
 - i. Policy manual has dates for election – this has been impacted by change in when meetings are held
 - ii. Melisa will be preparing a by-laws change to be voted on to update the timeline for this process
 - Tax Exemption Finley
 - i. All sections need to submit the paper work that Gilmer sent out in May. This is all to be handled at the section level.
 - Program Committee – monthly conference call Finley
 - i. Thank you to KHA for years of letting us use their system
 - ii. Have currently started using the TTI conference call system, open to floor for other options, can only accommodate 25 incoming calls
 - Student Poster sessions Finley / Thomas
 - i. May want to consider posters just at spring meeting if we have a problem getting students in the fall – close to start of semester which is challenging for students to prepare posters in short time frame
 - ii. Dave Carter brought the poster boards for transfer to the Austin LAC
 - Email Service for mass email distribution Thomas
 - i. Considered a change, but, after discussion, will stay with current process
 - Update Policy Manual to cover Traffic Bowl Travel Langdon
 - i. Susan will prepare a revision to the policy manual to cover this topic
 - Subscriber/Affiliate discussion and changes to Policy Manual Langdon
 - i. Clarifications will be made in the policy manual and on website

- Leadership ITE scholarships Finley
 - Jody Short (Dallas Section), Jason Crawford (Fort Worth Section), Anna Martin (Capital Section) and Mohan Alturi (Houston Section) are all members of the inaugural class of Leadership ITE
 - Dave makes a motion to allow for the \$6,000.00 approved for Leadership ITE scholarships at the Spring 2013 board meeting to be distributed to accepted Leadership ITE participants based on need. TextITE President and International Director will contact each candidate to determine need.
 - Seconded by LuAnn
 - Motion approved
- Adjourn at 3:46 PM



TexITE BUDGET - 2013

22 September 2013	2013 Proposed	2013 Actual	Difference
INCOME:			
Dues			
International Members	\$ 24,500.00	\$ 22,685.33	\$ 1,814.67
District Affiliate/Subscribers	\$ 1,000.00	\$ 200.00	\$ 800.00
Meeting Profit (Loss)			
Winter/Spring Meeting (Richardson)	\$ 5,000.00	\$ (245.38)	\$ 5,245.38
Summer/Fall Meeting (Clear Lake)	\$ 5,000.00		\$ 5,000.00
Miscellaneous			
Newsletter Advert & Listings	\$ 2,300.00		\$ 2,300.00
CCTexITE: Student Travel	\$ 2,000.00		\$ 2,000.00
Other	\$ -		\$ -
SUBTOTAL	\$ 39,800.00	\$ 22,639.95	\$ 17,160.05
Transfer from Reserve Fund	\$ -		\$ -
TOTAL INCOME:	\$ 39,800.00	\$ 22,639.95	\$ 17,160.05
EXPENSES:			
Newsletter			
Publishing, Printing, Postage	\$ -		\$ -
Administrative Expense:			
ITE dues for Webm & Admin	\$ 530.00		\$ 530.00
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 2013	\$ 2,700.00		\$ 2,700.00
Travel Support to Richardson Mtg 2013	\$ 3,500.00	\$ 1,362.80	\$ 2,137.20
Travel Support to Clear Lake Mtg 2013	\$ 4,500.00		\$ 4,500.00
Travel Support to ITE	\$ 1,000.00	\$ 1,361.90	\$ (361.90)
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	\$ 800.00	\$ 105.26	\$ 694.74
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
Leadership ITE	\$ 10,000.00	\$ 10,000.00	\$ -
Leadership ITE (2 sponsorsips)	\$ 6,000.00		\$ 6,000.00
Travel			
TexITE President	\$ 2,000.00		\$ 2,000.00
TexITE Vice-President	\$ 2,000.00		\$ 2,000.00
International Director	\$ 2,000.00	\$ 1,225.54	\$ 774.46
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		\$ 2,000.00
D9 Student Chapter Award Plaque	\$ 70.00		\$ 70.00
Equipment	\$ 200.00		\$ 200.00
Other			
Insurance	\$ 1,300.00		\$ 1,300.00
Web Site Support	\$ 410.00	\$ 142.20	\$ 267.80
Bank Charges	\$ -		\$ -
Accounting Fees	\$ 525.00	\$ 525.00	\$ -
PO Box (Yearly)	\$ 120.00		\$ 120.00
Name Badges	\$ 100.00		\$ 100.00
SUBTOTAL	\$ 51,605.00	\$ 21,422.70	\$ 30,182.30
Outstanding Expenses	\$ -		\$ -
TOTAL EXPENSES:	\$ 51,605.00	\$ 21,422.70	\$ 30,182.30
NET REVENUE:	\$ (11,805.00)	\$ 1,217.25	\$ (13,022.25)

Tex ITE Meetings Account - 2013

1 September 2013

	Richardson April 2013		Clear Lake September 2013		Austin May 2014		Other		Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	
2012									
January									80,774.89
February									80,774.89
March									80,774.89
April	1,590.00	13,082.13							69,282.76
May		146.11							69,136.65
June									69,136.65
July		43,342.56							25,794.09
August	54,735.42								80,529.51
September									80,529.51
October									80,529.51
November									80,529.51
December									80,529.51
2014									80,529.51

Meeting Totals

Net Revenue	56,325.42	56,570.80	0.00	0.00	0.00	0.00
	-245.38		0.00	0.00	0.00	0.00

Account Balances

	Checking	Meeting	Total
1 Jan 2013	67,052.67	80,774.89	147,827.56
Revenues	22,885.33	56,325.42	79,210.75
Expenses	21,422.70	56,570.80	77,993.50
22/1 September 2013	68,515.30	80,529.51	149,044.81



**AT LARGE SECTION
REPORT TO THE TEXITE EXECUTIVE BOARD
TEXITE 2013 FALL CONFERENCE – CLEAR LAKE, TX**

1.0 MEMBERSHIP

The At Large Section is currently composed of 39 members, 6 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, but some will have to be contacted by phone as their email is not listed (6). Any new information will be forwarded to membership. If an update comes before the date of the board meeting, an addendum will be issued.

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; and pursuant to the goal for 2013 to hold some web conferencing meeting potentially every two months, so progress has been made.

2.1 AVAILABLE ONLINE RESOURCES: (THE FIVE BEST SITES) - according to web poll by liferhacker.com/5878067

- 2.1.1 [Google+ Hangouts \(https://tools.google.com/dlpage/hangoutplugin\)](https://tools.google.com/dlpage/hangoutplugin) 47.37% (785 votes)
 - i. FREE, offers document sharing, screen sharing, voice calls, and large clear video. In addition to the ability to see your friends clearly, host a meeting with several of them, share documents via Google Docs and collaborate, you get the benefit of being able to do it all on the web, for free. The only thing you need is a Google account, a webcam, and a microphone.
 - ii. **Limitations: Participants have to have Google account and access at work.** - 2.1.2 [TeamViewer \(http://www.teamviewer.com/en/index.aspx\)](http://www.teamviewer.com/en/index.aspx) 21.67% (359 votes)
 - i. For free you can start instant meetings, schedule them in advance and email your attendees when they should join and the access code needed to see your screen, share your screen or pass the "host" role to another meeting attendee so they can share theirs, and even stream video from your webcam to the group so you can all see one another's faces while you talk. TeamViewer also offers mobile apps so you can attend online meetings from your iOS or Android device.
 - ii. **Limited to 25 participants** - 2.1.3 [Cisco WebEx \(www.webex.com\)](http://www.webex.com) 11.77% (195 votes)
 - <http://www.webex.com/plans/meetings-plans.html>
 - WebEx is probably one of the oldest and most commonly used online meeting services in the market. WebEx's customer portfolio is impressive, and their online meeting service is incredibly easy to use. Install the WebEx plugin on your desktop that allows you too quickly
-



host or join meetings, and a few clicks will get you working with your team, sharing screens, passing around the "presenter" role to others who have documents to show, or even chatting face-to-face in minutes. WebEx integrates with apps on your desktop so you can schedule an appointment and instantly add a meeting to it, start a meeting and email the attendees quickly, or even join a meeting on your mobile device or tablet.

- i. \$49/month (\$39/month if purchased annually) – Allows up to 25 people (seats) per meeting with up to 9 host licenses (pay per host, i.e. 3 hosts per month on a monthly plan would be \$147/month).
- ii. \$89/month (\$69/month if purchased annually) – Allows up to 100 people (seats) per meeting with up to 9 host licenses (pay per host, i.e. 3 hosts per month on a monthly plan would be \$147/month).

2.1.4 Join.me (www.join.me) 9.96% (165 votes)

- i. Free service that allows you to bring up to 10 viewers into the same room, share your screen with them, chat, send files around to your attendees, and, like the others, offers iOS and Android apps for remote viewing. **Limited to 10 participants.**
- ii. \$19/month - Join.me Pro allows you bring **up to 250 viewers** into the same room, the ability to make another attendee the presenter so they can share their screen, the ability to pre-schedule and lock meetings, the ability to record and annotate, and a desktop app to make meeting management easy. Presentation can be made from Desktop or iPad. **Offers 14-day free trial with no credit card required.**

2.1.5 GoToMeeting (<http://www.gotomeeting.com/online>) 9.23% (153 votes)

<http://www.gotomeeting.com/online/webinar/pricing>

<http://www.gotomeeting.com/online/web-conferencing-comparison>

***Offers 30-day free trials on all three options.**

- i. GoToMeeting: \$49/month (\$39/month if purchased annually) –The service offers a wealth of enterprise features even to individual users, like desktop sharing, HD video conferencing, and mobile apps that allow you to attend GoToMeeting meetings on your iOS or Android device. Install the GoToMeeting application on your Mac or PC and you can start meetings with a single click, or set them up meticulously so you only share the information you want to with the people you want to invite. Attendees get a tiny plug-in to install before they can join your meetings, but once installed, joining your meetings is a one-click affair. **Limited to 25 attendees (seats).**
 - ii. GoToWebinar: Includes GoToMeeting features plus instant online meetings, audience management, large group events for \$99/month (\$79/month if purchased annually) **for up to 100 seats.** \$399/month (\$319/month if purchased annually) **for up to 500 seats.**
-



- iii. GoToTraining: Includes GoToMeeting features plus instant online meetings, audience management, interactive training for \$149/month (\$119/month if purchased annually) **for up to 25 seats.** \$349/month (\$319/month if purchased annually) **for up to 100 seats.** However, more seats can be purchased (i.e. 4 seats x 25 = **100 seats** is \$596/month (\$49.67/seat) or \$476/month if purchased annually (\$47.60/seat))

Discussions are ongoing on how this is to be accomplished as a vast majority of members are public agency members and would it be possible to offer live stream or recorded sessions from other TexITE sections.

3.0 FUTURE ITEMS

With my leaving the City of Waco in May 2013 and starting at Dunaway Associates in September 2013, there will be a need for a new representative to take over the duties in the near future. Currently, I still live in Waco, TX but I expect or at least hope to be in the greater Fort Worth area (inside the FW Section) by the end of 2013. I am willing and able to continue to serve as the board allows. I will update the board on this status as change occurs. My current contact information is listed below.



Norman L. Hogue, PE
Traffic Engineer

Dunaway Associates, L.P.
550 Bailey Avenue, Suite 400
Fort Worth, Texas 76107
nhogue@dunaway-assoc.com
<http://www.dunaway-assoc.com>

Main: [817.335.1121](tel:817.335.1121)
Cell: [817.888.7055](tel:817.888.7055)
Fax: [817.335-7437](tel:817.335-7437)

Submitted by:

Norman L. Hogue, At Large Section Representative

Section Report – September 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 – \$3,344.66 as of August 23, 2013.

Summary of 2013 Activities

Meeting Summary

Date	Location	Attendance	Speaker	Topic
05/23/2013	The Corner Restaurant	BVITE and TAMU ITE 16 attending	Troy Rother, City of College Station	University Drive Pedestrian Safety Project Tour
07/18/2013	Ullman Residence	BVITE and TAMU ITE 21 attending	Summer Cook-out & Social	Encouraging Networking between BVITE and TAMU ITE members
08/22/2013	Gilchrist Building, TAMU	BVITE and TAMU ITE 14 attending	Michael Parks, Brazos Valley Council of Government	High-Speed Rail: 40 minutes to Houston and 1 hour to Dallas

Meeting Highlights

- There was no meeting in April in order to allow members to attend the TexITE Spring Meeting.
- The regular May Section meeting was held at The Corner Restaurant on University Drive. Troy Rother, Traffic Engineer for the City of College Station, gave a tour highlighting innovative improvements made during Phase 1 of the University Drive Pedestrian Safety Project.
- While the Section typically does not hold regular meetings during the summer months, Jerry Ullman, Senior Research Engineer for TTI’s Work Zone and DMS Program, offered to host a summer social event. The purpose of the social was to encourage networking between Section members and the local Texas A&M University ITE Student Chapter outside of the regular meeting setting. The cook-out included hot dogs and hamburgers.

- The regular August Section meeting was held in the Gilchrist Building at Texas A&M University. Michael Parks, Assistant Executive Director of Brazos Valley Council of Government, presented on the potential of high-speed rail in Texas.

Fall 2013 Planned Activities

- There is no Section meeting planned for September due to the TexITE Fall Meeting being held September 25-27. Section members were encouraged to attend the Fall Meeting.
- The next Section meeting is scheduled for October 24. This meeting will include a presentation from Dale Picha, City of Bryan. He will either discuss the traffic management practices associated with the Texas Reds Festival held in September in downtown Bryan or he will give us a tour of the Bryan Traffic Management Center.
- The November Section 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 December Section meeting will be the Brazos Valley Section Annual Business Meeting.

Upcoming Elections

The Brazos Valley Section President is in the process of appointing a nominating committee to select candidates for the election to be held in November.

**Greater Dallas Section of TexITE District 9
Institute of Transportation Engineers
Section Report to District 9
September 12, 2013**

1.0 Leadership

President:	Robyn Root, P.E., City of McKinney
Vice President:	Boro Dedeitch, P.E., Parsons Transportation Group
Secretary/Treasurer:	Cameron Williams, P.E. Walter P. Moore
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
Golf Tournament Chair:	Hiron Fernando, Kimely-Horn and Associates, Inc.
Scholarship Selection Chair:	John Black, City of Richardson

2.0 Finances

General Account Balance as of 09/11/2013:	\$3,717.05
Scholarship Fund Balance as of 09/11/2013:	\$2,881.56
Annual Dues:	\$10

3.0 Membership

The Greater Dallas Section has 164 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 March 2013 report to the section, we have had three monthly meetings, and one joint meeting with the Fort Worth section on June 20th. The meetings are summarized in the table below (Joint meeting discussed in next section).

Date	Speaker	Topic	Attendance
05/17/2013	Kathy Kleinschmidt - TxDOT Dallas	Bicycle and Pedestrian best Practices	56
07/12/2013	Matt Sneed - Kimley-Horn & Assoc.	Harnessing Technology for Transportation	64
08/09/2013	Jim Cline – President, DCTA	Transportation/Civil Engineering in Afghanistan - Some Lessons Learned	55

4.2 Other Meetings

The Greater Dallas and Fort Worth sections had a joint meeting on June 20th at the Ruthe Jackson Center in Grand Prairie. The program was a panel discussion on Integrated Corridor Management. The panelists were Koorosh Olyai from Stantec Consulting, Andy Oberlander from TxDOT, and Lloyd Neal from the City of Plano. Sixty-two (62) Dallas Section members attended this meeting.

4.3 Younger Members Committee

The Younger Members Committee organized the Third Annual Greater Dallas Section Scholarship 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 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. A list of advertised training sessions is provided below.

- The Integration of Microscopic Simulation and 3D Visualization
Jeremy Wyndham, Jacobs Engineering – September 12, 2013

4.5 Scholarship

The Greater Dallas Section raises funds through the annual golf tournament to award scholarships to deserving students. The annual golf event was held on Friday, May 10th 2013. This year's tournament hosted 76 golfers and 21 different sponsors. In all, the tournament raised \$5,396.81 toward the scholarship and gave out \$5,000 in scholarship money to following recipients:

- Hossein Hashemi, Southern Methodist University - \$2,000
- Sunil Madanu, University of Texas at Arlington - \$1,700
- Shawn Poe, University of Colorado – Boulder - \$1,300

4.6 Other Business

The Dallas Section board had a meeting on August 02, 2013 to select and appoint Cameron Williams from Walter P. Moore as the Secretary/Treasurer for the remainder of 2013. Cameron filled the spot left vacant by Jessica Shutt who was soon to leave on maternity leave. Cameron was sworn in at the August 9th Dallas Section monthly meeting.



**GREATER FORT WORTH (GFW) SECTION
REPORT TO THE TEXITE EXECUTIVE BOARD
TEXITE 2013 FALL MEETING – CLEAR LAKE, TX**

1.0 LEADERSHIP

President:	Jennifer Butcher, Savant Group
Vice-President:	Erin Eurek, Kimley-Horn and Associates, Inc.
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 August 2013 is \$1,238.12 with a balance of \$1,802.95 in our savings account.

3.0 MEMBERSHIP

The Greater Fort Worth Section currently has 75 paid members including 43 non-agency members and 32 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 Meeting	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 Update and the 2013 Transportation Conformity ”	Transportation Council Room, NCTCOG
June 20	Joint Dallas/Fort Worth Regional Meeting Koorosh Olyai, P.E., Stantec Consulting Andy Oberlander, P.E., TxDOT Lloyd Neal, P.E, City of Plano “ Integrated Corridor Management ”	Ruthe Jackson Center, Grand Prairie
July 18	Tim Oster, CTC, Inc. “ Understanding Preemption Issues ”	Pappas Burgers, Fort Worth, TX
August 15	Alonzo Linan, P.E., City of Fort Worth “ Roundabouts, are they really as good as they say? ”	James Avenue Service Center, Fort Worth, TX
Sept. 25 - 27	TexITE 2013 District 9 Fall Meeting	Clear Lake, TX
October 24	Robert Wunderlich, P.E., Texas A&M Transportation Institute “ It’s All About the Traveler ”	Pappas Burgers, 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, Inc.); and Brandon Wheeler (Wier & Associates, Inc.)
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

In support of the Texas Districts' financial commitment to the *LeadershipITE* initiative, the GFW Section agreed to provide \$500 in financial support.

Respectfully Submitted by:

Don Szczesny, GFW Section Representative



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

**GREATER HOUSTON AREA
ITE SECTION ACTIVITIES REPORT
SEPTEMBER 16, 2013**

Leadership

President Jason Vaughn, PE, City of Sugar Land Public Works Department.
Vice-President Matthew Johnson, PE, PTOE, PTP, Freese and Nichols, Inc.
Secretary/Treasurer Pablo F. Valle – Metropolitan Transit Authority
Section Representative Dustin Qualls, PE, PTOE, Traffic Engineers, Inc.

Financial status

Account balance as of September 16, 2013: \$13,129.51

General

The Section holds monthly luncheon meetings on the second Wednesday of the month, at the Houston Engineering and Scientific Society Club (HESS Club), located at 5430 Westheimer Road in Houston. The Section also has an active website and Facebook page to keep the members updated. The website can be found at <http://www.texitehouston.org>, along with the section blog, archived PDH information and registration for upcoming events.

Barbara Russell (TxDOT Houston District) is appointed as our new representative to the Houston Area E-Week Committee. Also our section provided a presentation to the TxDOT Houston District on August 21, 2013. Jason Vaughn, PE (the section president) and Matthew Johnson, PE, PTOE, PTP (the vice president) presented our section’s activities and information to the district’s young engineering society.



Shrimp Boil

The Shrimp Boil is Houston Section's main social event and held in October each year. The Year 2013 Shrimp Boil will be held at Duhacsek Park in Sugarland on October 12, 2013. Member, families and friends will enjoy a warm Saturday afternoon of fun and fellowship at the park. In addition to the gulf coast shrimp we served hot dogs, snacks and beverages. The kids enjoyed moonwalks (bounce houses), a piñata and games. The Shrimp Boil expenses are usually covered by sponsorships.

Committees

The Section has four current standing committees: Membership, Technical, Program and Web Committee. The Membership committee is co-chaired by Dave Wright, PE of AECOM and Roma Stevens from the Texas A & M Transportation Institute. The Technical Committee is chaired by Jack Shick, PE, PTOE of LJA Engineering, Inc. The Program Committee is chaired by Robert "Linc" Wright, PE of League City. The Web Committee is chaired by Dustin Qualls, PE, PTOE of Traffic Engineers Inc. In addition, the Scholarship Committee is chaired by the President.

Membership

Based on the current membership information (September 13, 2013), the Section has a total of 177 members, which includes 12 student members from local colleges and universities.

Webinars

The following webinars were presented for the benefit of our membership:

Date	Speakers	Topic
February 21, 2013	Various Speakers	Basic Steps of a Traffic Impact Analysis
March 21, 2013	Various Speakers	Work Zone Temporary Traffic Control
April 24, 2013	Various Speakers	Best Practices for Implementing Red Light Running Cameras
May 22, 2013	Various Speakers	Roundabout Operations Software
August 1, 2013	Various Speakers	Accessible Transportation Facilities

Monthly Meetings

Date	Speakers	Topic	Attendance
March 13, 2013	Tony Voigt, TTI	Bluetooth and Travel Data Collection	36
May 8, 2013	Thomas Lambert, Metro	METRO Update	69
July 10, 2013	Mike Pietrzyk, Twincrest Dan Elsner, Sensys Dan Dietrich, FLIR	Signal Detection Technology	54
August 14, 2013	Mike Alford, TxDOT Houston	State of TxDOT	69

Awards and Scholarships

The Mike Ogden Memorial scholarships were awarded to the following recipients: David Zeng, Santash Rao Danda, and Walter B Council II. Also, Mohan Atluri, PE, PTOE with the Gunda Corporation was selected to enter the 2013-2014 class of Leadership ITE.

**A Section of District 9 of the
Institute of Transportation Engineers**
Annual Section Report – April through August 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. TexlTE). 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	 Amy Avery	 Derek Mueller	 Justin Clark	 Eduardo Mendoza
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	CEC
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	Heather McNeal	Pape-Dawson 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 **\$4,531**. In April, we had a balance of **\$7,315**. The reduction in our balance is primarily due to the \$3,000 paid in scholarships this year. Over the past several years, the Section has developed a financial strategy of trying to break even on our monthly meetings and funding the scholarship through our Regional Conference and Holiday Banquet, which are held later in the year.

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 meeting dates, topics, speakers, and attendance are shown in Table 2 below:

Table 2. 2013 Meeting Summary			
Date	Topic/Event	Speaker	Attendance
May 29	Lunch Meeting –TxDOT Planning Initiatives	Clayton Ripps, P.E. Adv. Transportation Planning Director, TxDOT SA District	30
Jun 28	Joint Meeting w/ Capital Area Section	Gary Schatz, P.E., PTOE City of Austin Aaron Nathan, P.E. PTOE Kimley-Horn	18 (STITE)
Aug 29	Summer Social Event – Lion and the Rose	None	12

SECTION STUDENT CHAPTERS

The UTSA student chapter has been active in 2013. The first meeting for the fall 2013 semester is scheduled in September. During the summer, the student chapter held a Microstation training on July 20th in San Antonio, and traveled to Sugarland for Synchro training on August 16th.

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**
- Public Relations: **Michael Ramirez**

Texas A & M University, Kingsville

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

SCHEDULE FOR REMAINDER OF 2013

- a. Ethics Webinar September 17 in San Antonio
- b. 4th Annual Regional Conference to be held October 11 in Corpus Christi
- c. November Lunch Meeting – date and speaker TBD.
- d. Holiday Banquet – December 12, Blue Star

- END REPORT -



Aaron Nathan Presents at Joint Meeting



Gary Schatz, Aaron Nathan, and STITE and Capital Area Officers



AWARDS COMMITTEE REPORT

September 16, 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
Robert Saylor	Student Chapter Coordinator	Greater Dallas Section

Activities Update Since Last Report

1. The Committee selected the 2013 Transportation Engineer of the Year and 2013 Younger Member of the Year awards. This year the Committee received three nominations for the Transportation of the Year award and three for the Younger Member of the Year award. Melisa Finley prepared plaques to recognize the winners. These plaques will be presented at the 2013 Fall TexITE meeting.
2. Robert Saylor worked with the Student Chapter Advisors to select the Outstanding Students for each Student Chapter. Eight out of nine Student Chapters submitted Outstanding Students. Robert also worked with a group of TexITE members to select the Student Paper Award winners and Outstanding Student Chapter. Christopher Melson won first place in the student paper competition. Christopher also won the 2013 Daniel B. Fambro Student Paper Award. In addition, one other student was recognized for second place and two other students were recognized for third place. Texas A&M University won the Outstanding Student Chapter award.
3. Melisa Finley received 10 submissions for the 2013 Technical Paper Award. Four papers were removed for not meeting the established paper guidelines; primarily not being a non-student member or affiliate of TexITE. Melisa provided the six remaining papers to the Technical Committee for review and selection of a winner. At the time of this report, the Technical Paper Award winner had not been decided.
4. Melisa Finley prepared the plaques below to recognize the winners of various awards. These plaques will be presented at the 2013 Fall TexITE meeting.
 - a. Texas A&M University as the 2013 Texas District Traffic Bowl winner.
 - b. Brice Nichols as the 2013 Texas District Fellowship winner.
 - c. Texas A&M University as the 2013 TexITE Outstanding Student Chapter winner.
 - d. Christopher Melson as the 2013 First Place Student Paper Award winner.
5. Jim Williams prepared certificates for the Outstanding Student Awards and second place student paper award winners.



MEMBERSHIP COMMITTEE REPORT

September 2013

Membership

Member	Position	Section
Cameron Williams	Committee Chairperson	Greater Dallas Section

Summary

1. During the time period from April 2013 through September 2013 there have been three (3) membership applications submitted. All three applications are for the status of subscriber. These three applications still need to be processed and approved.
2. The following initiatives are the current focus of the membership committee:
 - a. Create an online membership application process
 - b. Summarize the benefits of the different membership levels and add to the website.

To: TexITE Board of Directors
From: Gary B. Thomas, Webmaster
Date: September 16, 2013
Re: Web Committee Report

WEB POSTINGS AND ACTIVITY

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

- No major changes to the Web site during this reporting period
- Prepared, posted, and updated the Fall meeting pages

We switched to a new Internet hosting provider over the summer. We are now using BlueHost.com. The transition went pretty smooth with only a few minor glitches.

No newsletters have been posted to the Web site during this reporting period. Here are the download statistics from previous newsletters:

Document	Downloads (as of 9/16/13)
Spring 2012 Newsletter	977
Fall 2012 Newsletter	489

Twenty-eight job positions have been posted to the Web site since the last report (about the same level as the previous report). Eight 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 March – September (to date):

Section	Unique Pageviews						
	March	April	May	June	July	August	Sept
Home Page	1,337	1,314	656	697	824	1,226	656
Job Center	976	928	666	882	1,077	1,269	421
Members Only	360	520	165	169	118	631	327
Awards	193	166	336	91	118	106	48
Committees	126	118	53	60	72	95	56
Meetings	483	944	361	455	380	527	282
About	292	271	250	162	162	225	117
Students	96	110	48	48	40	38	32
HPG	64	55	28	38	36	44	27
Spring Meeting	3,398	2,475	143	84	n/a	n/a	n/a
Fall Meeting	n/a	n/a	n/a	n/a	n/a	1,927	1,509
Leaders	170	73	6	15	5	73	124

WEB SITE AND SOCIAL MEDIA

Web Site: I have started work on the new Web site. As of today, I am about 80% complete with the redesign. I am using WordPress to develop the new version. Using WordPress will allow me to make edits to the site remotely, post news easier, automate certain processes,

and give other people privileges to post and edit information. I was originally planning to roll the site out in August, but had to back off on that because the voting pages were not ready yet. I didn't want to complicate things by switching to the new site in the midst of the on-line election. I plan to roll the site out in October.

Twitter: I have established a Twitter account for TexITE. The handle is @TexasITE. The handle @texite is already being used by someone with no connection to TexITE. Unfortunately they do not actually use the account. I have sent a message asking if they would release the name, but got no reply. I don't expect Twitter to be of any help either.

Facebook: I have established a Facebook page too: www.facebook.com/TexasITE. Again, TexITE was already taken.

Email: I am exploring new ways of distributing emails to the membership. The way I have been doing it for the past several years has frequently caused problems. For the past month, I have been using the online service MailChimp. It is similar to Constant Contact in how it works. However, MailChimp is free for accounts that send less than 12,000 emails per month (which we easily fall into). The process hasn't been without some learning moments as evidenced by the top ten "count-UP" email that went out last week.

Emails sent through MailChimp automatically get posted to the Twitter account and the Facebook page. Eventually, when the new web site is rolled out, news items will also get pushed automatically to Twitter and Facebook accounts.

I will start reporting social media statistics in the next report.

As always, I encourage your feedback and ideas for improving our on-line presence.



TexITE Younger Members Committee Report Fall 2013 – Clear Lake, TX

Summary of this year:

During the spring 2013 meeting the Younger Members Committee successfully facilitated the Student Traffic Bowl and 'fun round' with professionals. The committee will begin planning for the 2014 Traffic Bowl and form a question pool subcommittee. The traffic bowl equipment built by Eric Nelson of Advanced Traffic Solutions and assembled by the City of Richardson staff worked very well during the spring competition.

This fall the Younger Members Committee is holding a roundtable with Dr. Tim Lomax during the Thursday morning committee meeting. This roundtable is part of an initiative to engage younger members in the discussion on the future challenges and opportunities in the transportation engineering community.

Several committee members worked together to organize the Younger Member social event for the Clear Lake meeting. The event information was posted to the website and emailed out on the Younger Member listserv. We will host a late night social event at the Kemah Boardwalk after the Thursday Night social. Attendees can ride a chartered boat from the hotel to the event.

Current Activities:

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

CHAPTER AFFILIATION AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2012, between Institute of Transportation Engineers, Inc., (“ITE”) and the _____ Chapter, a nonprofit organization existing under the laws of the state of the State of _____ (hereinafter referred to as “CHAPTER”).

WHEREAS, ITE and CHAPTER wish to cooperate in facilitating the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation;

WHEREAS, CHAPTER is established to pursue a mission common to the purposes set forth in ITE’s Articles of Incorporation (“Purposes”) a copy of which is attached hereto as Attachment A; and

WHEREAS, CHAPTER wishes for ITE to assist CHAPTER in matters of common interest and value;

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by ITE and CHAPTER,

IT IS AGREED:

1. Affiliation.

(a) In General. ITE and CHAPTER agree that they will use their best efforts to cooperate in the pursuit of the aforementioned Purposes; including, but not limited to, mutually servicing ITE/CHAPTER members.

(b) Operation. The CHAPTER shall organize and operate the CHAPTER with the permission of ITE and shall act consistent with and contribute to the promotion of: (i) the mission of the organization as established in the Articles of Incorporation (i.e., the Purposes) and Constitution of ITE, as amended from time to time, (ii) the strategic direction of ITE as communicated from time to time by the ITE Board of Direction and (iii) the policies and procedures of ITE as adopted and interpreted from time to time by the ITE Board of Direction.

(c) Governance. CHAPTER shall maintain a governance structure that is reasonably consistent with the Articles of Incorporation and Constitution of ITE (a current copy of which is attached hereto as Attachments A and B); except to the extent any of the provisions contained therein are inconsistent with any locally applicable law. In addition, CHAPTER shall meet the following minimum standards:

- i. Ensure that the CHAPTER, its officers, directors, and members act in compliance with the Articles of Incorporation, Constitution and other applicable rules and policies of ITE.
- ii. Remain a nonprofit organization under the laws of the CHAPTER's jurisdiction.
- iii. Submit all proposed changes to the CHAPTER's Articles of Incorporation, Constitution, Bylaws or other governing documents to ITE as required in such governing documents..

2. License.

(a) Trademark/Service Mark In general. ITE grants CHAPTER a nonexclusive license to use its name, as an official chapter, and any and all trademarks or service marks ITE now or hereafter owns and extends to the CHAPTER, during the term of this Agreement, in connection with CHAPTER's activities to promote the common business interests of individuals and entities facilitating the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation. In order to protect the good name and integrity of ITE, ITE retains the right to review and approve all uses of said name and marks, but will not unreasonably withhold its approval.

(b) Acknowledgment. CHAPTER acknowledges that ITE is the lawful owner of the foregoing marks (including but not limited to: "INSTITUTE OF TRANSPORTATION ENGINEERS, INC.", "ITE"), and all other associated trademarks used in its business, and CHAPTER agrees that it will take no action inconsistent with ITE's ownership of its name, and the acronyms and trademarks. Said license does not include any right to sublicense use of the foregoing.

(c) Competition. CHAPTER shall not create, consult on, assist in the creation of or provide volunteer assistance in any program, service or product that either directly or indirectly competes with programs, services or products of ITE, as determined in ITE's sole discretion.

3. ITE Collection of Fees. CHAPTER agrees that ITE shall collect and retain all ITE membership dues. Should ITE collect CHAPTER membership dues, ITE shall submit all CHAPTER dues to CHAPTER at least once each year. The ITE Board may from time to time amend, alter, continue, suspend or terminate the membership dues requirement in its sole discretion. Provided that:

- (a) Any change will not be effective in the current budget year.
- (b) Any change will be preceded by at least 6 months reasonable notice.
- (c) The parties agree that membership fees shall be used to support the mission of ITE.

4. CHAPTER Obligations. CHAPTER agrees to:

(a) Governing Documents. Adopt and maintain governing documents as approved by ITE, and to submit all proposed substantive amendments to these governing documents as required in such documents.

(b) Operations. Operate in conformity with its own articles of incorporation, bylaws, or other governing documents, and remain in good standing under the law under which it is incorporated or organized. Operate in conformity with ITE's Articles of Incorporation, Constitution, mission, vision, strategic plan and any policies or procedures.

(c) Purposes and activities. Be organized and operated at all times primarily to promote the charitable and educational purposes of ITE within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986; or any reciprocal tax exempt status under the laws of the country of origin.

(d) Federal and State Laws. Be organized and operated at all times in conformity with all applicable Federal, state, and local laws, regulations, and ordinances.

(e) Annual Reporting. Provide ITE annually:

- Its most recent financial data;
- A complete list of its officers and directors (including contact information);
- A copy of the approved budget for the upcoming year;
- Annual Meeting date as required by CHAPTER bylaws.

(f) Periodic Reporting. CHAPTER shall provide ITE with the dates for any special meetings held pursuant to the CHAPTER bylaws and for any CHAPTER events. CHAPTER shall not hold an event in direct competition with an ITE event, which shall be determined in ITE's sole discretion. CHAPTER shall act in good faith to provide notice of event timing as soon as possible, under the circumstances

(g) Noncompetition. CHAPTER agrees not to endorse, promote, consult on, create or license its names, trademarks, or service marks, for use in connection with any product and/or service or certification program that competes with those of ITE, which are the subject of this Agreement, during the term of this Agreement and for a period of eighteen (18) months after its termination, for any reason, or expiration, without the written consent of ITE. The agreement to avoid competition includes, but is not limited to, competing with the brand identification of ITE and providing competing products.

5. Mutual Obligations/Understandings.

(a) Agency. ITE and CHAPTER agree that this Agreement is not intended to create an agency relationship of any kind; and both agree not to contract any obligations in the name of the other, or to use each other's credit in conducting any activities under this Agreement.

(b) Expense. Each Party shall bear its own costs and other related expenses incurred in the performance of this Agreement and neither Party shall be liable for any costs, expense, risk, obligation or liability related to or arising out of the other's efforts and responsibilities under this Agreement, unless separately agreed to and memorialized in a unique written document.

(c) Cooperation between the Parties. In entering into this Agreement, the Parties recognize that it is impractical to make provision for every contingency that may arise in the course of the observance or performance thereof. Accordingly, the Parties hereby declare it to be a cardinal principle of this Agreement and it to be their common intention that this Agreement shall operate between them with fairness and without detriment to the interests of any of them, and if in the course of the performance of this Agreement an ambiguous provision of this Agreement may result in unfairness to a Party, then the Parties shall use their best endeavors to agree upon such action as may be necessary and equitable to remove the cause or causes of the same.

(e) Representations & Warranties. Each party represents and warrants to the other party as follows:

i) It is in good standing with the jurisdiction of its incorporation or organization and it will remain so during the term of this agreement.

ii) It has the full power and authority to enter into this Agreement and perform each of its obligations hereunder.

iii) It is legally authorized and has obtained all necessary approvals for the execution, delivery, and performance of this Agreement

6. Indemnification. ITE and CHAPTER individually agree to indemnify and hold harmless each other and/or ITE's members or other chapters for any and all third party claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees ("CLAIMS"), to the extent arising from such party's breach of the performance of this Agreement. Specifically, the party breaching any provision of this Agreement, resulting in any potential CLAIMS shall indemnify the non-breaching party. A party in the pursuit of the fulfillment of this Agreement, or under the alleged umbrella of this Agreement, subject to a third-party suit alleging breach of any agreement, commission of a tort, any negligent act, and willful/wanton/malicious act, any illegal act (e.g., antitrust), shall indemnify the party not committing the act or otherwise not directly involved in the alleged CLAIMS. ITE and CHAPTER will promptly notify each other upon receipt of any claim or legal action arising out of activities conducted pursuant to this Agreement. The rights and responsibilities established in this paragraph shall survive indefinitely the termination of this Agreement.

7. Term. This Agreement shall be effective on the date above written, and shall continue in effect until terminated pursuant to paragraph 8.

8. Termination.

(a) In General. ITE may terminate this Agreement upon 180 days' notice in writing to the CHAPTER.

(b) For Cause. Either ITE or CHAPTER may terminate this Agreement immediately upon written notice to the other in the event of the other's insolvency, fraud, willful misconduct, or substantial breach of this Agreement.

(c) Effect. Upon termination of this Agreement for any reason, ITE shall have no further responsibility under paragraph 3, all licenses granted under Paragraph 2 shall immediately cease, and CHAPTER shall cease all use (if any) of ITE's trademarks, name, acronym, logos and Other IP. Upon termination all members shall be considered members of ITE and not CHAPTER.

(d) Survival. Regardless of the reason for termination, CHAPTER's obligations under the following paragraphs shall survive the termination of this agreement: 2(b), 2(d), 2(e), 4(j), and 6.

9. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

11. Successors and Assigns. This Agreement shall be binding on the parties, and on their successors and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.

12. Captions. The captions of each paragraph of this Agreement are inserted solely for the reader's convenience, and are not to be construed as part of the Agreement.

13. Notices. Notices required by this agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by Express Mail; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed as indicated below, or as specified by subsequent written notice delivered by the party whose address has changed.

If to ITE:

Thomas W. Brahms, Executive Director
Institute of Transportation Engineers
1627 I Street, N. W., Suite 600
Washington, D. C. 20006

If to CHAPTER:

14. Governing Law. This Agreement shall be governed in all respects, except as to conflicts of laws, by the laws of the District of Columbia and the parties consent to the jurisdiction (both subject matter and personal) of the District of Columbia and acknowledge that it is the appropriate venue for any such dispute resolution. If either party takes legal action to enforce rights under this Agreement, each party to such litigation shall be financially responsible for the expenses of the action for both parties, including, but not limited to, court costs and attorneys' fees.

15. Amendment. This Agreement constitutes the entire agreement between the parties, and supersedes all prior writings or oral agreements. This Agreement may be amended only by a writing clearly setting forth the amendments and signed by the party against whom enforcement is sought.

16. Warranty. Each of the parties warrants that the individual who executes this Agreement on its behalf has been duly authorized to do so.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized representative.

Institute of Transportation Engineers, Inc.

By: _____
Its: _____
Date: _____

_____ Chapter

By: _____
Its: _____
Date: _____

_____, 2012

Name
Title
Chapter Name
Address
City, State Zip

**Re: _____ of Institute of Transportation Engineers
(EIN: _____)
Group Exemption Authorization**

Dear _____:

This letter authorizes the Institute of Transportation Engineers (“ITE”) to include _____ **of Institute of Transportation Engineers** on ITE’s group exemption, pursuant to IRS Revenue Procedure 80-27.

Mailing Address:

Employer Identification Number:

Estimated Gross revenues – FYE 2012: \$ _____

Sincerely,

[Insert Name]
Chairman

GROUP TAX EXEMPTION – IMPORTANT QUESTIONS

1. **Q. *Will ITE Districts and Sections that are not currently recognized tax exempt organizations be required to join in a group exemption?***

A. The ITE Board, at its meeting in August, 2012, directed that all ITE Districts and Sections must either join the ITE Group Exemption or demonstrate that they are recognized tax exempt organizations, in their own right. Exempt districts and sections must provide proof of exemption by filing a copy of their IRS Exemption Letter with ITE Headquarters. The deadline to either join the ITE Group Exemption or produce evidence of exemption is December 31, 2013.

Q. *Will ITE Districts and Sections be required to share in the costs of converting to the group tax exemption?*

A. The ITE Board has directed that Districts and Sections joining the ITE Group Exemption must share in the cost of the filing. The filing fee is \$3,000. Each District/Section joining the group will be assessed a flat fee of \$50. ITE will pay any balance not covered by the fee.
2. **Q. *When a District or Section joins in the group exemption, will it enjoy the same rights and privileges under current law that ITE international enjoys?***

A. Yes
3. **Q. *When a District or Section joins in the group exemption, will it automatically be considered tax exempt in the state where it is headquartered?***

A. That varies from state to state but most states recognize the IRS exemption determination and provide exemption from state taxes.
4. **Q. *When a District or Section joins in the group exemption, will it automatically become exempt from state sales tax?***

A. Probably not. Requirements for state sales tax exemptions vary widely. In most states, however, an IRS recognized exemption is required even for consideration for a sales tax exemption.
5. **Q. *Districts and Sections joining in the group exemption must agree to control of the parent (ITE international) and operate at all times as Section 501(c)(3) organizations. What must a District or Section do to meet this requirement?***

A. ITE District and Section model charters require this now. If your District or Section is operating in accordance with its charter, that should suffice to meet this requirement. In some instances, By-Laws may need to be modified. That decision will be based on a review of individual District or Section By-Laws, but if the By-Laws conform to the charter, there should be no problem of compliance. Additionally, each District or Section joining in the Group will be required to sign and affiliation agreement formally recognizing control of ITE.

6. Q. *Will there be any required annual tax returns? If so, who will be responsible for the filings?*

A. Yes, annual filings of IRS Form 990 are required of all tax exempt organizations. They range from very simple forms for small organizations to highly complex forms for large organizations. Under a group exemption, each subordinate organization may file its own return or a consolidated return may be filed by the parent. It is likely that a consolidated return will be required. There will be an annual cost to include each District/Section's data in the consolidated return. That cost will vary based on the size of the District/Section and the complexity of the data to be included. We estimate that that cost will not exceed \$500 per year and will be significantly less for smaller Districts/Sections.

7. Q. *What will the District or Section be required to do once it is included in the Group?*

A. There are a number of requirements to join the group exemption and to maintain membership in the group. You may have done or are already doing some or all of these things. They include:

- Establishment or maintenance of proper fiscal controls including a system that allows for identification of all receipts from all activities and identification and classification of all expenditures.
- You may be required to amend your By-Laws to conform closely to the requirements of your Charter (see question 6 above).
- You will be required to report your principal activities and your finances to ITE international on an annual basis and in a timely fashion to allow ITE to verify that appropriate fiscal controls are in place and to allow ITE to file an annual tax return for the group exemption.
- You will be required to agree in writing to join in the group tax exemption.
- You will be asked to appoint a representative who has access to the District or Section records and who can act as a point of contact throughout the process.

9. Q. *What are the next steps?*

A. A package of materials containing a checklist of required documents is enclosed. Provide the necessary organizational documents and follow the other directions on the checklist. Required documents, other than organizational documents are attached and should be tailored to your District/Section. **Note that in many of the provided documents, the word "Chapter" is used instead of District or Section. This does not mean ITE Chapters as noted in 10 below but is used as a general term for all affiliated entities.**

10.Q. *What about ITE Chapters?*

A. Chapters have a more distant relationship to ITE international and may present additional issues. For the moment, we are limiting this effort to Districts and Sections. We will seek further advice from legal counsel regarding the chapters as we move forward with the process.