



**TexITE District 9  
Winter 2007 Business Meeting Minutes  
February 3<sup>rd</sup>, 2007  
Crowne Plaza Hotel  
Houston, Texas**

**Call to Order (Crawford)**

Meeting called to order at 12:14 pm by Jason Crawford.

**Invocation (Crawford)**

Gene Hawkins gave the invocation.

**Approval of June 2006 Business Meeting Minutes (Crawford)**

Gary Thomas moved approval, seconded by Emily Braswell. Motioned passed unanimously.

**ITE International President's Report (Newman)**

ITE International President, Earl Newman, lauded TexITE's practices such as the involvement of Highway Products Group, the activity of the Younger Members Committee and Future Engineers Committee. Thanked Robert Wunderlich for all his effort. Mr. Newman also provided an update of services and initiatives currently underway at ITE.

**International Director's Report (Wunderlich)**

Robert Wunderlich reported that all changes in membership grades proposed by ITE International have been ratified by the general membership. He also identified several issues that the International Board is dealing with including:

- integration of 'International' aspect of ITE into everything we do;
- the 'Public Face' of ITE and the transportation profession;
- recruitment/retention/reactivation task force;

Robert also included several reminders concerning Specialty Councils (one already included w/ membership), certifications (PTOE, TOPS, PTP - the new Professional Transportation Planner) and webinars (multiple topics currently available from ITE). He reported that the organization is in excellent financial health and requested input from Texas members regarding what more the organization could be doing to serve its members.

**International Vice-Presidential Candidates (Wunderlich)**

Candidates Ken Voigt (Wisconsin) and Rod Kelly (Texas) briefly presented their platforms and campaign strategies to the TexITE membership present.

**President's Report (Crawford)**

Jason Crawford gave a brief report about Board activities including the adoption of the Jim Carvell Travel Fellowship, approval of TAMU Kingsville and UTSA student chapters, reacquisition of liability insurance, by-laws updates and Committee charges (including establishing a Special Meetings Committee).

**Vice-President's Report (Charlton)**

Rick Charlton asked for help from the membership present in developing a technical program for future meetings. He reminded members about the call for abstracts and the web link to it.

**Secretary/Treasurer's Report (Jahn)**

Brian Jahn reported a profit for FY 2006 of about \$8,500 and introduced the adopted FY 2007 budget.

**Teller's Committee Report (Tyre)**

Kevin Tyer reported that Kirk Houser of Tyler was elected as the At-Large Section Representative. Motion made by Ramesh Gunda and seconded by Emily Braswell to accept the results and destroy the ballots. Motion passed unanimously. Houser was sworn in by Crawford.

**Professional Practice Area Distinguished Service Award (Voigt)**

Tony Voigt presented the award posthumously to David William Fenno of TTI. Accepting for David was his wife, Monica. Also present were his parents, his sister and other family members.

**Service Awards (Crawford)**

Rebecca Bray, Taylor Withrow, Ramesh Gunda, Russ Wiles, Brian Van De Walle and Brian Jahn received plaques for past service to TextTE.

**Local Arrangement Committee Reports (Crawford)****Winter 2007, Houston (Corder)**

Stuart Corder presented meeting stats – 163 members, 22 non-members, 33 students and 47 vendors registered;

**Summer 2007, Amarillo (Crawford)**

Meeting plans are being finalized for June 14-16. Fifth Season Hotel has been selected at a rate of \$60/nt. Technical sessions still needed, contact Rick Charlton.

**Winter 2008, Irving (Crawford)**

The LAC has secured Texas Stadium for the Friday Night event. Dates and hotel not set yet.

**Selection of Summer 2008 (Crawford)**

Rene Arredondo presented an invitation from San Antonio and Randy Schulze presented an invitation from Houston. Membership selected San Antonio.

**Audit Committee Report (Carter)**

Dave Carter presented an audit committee report finding no errors.

**Student Chapter Reports (Thomas)**

The Texas Southern, UT-Austin, UT-Arlington and TAMU-College Station chapters each gave a brief report of their activities.

**Consultants' Council Report (Arredondo)**

Rene Arredondo reported the success of the Thursday Nite event and pledged continued support of student travel to TexITE. Introduced the new UTSA chapter members.

**Newsletter (Pasumarthy)**

Results of the newsletter survey were discussed. Next issue will be available during the first week of May.

**Door Prizes (Rick?)**

Door prizes were awarded.

**Other Business (Crawford)**

(none)

**Adjourn**

Meeting adjourned by Crawford @ 1:36 pm, February 3<sup>rd</sup>, 2007.



**Summer Business Meeting  
June 24, 2006  
Hilton Hotel and Convention Center  
College Station, Texas**

1. President Brian Van De Walle called the meeting to order at 12:14 p.m.
2. John Black delivered the invocation.
3. Secretary-Treasurer Rick Charlton noted that the meeting minutes from the San Antonio Winter Meeting were passed out, and called for any corrections. Wayne Kurfees moved for approval, and was seconded by Jim Carvell. The minutes were approved by common consent.
4. International Director Robert Wunderlich reported on his attendance at the International Board Meeting. He indicated the emphasis on the professional development through webinars and trying to keep them as low cost as possible. He requested assistance from the membership to provide ideas for webinars or assist in creating webinars. ITE is also allowing members to sign up for one council free as a member, and information about that and other councils will be pushed to them. International is also working with districts and sections to increase membership and to focus particularly on recruiting new members from public agencies by developing a public agency database.

International Vice President Earl Newman followed up with news from International indicating emphasis on the need for successful practices sharing, testing going forward for new practitioner, specialist and planner certifications, international aspects of ITE as a Mega Issue, and public relations and public image. He praised the work of the District Board, the Local Arrangements Committee, and particularly the involvement of students in District activities.

5. President Brian Van De Walle announced the call for ballots for the election of District officers, offering ballots to those who had not yet voted. He urged members to vote in the upcoming election for International Vice President. He reported that the District is active and financially solvent. Van De Walle also praised the students for their participation.
6. The Budget and Finances Report was distributed and discussed by Secretary-Treasurer Rick Charlton. He indicated that the report shows the District to be financially healthy, and that everything appears to be within budget. The 2007 budget will be presented at the Winter Meeting in Houston.
7. Dave Carter made the Tellers Committee's report. Rick Charlton was elected Vice President and Brian Jahn was elected Secretary-Treasurer. Wayne Kurfees moved to accept the Tellers report and to destroy the ballots. The motion was seconded by numerous members and approved by common consent.
8. College Station Local Arrangements Chair Srinivasa Sunkari reported on the current meeting, remarking that there were 229 preregistered for the meeting, provided other meeting statistics, and drawings for door prizes were conducted.

Connie Clark reported on arrangements for the Winter Meeting in Houston. It will be held February 1-3, 2007 at the Crowne Plaza Hotel downtown.

## **DRAFT DOCUMENT**

Taylor Withrow reported the Summer Meeting would be held in Amarillo at the Fifth Season Inn June 14-16, 2007.

9. Dan Vedral presented an invitation from Irving to host the Winter 2008 Meeting. There were no other invitations, and President Van De Walle called for a vote and Irving was selected by common consent.
10. Praveen Pasumarthy gave the Newsletter report, and was personally commended by Dr. Neil Rowan for an outstanding job as Newsletter Editor.
11. Section reports were presented.
  - Brazos Valley Section report was presented by Srinivasa Sunkari
  - Capital Area Section report was presented by Rebecca Bray
  - Greater Fort Worth Section report was presented by Russ Wiles
  - Greater Dallas Section report was presented by Mark Titus
  - Greater Houston Section report was presented by Ramesh Gunda
  - South Texas Section report was presented by Brian Jahn
12. Student Chapter reports were facilitated by Gary Thomas. Reports were presented by University of Texas at Austin, University of Texas at Arlington, University of Texas at El Paso, Texas Southern University, and Texas A & M University.
13. Committee reports were presented. Gary Thomas provided the Website report. Harvey Hawkins congratulated Gary on an excellent job as Webmaster. Gary Thomas briefly reported on Student Chapters. Walter Ragsdale reported for the Legislative Committee that the Attorney General ruled to allow cities to install red light photo enforcement on state routes. Jennifer Butcher reported for the Younger Members Committee that the younger members will be planning one session for future technical sessions. Melisa Finley reported on activities of the Committee for Future Engineers. Nada Trout reported for the Technical Committee. Dave Carter announced that the Consultant's Council formed 20 years ago serving TextITE and providing financial assistance for student attendance at TextITE meetings. He reported on the Texas Hold'em Tournament they sponsored handed out \$1,600 in prizes.
14. Awards and Special Recognition presentations were made. Golf tournament awards were presented by Jerry Ullman. President Van De Walle recognized Paul Luedtke for service as 2004-05 Dallas Section Representative. He commended Marc Jacobson for outstanding service as our first Webmaster, serving for five years from 2000 to 2005. He recognized Emily Braswell's service as Newsletter Editor for 2004-2005. Robert Wunderlich was commended for his service as Student Liaison. The Section Activities Award was presented to the Greater Fort Worth Section. Gary Thomas presented the Outstanding Student Awards to Erin Eurek from Texas A & M, Warren Curtis from Texas Southern, Jeff LaMondia from Texas at Austin, Bikash Gautam from Texas at El Paso, Sasanka Pulipati from Texas at Arlington. Texas A & M University was awarded 2006 Outstanding Student Chapter. The Awards Committee commended Texas Southern as being much improved. Dennis Christiansen awarded Brooke Ullman Young Member of the Year. Jim Carvell awarded the honor of Transportation Engineer of the Year to Jack Hatchell, who made a gracious acceptance speech.
15. New Executive Board Officers Jason Crawford, Rick Charlton and Brian Jahn were sworn in by International Vice President Earl Newman.
16. President Van De Walle adjourned the meeting at 1:41 p.m.

# ADOPTED TEXITE BUDGET - 2007

	Adopted 2006 Budget	2006 ACTUAL Through 1/31/07	Adopted 2007 Budget	Increase Over 2006
<b>INCOME:</b>				
<b>Dues</b>				
International Members	9,400.00	9,437.00	<b>9,400.00</b>	\$ -
District Affiliate/Subscribers	1,200.00	1,180.00	<b>1,200.00</b>	\$ -
<b>Meeting Profit (Loss)</b>				
Winter Meeting	-	750.00	<b>2,000.00</b>	\$ 2,000.00
Summer Meeting	2,000.00	6,702.00	<b>2,000.00</b>	\$ -
<b>Miscellaneous</b>				
Newsletter Advert & Listings	2,500.00	3,450.00	<b>3,500.00</b>	\$ 1,000.00
Checking Interest	20.00		<b>0.00</b>	\$ (20.00)
CCTexITE: Student Travel	1,630.00		<b>1,630.00</b>	\$ -
Other	-		<b>0.00</b>	\$ -
<b>SUBTOTAL</b>	<b>\$ 16,750.00</b>	<b>\$ 21,519.00</b>	<b>\$ 19,730.00</b>	<b>\$ 2,980.00</b>
Transfer from Reserve Fund	-		<b>\$ 5,350.00</b>	<b>\$ 5,350.00</b>
<b>TOTAL INCOME:</b>	<b>\$ 16,750.00</b>	<b>\$ 21,519.00</b>	<b>\$ 25,080.00</b>	<b>\$ 8,330.00</b>
<b>EXPENSES:</b>				
<b>Newsletter</b>				
Publishing	-		<b>0.00</b>	\$ -
Printing	650.00	177.69	<b>100.00</b>	\$ (550.00)
Postage	220.00	73.68	<b>50.00</b>	\$ (170.00)
<b>Administrative Expense:</b>				
ITE dues for Webm & Admin	500.00	480.00	<b>500.00</b>	\$ -
Postage & Supplies (Ballots)	50.00		<b>50.00</b>	\$ -
Printing	50.00		<b>50.00</b>	\$ -
Supplies	50.00	9.73	<b>50.00</b>	\$ -
<b>Student Chapters:</b>				
Direct Support	1,500.00	1,800.00	<b>2,100.00</b>	\$ 600.00 ←
Travel Support to District	900.00	2,465.02	<b>6,300.00</b>	\$ 5,400.00 ←
Travel Support to ITE	1,000.00		<b>1,000.00</b>	\$ -
Outstanding Student Awards	500.00	500.00	<b>500.00</b>	\$ -
Outstanding Stu Chptr Award	150.00	150.00	<b>150.00</b>	\$ -
Student Paper Awards	375.00		<b>375.00</b>	\$ -
<b>Awards:</b>				
Transp Engr of Year	100.00	100.00	<b>100.00</b>	\$ -
Young Member Award	100.00	100.00	<b>100.00</b>	\$ -
Future Engrs Cash Awards	175.00	175.00	<b>175.00</b>	\$ -
Plaques	300.00	253.28	<b>300.00</b>	\$ -
District 9 Fellowships (2 ea)	-		<b>0.00</b>	\$ -
<b>Contributions</b>				
ITE (General)	200.00	200.00	<b>200.00</b>	\$ -
ITE (Fellowship)	300.00	300.00	<b>300.00</b>	\$ -
ITE Prof Develop Fund	500.00	500.00	<b>500.00</b>	\$ -
<b>Travel</b>				
TexITE President	2,000.00		<b>2,000.00</b>	\$ -
TexITE Vice-President	2,000.00		<b>2,000.00</b>	\$ -
International Director	2,500.00	1,155.45	<b>2,500.00</b>	\$ -
ITE Council Chairs	1,000.00	409.92	<b>1,000.00</b>	\$ -
VP Int'l Campaign Exp (Rod Kelly)	2,500.00	2,500.00	<b>2,500.00</b>	\$ -
<b>Other</b>				
Insurance	350.00	1,300.00	<b>1,650.00</b>	\$ 1,300.00 ←
Web Site Support	200.00	359.88	<b>375.00</b>	\$ 175.00
Bank Charges	100.00		<b>100.00</b>	\$ -
Merchant Account for Web	425.00		<b>0.00</b>	\$ (425.00)
PO Box (Yearly)	55.00	80.00	<b>55.00</b>	\$ -
<b>Subtotal</b>	<b>\$ 18,750.00</b>	<b>\$ 13,089.65</b>	<b>\$ 25,080.00</b>	<b>\$ 6,330.00</b>
Outstanding Expenses				\$ -
<b>Total Expenses</b>	<b>\$ 18,750.00</b>	<b>\$ 13,089.65</b>	<b>\$ 25,080.00</b>	<b>\$ 6,330.00</b>

**Treasurer's Report  
District 9 ITE (TexITE)  
2006  
as of 31 January 2007**

**Checking Account**

**Beginning Balance** **\$33,218.90**

**Income**

Dues: International	9,437.00
Dues: Dist. Affl. + Subs.	1,180.00
Winter 2006 (San Antonio w/ITE)	750.00
Summer 2006 (College Station)	6,702.00
Labels	
Newsletter Advertising	3,450.00
Interest	

**Total Income** **\$21,519.00**

**Expenses**

Insurance	1,300.00
Newsletter	251.37
Postage & Supplies - Ballots	
Awards	
Award Plaques	253.28
Poster Contest Winners	175.00
Poster Contest Expenses	9.73
Pres & VP Travel to ITE Ann. Mtg.	
International Director Travel	1,155.45
ITE Council Chair Travel	409.92
VP Int'l Campaign Exp (Rod Kelly)	2,500.00
Trans. Engr. of Year	100.00
Young Trans. Engr. of Year	100.00
Student Chapter Support	1,800.00
Student Papers	
Outstanding Student Awards	500.00
Outstanding St Chap Award	150.00
Student Travel Support	2,465.02
ITE Contributions (gen fund+schol)	500.00
ITE Contributions (Prof. Dev. Fund)	500.00
ITE Dues for Webm. & Admin.	480.00
Web Site Support	359.88
P.O. Box Rental	80.00
Bank Service Charges	

**Total Expenses** **\$13,089.65**

**Balance** **\$41,648.25** ↑ **\$8,429.35**



District 9 of the Institute of Transportation Engineers

## 2007 Winter Board Meeting

### Newsletter Report

02/01/2007

*#1 M - Wonderful move from Morley  
#2 J - second move to public*

Editors of the TexITE Newsletter are happy to announce their one year anniversary of serving on the Newsletter Committee. 2006 was a triumphant year with successful publication of three newsletters, good readership numbers and completion of first readership survey.

*M - wonderful  
S - Butcher  
decide on newsletter*

The readership for each issue of the newsletter has reached a little over 150 during the past year. Even though this represents a slight increase over the previous year, significant improvement can be achieved in this aspect. The Committee also conducted the first readership survey to find out the members opinions and ways to improve the newsletter. The results of the survey are very insightful and provide a platform for improving the quality and content of the newsletter. The Committee is also happy to announce that income target for 2006 from the Professional Services Directory was also achieved. The income from 2006 stands at \$3,900, while the expenses for publication and distribution are approximately \$600.

#### Readership Survey Results

The main purpose of the readership survey was to find out what you, the reader, think of the publication, to solicit feedback on how to improve the publication and to identify topics that readers would like to see covered in 2007.

First, I would like to thank the members who responded to the survey. It definitely took some time and effort for the members to do so, and we sincerely appreciate the feedback, especially to the appeal for general comments, suggestions, and for ideas regarding future articles.

Second, I would like to point out that the results of this survey are anything but scientific. For one thing, the results are skewed by the readers who chose to participate in the survey. But even without the scientific authority, the results are important and fascinating. The major findings of the survey are listed below:

- Close to 75 percent of the respondents rated the newsletter as either good or excellent as a way to keep informed about TexITE.
- The respondents included members from various professions - academia, consulting, public agencies and vendors. Significantly, the survey could not attract any student members to share their opinions.
- Approximately 30 percent of the respondents that they prefer to receive or access the newsletter as an e-mail attachment.
- Three-quarters of the respondents access the newsletter online while 20 percent replied that they do not receive the newsletter but are interested in obtaining one. One of the respondents was candid to admit that he/she receives the e-mails notifying the publication of newsletter but does not visit the link.
- Further, close to 70 percent responded that they have been reading the newsletter for more than five years.
- Asked about the contents of the newsletter, more than 50 percent of the respondents ranked "cover stories/technical articles" as the most important item, followed by "News (area news, member news, etc)" and "Announcements".
- In addition, close to three-quarters of the respondents acknowledged that the contents are either reasonably or very useful/current.



- Asked about how members use the newsletter, majority of the respondents (close to 70 percent) acknowledged that they use it to receive information about upcoming events and activities in TexITE sections and student chapters. Interestingly, 70 percent of the academicians/researchers replied that they use the newsletter to keep in touch with the members, whereas only a small percentage (30 percent) of the consultants and public agency employees use it for that purpose. Conversely, a majority of the consultants and public agency employees use the newsletter to increase their technical skills, while only a minority of the academicians use the newsletter in this aspect.

We also noted that several respondents emphasized the importance of technical articles in the newsletter and encouraged a greater attention to this area. We also received a wealth of ideas for future content. Some of the topics include:

- A regular newsletter feature which shares technical information or transportation news with other ITE districts
- Traffic calming measures in the neighborhood
- How to deal with news media
- Creative funding methods for capital projects
- Incident management/response
- Proper work zone traffic control plans
- Traffic Impact Analysis (what to look for/ask for from developers and review methods)

We will continue striving to deliver a top-quality publication through germane and informative articles, interviews and news. In 2007, we pledge to raise the bar even farther by addressing the constructive recommendations that we have received through this survey.

#### **Publication Schedule for 2007**

TexITE Policy Manual stipulates the publication schedule for the three newsletters in a calendar year. One newsletter shall be published in such a time that it can be mailed no later than six weeks prior to the Winter TexITE meeting; one newsletter shall be published in such a time that it can be mailed no later than six weeks prior to the Summer TexITE meeting; and one newsletter shall be published in such a time that it can be mailed no later than September 15. As such, the following publication dates have been suggested for the year 2007:

Spring – May 7<sup>th</sup>, 2007  
 Fall – September 15<sup>th</sup>, 2007  
 Winter – December 24<sup>th</sup>, 2007

#### **Action Items**

After several brainstorming sessions which included analysis of readership survey results, the Newsletter Committee identified the agenda for the upcoming year. Increasing the newsletter outreach among the TexITE members, boosting the student participation and increasing the technical content of the newsletter are the primary goals of the Committee. These objectives can be achieved by performing the following action items:

- Change the current distribution method of the newsletter. At present, the newsletter is accessed by members after logging into the TexITE website. It is recommended that the newsletter be distributed by e-mail, without having to logging into the website.
- Form a separate e-mail list for the student members of TexITE.
- Update the membership roster to incorporate changes in the membership.
- Improve the communication channel between the student advisors, student chapters and the newsletter committee.

- Appreciate the student participation by recognizing the students in the newsletter and/or presenting them a certificate.
- Increase the technical content in the newsletter.
- Incorporate articles on some or all of the suggested topics.

The Newsletter Committee sees it as its primary responsibility in 2007 to achieve its goals by addressing as many reader concerns and recommendations as possible, and making sure that the newsletter remains informative, relevant and compelling. Though it is unlikely that we will meet all requirements in a single issue, over the course of a year, however, we expect to come pretty close to meeting or exceeding most readers' expectations.

Finally, the Committee is submitting the TexITE Newsletter for National ITE Newsletter Awards for 2007.