



## Minutes

### TexITE District 9 Winter Board Meeting – February 3-4, 2005 Huaco Room, Ground Floor Convention Center Hilton Hotel, Waco, Texas

#### February 3, 2005

Connie Clark\* – President  
Brian Van de Walle\* – Vice President  
Jason Crawford\* – Secretary/Treasurer  
John Friebele\* – Past President  
Jim Carvell\* – International Director  
Rick Charlton\* – At-Large Section Rep  
Melisa Finley\* – Brazos Valley Section Rep  
Russ Wiles\* – Fort Worth Section Rep  
Paul Luedtke\* – Dallas Section Rep  
John German\* – South Texas Section Rep  
Jim Williams – District Administrator  
Susan Langdon – Database Administrator  
Dale Thomson – Highway Products Group  
Wayne Kurfees – Past Presidents  
Emily Braswell – Newsletter Editor  
Walter Ragsdale – Legislative  
Gary Thomas – Membership  
Steve Hoefner – ITE Past President  
Tim Harpst – ITE International President  
Alf Guebert – ITE VP Candidate  
Earl Newman – ITE VP Candidate  
Robert Murillo – Laredo LAC Chair  
David Halloin  
Brian Jahn  
Brian Shamburger

\* Voting member

#### February 4, 2005

Connie Clark\* – President  
Brian Van de Walle\* – Vice President  
Jason Crawford\* – Secretary/Treasurer  
John Friebele\* – Past President  
Jim Carvell\* – International Director  
Paul Luedtke\* – Dallas Section Rep  
Melisa Finley\* – Brazos Valley Section Rep  
Jim Williams – District Administrator  
Susan Langdon – Database Administrator  
Gary Thomas – Membership  
Walter Ragsdale – Legislative  
Wayne Kurfees – Past Presidents  
Steve Hoefner – ITE Past President  
Tim Harpst – ITE International President  
Alf Guebert – ITE VP Candidate  
Earl Newman – ITE VP Candidate  
Kelly Parma – Dallas Section Secretary  
David Halloin  
Brian Moen  
Brian Shamburger

1. Call to Order
  - a. President Clark called the meeting to order at 4:07 pm
2. Approval of October 15, 2004 Board Meeting Minutes
  - a. Carvell moved and Friebele seconded approval of the minutes as written. Approved by voice vote.
3. Treasurer's Report of District Account Balances – Jim Williams/Jason Crawford
  - a. Item deferred until February 4, 2005.
4. District 9 Fellowship – Jason Crawford
  - a. Crawford briefed the board on his phone conversation with Ann O'Neil at ITE HQ. Fellowships have not been forwarded to District 9 due to misunderstanding that applicants were also submitting directly to the District. She will forward eligible applications to the District President after the Marsh Fellowship winner is selected (May through August timeframe).
  - b. Friebele asked who would see that fellowship applications are submitted. A suggestion was made for the President to put on their calendar to market the fellowship to university students through the Student Chapter Liaison.

5. Update on Tax Exempt Status – Jim Williams
  - a. NONPROFIT Status – Williams stated that when the new district charter was received (Attachment A), it was forward to ITE’s attorney in Washington, DC. The revised charter was the last piece of information that was needed. Williams hasn’t heard back from the attorney, but this should be the end of our process seeking nonprofit status. Our requested charter change may have trickled down to other District charters. Nonprofit organizations with revenue more than \$5,000 need to declare non-profit status. Organizations clearly need to seek non-profit status if they have revenue over \$50,000.
  - b. Williams stated we must complete non-profit status before looking at the tax exempt process. Beth Ramirez gave Williams the name of the person that helped ITS Texas get this tax exempt status. The greatest benefit of this status is at meetings, when paying for space and services. Finley noted that the Brazos Valley Section looked into tax exempt status and didn’t find a way to accomplish this. There may be an annual fee to have this status.
6. Long Range Budget Forecast – Wayne Kurfees
  - a. Kurfees handed out a summary sheet (Attachment B). He has been working to get budgets since 1998. He was successful except for years 1998 and 2000. There is consistent, dependable income of \$14,000 per year. He reviewed recurring expense items. He suggested items for additional revenue and expense control. Revenue controls include billing Section Affiliates, increasing rates for newsletter advertisements, shifting CCTexITE contributions to support student travel, and adding a Voluntary Contribution line on dues statements. Expense controls include making fellowships and ITE council chairs subject to availability. He noted that meetings in large areas will likely make more the \$2,000 and meetings outside of these areas will likely break even or lose money. **Carvell moved and Friebele seconded that this be given to the District Administrator and Secretary/Treasurer to incorporate into 2005 budget.** The motion carried.
7. Issue of District Affiliate status/billing – Thorpe/Langdon/Williams/Jacobson
  - a. Item deferred until February 4, 2005.
8. Proposed Bylaws Changes Update – Wayne Kurfees
  - a. A by-laws amendment is needed to use electronic balloting for International Director and by-laws amendments. Kurfees handed out the proposed revision to the District by-laws. The highlight is in Section 4.3 where provisions are made to include and alternate voting process through electronic ballot. He suggested that a mid-March ballot deadline be adopted and given out with mailed ballots in May. **Carvell moved and Finley seconded a resolution to accept the by-laws language changes as proposed and that it be sent to membership for vote.** The motion carried. Kurfees handed out a proposed memorandum to the membership. Kurfees suggested that this be discussed at the business meeting.
  - b. Finley asked if the TexITE website could be used to facilitate electronic voting in the Brazos Valley Section. Finley is working to change their section by-laws. Langdon explained that one reason they combined the roster databases was to facilitate electronic voting. Van de Walle asked who checks that electronic and paper ballots are not duplicated. Langdon stated that the returned ballots were typically from students. Carvell stated that Neil Rowan requests to receive a paper ballot.
  - c. Van de Walle noted that the district charter was changed to allow electronic voting.

## 9. Local Arrangements Committee Reports

- Winter 2005, Waco – Rick Charlton
  - There are 155 registered and 27 students. Statistics from the website are: 192 kick-off lunches, 203 Friday night socials, and 188 business lunches. The transit tour had 23 sign up and only 3 people showed up. The intersection detection tour had 33 signed up with 12 showing up. Looks like some profit will be made. Charlton received 27 late registrations. He accepted registrations as on-time if they were submitted before the deadline, even if payment comes in later.
- Highway Products Group – Dale Thomson
  - Thomson handed out his report (Attachment C). He reviewed that 29 companies registered for this meeting. This was more than expected. The group is sponsoring the reception tonight and the coffee break tomorrow morning. Vendors will pay a total of \$5,200 in food and drink. Three door prizes will be given away tonight. Name badge money was collected from 51 people equaling \$765 in registration fees.
  - He noted that the names and addresses of vendors are not being included for announcement of next meeting. Thomson could include this information in a fax announcement he could send. **Thomson will give his contacts fax numbers to the Secretary/Treasurer to send out meeting notices. This process should be added to the Meetings Manual. The LAC should provide Thomson with a meeting registration form and he will fax out to his contacts.**
- Summer 2005, Laredo – Robert Murillo
  - The dates for the meeting are June 23-25, 2005. La Posada is within walking distance to the international bridge. The City of Laredo is celebrating their 250<sup>th</sup> anniversary this year. The meeting budget is \$500 in the black, right now. Murillo will be coordinating with Thomson on the numbers for vendors and their registration process. Murillo anticipates 225 registrations. The average has been 280-290 in the past. A budget will be submitted at the spring board meeting for approval. Room rates are \$89 single/double for members, \$99 vendors, \$80 for state employees.
- Winter 2006 Meeting Invitations
  - ITE is negotiating with hotels for the mid-year meeting in San Antonio around the time of our Winter 2006 meeting. Carvell asked ITE leadership that the dates be set close to the normal TexITE meeting dates. We will try to have a District 9 meeting in conjunction with the mid-year meeting. **Friebele will contact Julie Walker at ITE HQ about the hotel selection.** District 9 will coordinate with ITE for meeting space. Friebele suggested getting more District 9 speakers in the technical sessions.
  - Clark discussed the PDH requirements for engineers and a new surge of people wanting to make presentations. Additional PDH are awarded if you present material. Persons will receive 6 PDH if you attend one of our meetings. Clark added a PDH record sheet for the meeting for participants to document their PDH and file with their registration receipt. She asked if a more formal ethics session was needed or is an open format acceptable. Dr Ray James from TAMU was identified for future sessions – he has performed seminars for other professional organizations. She asked if the Winter meeting should always have an ethics class? Kurfees suggested that it be a concurrent session and not an only choice – no money need to be paid for speaker. John German suggested getting local and state government and consultant perspectives. Hoefner commented on the PDH topic adding that ITE submitted paperwork to ICAET to umbrella sections and chapters for PDH credit.
  - Van de Walle noted Plano and College Station would be submitting bids for summer 2006.

## 10. International President's Report – Tim Harpst

- a. Harpst stated that 1,000 of 16,000 members serve as volunteers in ITE. He will talk about this during an overview at the business meeting. He is here to take feedback on ITE as well as the international candidates. He encouraged questions to be asked. He noted that the 75<sup>th</sup> anniversary of ITE is this year. A 75<sup>th</sup> anniversary PowerPoint will be set to scroll at the meeting. ITE is focusing on workforce development this year. He suggested using PDF courses in technical sessions. ICAET says ITE is qualified to create these educational opportunities and

they will satisfy education needs of all states. The PDH is informal and the CEU is more formal. He noted that ITE recently finished an audit and that ITE is financially healthy; 2004 was a better year than expected. ITE is expecting a record account from the upcoming Las Vegas meeting – perhaps U.S. members focusing on that meeting instead of the Australia meeting. ITE is looking at revised procedures for hosting joint meetings with ITE. They want to provide very clear guidelines on funding. These new rules are expected in about 30-45 days. Harpst acknowledged Carvell and his work on the international board.

#### 11. International Director's Report – Jim Carvell

- a. The city self-assessment results may be made available at Las Vegas. This will be one highlight of the conference. A press kit will go out to cities so they aren't caught off guard.
- b. ITE has received a petition for a section in Monterrey. Murillo represented TexITE at a meeting in Monterrey. Murillo is attempting to get some of the speakers from that meeting to the Laredo summer 2005 meeting and participate in the technical sessions. Murillo will check if speakers will use English for their presentations.
- c. An e-ballot process was used for ITE International's last election. This function saved \$10,000 in postage and printing. E-mails were bouncing back because people are not maintaining current e-mail addresses. He suggested a note in the next newsletter to encourage members to update their e-mail addresses.
- d. Carvell will give the invocation at the kick-off meeting. He will note several TexITE members who have passed away or are having serious health issues. Curtis Herrick very recently passed away unexpectedly. Curtis had worked for TxDOT 10-12 years. Roelof Engelbrecht (TTI) also passed away. Doug Byrne passed away. He wasn't a founding father, but was there in the early days of TexITE. Jack Hatchell has had some health troubles recently.

#### 12. Other Business

- a) Status of Nomination for Honorary Member of ITE – John German
  - a. German is preparing to sit down and talk with the unnamed individual. He will try to have this nomination ready by the spring board meeting.
- b) Status of District Policy Manual Update – Beth Ramirez
  - a. No report.
- c) Section Activities Award Reminder – Jason Crawford
  - a. Jason Crawford reported that a call was sent on January 7 to section representatives that were listed on the District website. Reports are due to the committee by April 1. Six hardcopies or one electronic copy is required. A winner will be announced at the summer meeting and have their report forwarded on to International competition.
- d) Website/webmaster Issues – Marc Jacobson
  - a. No report.
- e) District/Section Member Database – Susan Langdon
  - a. 937 people are in the database. 733 are ITE members, 185 are subscribers, 14 are district affiliates, and 19 are subscribers that are out of state.
- f) Committee Reports
  - Committee for Future Engineers – Melisa Finley
    - Written report submitted (Attachment D). Finley stated that for the past two years the committee has tried to hold a contest to get high school students at the meeting and interact with engineers. Again the committee's efforts have failed. Plans for this meeting were to have a webpage contest (1 page focused on transportation safety) She mailed and twice faxed information to principals in area, as well as the arts and engineering academy's head of engineering and received no response. When she attempted to find why there was no response, she couldn't get feedback. She inferred that the remote coordination may have been an issue. Her new idea is to work with individual ties into schools to see if the effort can start at the section level to see if it can be done. Her other idea is put material on website, encourage sections to interact with the local schools to help them get it going. Luedtke suggested that cities may be able to help since they work with crossing guards. She called for additional ideas and contacts.

h) Section Reports

- South Texas – The section had 3-4 meetings over the last year with good attendance and participation. The last meeting was held on South Padre Island. It was an overnight meeting with technical sessions held on ½ day Friday and ½ day Saturday. They are looking forward to working with the new Mexico section. Clark asked them to update their website.
- Brazos Valley - Submitted their written report prior to meeting (Attachment E).
- Fort Worth – No report.
- Dallas – No report.
- Capital Area – No report.

h) Other Business

- Shamburger passed out two handouts relating to the TxDOT legislative agenda on QBS. He spoke on how governments select professional services. He feels this is something we need to be informed about. This action is coming from our keynote speaker – Transportation Commissioner Robert Nichols. The Consulting Engineering Council has put together some information urging public officials and consultants not to change qualification process to one selecting the low bid for professional services. Williams received an email from national ASCE on this topic and provided tips on how to prepare a letter. It suggested that a letter be sent directly to the governor. Clark asked why this event came up. Ragsdale explained that Rep. Kruse has authored some of the bill with recommendations from Nichols and others at TxDOT to free up how they do business. German noted that the Texas Society of Professional Engineers is very active on this issue and want to represent that this isn't a good idea. German also added that PE Day is scheduled for February 8 in Austin.

President Clark recessed the meeting on February 3, 2005 at 6:04 pm.

President Clark resumed the meeting on February 4, 2005 at 10:00 am.

3. Treasurer's Report of District Account Balances – Jim Williams/Jason Crawford

- a. Williams handed out the 2004 budget and treasurer's report (Attachment F). He noted that the report was pretty much complete. He had trouble matching Friebele's figures from San Antonio. Williams is showing higher net revenue. The Austin meeting balanced to penny. The treasury is missing dues for district affiliates and website. Neither of these were line itemed in the budget. Williams added travel funding for Murillo. Because the combined treasury accounts at Back of America have dropped below \$35,000 they are now charged fees. Williams stated that he will close the Comerica account and transfer this balance into the Bank of America accounts to boost the combined balances. The district has a total bank balance of \$44,190.60. Williams estimated that revenues will be higher in 2005 because of incoming local section affiliate and subscriber dues. The 2005 budget is not posted on the web. Van de Walle will send the budget to Williams.

7. Issue of District Affiliate status/billing – Thorpe/Langdon/Williams/Jacobson

- a. Susan Langdon sent mailing labels to Jim Williams for sending out the local district affiliate billings of \$20 (these members are within the District but outside section boundaries and those outside of the district) and Subscribers (not members of ITE but are in sections). A total of 208 labels were prepared, but some were pulled out by Williams before mailing (e.g., Neil Rowan and Vicki Morris). Williams will check the returns against the ITE roster as they come in. Williams started getting checks back and this revenue will be showing up in the next treasury reports. He had tried to get the notices out in December, but they went out in January this year. **In the future he suggests mailing the notices in early December with an early January response deadline.**
- b. The Dallas and Fort Worth section will receive checks in March or April for municipal/public agency or government members. It is the section's option for ITE to collect their section dues. Apparently ITE with this practice is discounting section dues. **Mark Titus may be able to provide additional detail about subject. This topic will be reviewed at next board meeting.** Reimbursement dues come in April and June.
- c. The response deadline is February 28. A second notice will be sent at the first of March.

## 12. Other Business

### b) Committee Chairperson Appointments – Connie Clark

- i. Clark is working on assembling a nomination committee. The audit committee was appointed. The new Younger Members chair is Jennifer Butcher. She is looking to replace the Technical committee chair and opened the floor to suggestions. The chair should be a major contributor to the technology issue of newsletter and advise on technical sessions at semi-annual meetings. Friebele suggested finding a technical committee chair within the next 4 months.
- ii. Williams stated that we have 25 copies of the old correspondence course. It was suggested that we save one copy and convert it to electronic format for the archives.

### c) Committee Reports

- Student Chapters – Robert Wunderlich
  - He noted a full slate of student papers this meeting. Wunderlich is impressed with the student leadership – they are responsive to emails and distributing information. He is meeting with the student leadership after the first technical session – to ask what they need and are looking for, how to raise their profile at the meetings. The challenge is incorporating into meeting format. He will bring these needs back to the board.
  - Wunderlich asked the board for questions and concerns that could be relayed today at the meeting with the student leadership. Van de Walle liked the student resume CD. Wunderlich suggested highlighting or fast link to student resumes. Halloin suggested that they get involved in the Younger Member committee activities. Wunderlich noted that the University of Texas at Arlington students are helping with the Fort Worth section's adopt-a-highway. Crawford asked that students help to electronically archive the district's records.
  - Wunderlich stated that eight papers were submitted for this meeting. Presenting five schools/papers in 1.5 hours presents a problem. He asked that the board be more flexible with scheduling student presentation time at future meetings.
  - Travel reimbursement. Carvell stated that the policy was to get one officer and one presenter to a meeting, with a \$900 maximum reimbursement. If a tighter set of criteria is needed, then the board should consider this. In the case of the University of Texas at El Paso, one student flew from another state, one student flew from El Paso, and one student drove from El Paso. The Laredo meeting will have 5 chapters eligible to exercise this policy for travel reimbursement. Because of this, the board will have to tap into the financial reserves to fulfill this special case.
  - Finley talked about the Brazos Valley section students. They allow students to join the section for free. The section officers are currently going through deliberations on this issue.
- TextITE Newsletter – Emily Braswell
  - Braswell reported that the newsletter is under budget and over revenue. Carvell acknowledged the quality of the last issue. Braswell stated that she will be submitting the newsletter to the ITE competition. She has developed a marketing and revenue plan – with six recommendations – that she would like to review with Carter, Thomson and Kurfees. This review has not taken place.
- Awards – Jim Cline
  - No report
- Membership – Bill Thorpe (Gary Thomas reported)
  - Gary Thomas hasn't spoken with Thorpe. They have not received any membership applications since last board meeting. He noted that the website still shows Ginger Goodin as the chair. Williams suggested that sections announce the subscriber billing at their next meeting. Friebele will send a letter to the section presidents and section representatives. They will report at the spring board meeting on the checks received.

- Legislative Committee – Walter Ragsdale
  - Ragsdale passed a handout of bills that have been filed relating to transportation. He is expecting 4,000 bills to be filed in total. He highlighted some bills and provided recommendations – HB 50 DWI checkpoints, HB190 prohibits drivers from possessing Opticom clones, HB259 prohibits red light enforcement by municipalities, HB 267 access permits on highways, HB 523 truck lane restrictions, HB 649 relating to toll facilities, HB 650 removes the professional engineer requirement for the TxDOT Executive Director, HB 665 repeal automated enforcement, and HB 687 prohibit SH 183 from becoming a tollway.
  - TxDOT has put together their legislative agenda which includes eliminating QBS of consultants.
  - Ragsdale recommends changing the traditional board action from resolution to a statement of either support or non-support. This is a similar approach taken by the Texas Municipal League. The benefits are that voting would be simplified as opposed to that adopting a resolution. Ragsdale offered the following recommendations:
    - SUPPORT (suggested)
      - QBS engineers
      - Increase gas tax for transportation funding
      - Automated enforcement for red light running
      - Quick clearance of freeway incidents
    - NOT SUPPORT (suggested)
      - Toll conversion of existing highways
  - Van de Walle questioned activity limitations of the board and section as defined in the new charter, Sect 2.4. Friebele expressed his view that we were not influencing any vote directly.
  - Clark asked how ITE handles these issues at the national level. Harpst responded that ITE puts out information to all of its members. He suggested adding contact information for legislators so that members can voice their support or non-support. Harpst sees two issues: (1) process and (2) message. We are an education organization and will be educating both our members and our legislators. He continued that there are ways to word the message in an educational manner. He suggests sending out to educate members and ask for their concurrence. The results can then be forwarded on to state legislature.
  - Friebele stated that this approach could help with city efforts in developing legislative agendas.
  - Van de Walle and Ragsdale stated that information needs to get out to inform our members.
  - Luedtke stated support of a statement from the organization, but that it come from the members, not solely at the board's discretion.
  - Crawford questioned if electronic straw poll were available. Kurfees thought it would be
  - Motion: Distribute the legislative committee's information to membership electronically and make supporting documentation available at this time, and encourage members to contact legislature on support/non-support. Moved by Van de Walle, seconded by Luedtke. Luedtke amended the motion allowing online voting of membership on resolutions passed by the board for each issue. Seconded by Carvell. The motion carried – 5 yea, 2 nay.
  - Clark would like more volunteers on the committee to work with Ragsdale to develop a process for distributing information through our section website. Emails will be sent by Marc Jacobsen.
  - Harpst suggested not using “vote” in any statement, keeping statements to one page, and suggesting members express their opinions to their legislators, and providing contact information for legislators.
- Younger Members Committee – Jennifer Butcher
  - No report

- Technical Committee – Rick Collins
    - No report
  - Consultants Council – Dave Carter
    - Carter reported that they have sent membership forms and ballots for officer election. These were sent to all 75 consulting in Texas that have an office and ITE members in the district. There is a breakfast meeting tomorrow morning with one to two members invited from each firm.
  - Past Presidents – Wayne Kurfees
    - Covered in discussion on long range budget yesterday.
- g) Student Chapters – None reporting.

President Clark adjourned the meeting on February 4, 2005 at 11:45 am.

# Institute of Transportation Engineers District Nine District Charter

## ARTICLE I -- PREAMBLE

**Section 1.1** -- As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, INC., hereinafter referred to as the Institute, the Board of Direction of the Institute, as recorded in the minutes of its meeting on November 5-6, 2004 , grants this Charter for District Nine of the INSTITUTE OF TRANSPORTATION ENGINEERS, hereinafter referred to as the District.

**Section 1.2** -- This Charter shall be effective beginning January 1, 2005, and shall remain in effect including any amendments until rescinded by the Board of Direction of the Institute.

**Section 1.3** -- This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a District enrolling members from the designated area and shall annul any bylaws of such a District which may be in conflict with it.

## ARTICLE II -- AREA AND PURPOSE

**Section 2.1** -- The area designated as that of this District shall be Texas, or as the area shall have been established from time to time by the Board of Direction of the Institute in accord with Article VIII, Section 1 of the Constitution as described in the attachment(s) hereto.

**Section 2.2** -- To assist in advancing the purposes shown below, this District shall be exclusively administered and operated to receive, administer and expend funds for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986. The purpose of this District shall be to improve the administration of the Institute affairs, provide member representation on the International Board of Direction, conduct an annual meeting for the interchange of technical and professional information, provide a regional conduit for the flow of information, and provide an opportunity for membership participation in Institute affairs.

**Section 2.3** -- This district is organized exclusively for educational purposes within the meaning of Section 501 ©(3) of the Internal Revenue Code. Notwithstanding any other provisions of this Charter, the By-laws of this District or the Constitution of the Institute of Transportation Engineers, this District shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501©(3) of the Internal Revenue Code of 1986

(or the corresponding provision of any future United States Internal Revenue law) or by an organization contributions to which are deductible under Section 170©(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

**Section 2.4** -- No part of the net earnings of this District shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that this District shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes and objects. No substantial part of the activities of this District shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this District shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

**Section 2.5** -- Upon the winding up and dissolution of this District after paying or adequately providing for the debts and obligations of this District, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has been established as tax exempt status under Section 501c(3) of the Internal Revenue Code.

## ARTICLE III -- MEMBERSHIP

**Section 3.1** -- Institute members of any grade who, according to Institute records, reside within the area designated for the District shall be a member of the District.

**Section 3.2** -- Institute members who are members of the District shall be entitled to all privileges of the District, except that Student members and Institute Affiliate members may not vote or hold elective office in the District unless the District Bylaws specifically grant such privileges and specify that such privileges extend only to those actions, elections, and offices which fall within the exclusive jurisdiction of the District.

## ARTICLE IV -- GOVERNMENT

**Section 4.1** -- The government of the District shall be vested in its elected officers and representatives who shall constitute a District Board. The International Director(s) shall be an ex-officio voting member(s) of the District Board.

**Section 4.2** -- The District Board shall manage the affairs of the District in conformity with the provisions of this Charter, the Constitution and the policies of the Institute and the policies of the Board of Direction.

**Section 4.3** -- The District shall adopt bylaws setting forth the structure of the District Board in accordance with this Charter and providing the manner of nominating and electing District officers and Section representatives and shall specify their terms of office.

**Section 4.4** -- The District should elect and announce the names of their successful candidate for International Director at least fifteen (15) days prior to the date of the Annual Business Meeting of the Institute in the year prior to that Director's three (3) year term of office. Should the office of Director become vacant, the District Board may appoint a Director to complete the unexpired term. If the District Board fails to act within sixty days of notification of the vacancy, or at the request of the District Board, the Institute Board of Direction may appoint a Director to complete the unexpired term.

**Section 4.5** -- The District bylaws shall establish and govern appointment of committees as otherwise provided heretofore, number and times of meetings, methods of amending bylaws, and such other matters as the District may desire, provided such bylaws do not conflict with this Charter, the Constitution, and policies of the Institute or policies of the Institute Board of Direction.

**Section 4.6** -- Bylaws of the District may be adopted and amended after adoption only if the proposition is submitted as a mail ballot to all voting members of the District at least thirty days in advance of the date on which action is proposed. Adoption and amendment shall be by an affirmative vote of a majority of those voting.

**Section 4.7** -- Bylaws of the District shall take effect thirty days after being filed with the Institute. At any time the Institute Board of Direction may annul any part of the District's bylaws which it considers contrary to the Constitution or best interest of the Institute by giving notice in writing to the District.

#### **ARTICLE V -- ADMINISTRATION**

**Section 5.1** -- The District may issue a Charter establishing a Section within its area upon written request of at least eight voting members residing in the proposed Section area. The Charter shall be in a form approved by the Institute Board of Direction. The District may rescind a Section Charter in the manner provided in the Section Charter.

**Section 5.2** -- The District may issue a charter establishing a Student Chapter at a graduate or undergraduate school of recognized standing within its area upon written request from the Faculty Advisor in

charge of transportation and traffic engineering courses. The charter shall be in a form approved by the Institute Board of Direction. A Student Chapter charter by be withdrawn by a district.

#### **ARTICLE VI -- RELATION OF DISTRICT TO INSTITUTE**

**Section 6.1** -- The District shall not speak for the Institute unless authorized in the particular matter in question by the Board of Direction of the Institute. The District may speak for itself on matters pertinent to its geographical area.

**Section 6.2** -- The District may not identify itself with groups or organizations that are identified with a geographical area not wholly within the District boundary. It may identify itself with groups of organizations serving wholly within the geographical area of the District.

**Section 6.3** -- Names and addresses of all elected officers of the District and the dates on which the terms of each begins and expires shall be reported in writing to Institute Headquarters within 30 days after election.

**Section 6.4** -- The Institute will not be responsible for debts contracted by the District. No dues or fees will be required to be paid by the District to the Institute.

**Section 6.5** -- The District may charge annual dues, fees and special assessments as provided in the District bylaws. All dues and fees shall be billed by the Institute at the time of billing Institute dues, and upon collection remitted to the District. Annual dues for Districts shall be levied so as to cover time periods identical with those covered by annual dues of the Institute.

#### **ARTICLE VII -- AMENDMENT OF CHARTER**

**Section 7.1** -- The District's elected officers will be notified in writing by the Board of Direction of the Institute of any proposed amendment to or withdrawal of this Charter at least 30 days prior to the next Board of Direction meeting so that the District may have an opportunity for a hearing before the Board of Direction concerning the proposed amendment or withdrawal. The amendment with or without change shall become effective 30 days after the next scheduled Board of Direction meeting following notification.

**Section 7.2** -- The District may petition the Board of Direction to amend this Charter or rescind withdrawal action. The Board of Direction will act on the petition at its next regular meeting scheduled at least 45 days after receipt of the petition or at its discretion at the next regular meeting and thus initiate the procedure described in Section 7.1 of this Charter, giving the District an opportunity for a hearing if the question is denied.

Subscribed for the International Board of Direction  
of the Institute of Transportation Engineers

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Thomas W. Brahms, Secretary

This copy was issued on January 28, 2005.

	07/31/1998 through 06/30/1999	07/31/1999 through 06/30/2000	07/31/2000 through 06/30/2001	07/31/2001 through 12/31/2002	01/01/2003 through 12/31/2003	01/01/2004 through 12/31/2004 (Preliminary)
<b>BEGINNING CHECKING ACCOUNT BALANCE</b>	\$0.00	\$0.00	\$0.00	\$12,438.92	\$15,682.62 t	\$19,359.37 t
<b>INCOME</b>						
<b>DUES</b>						
ITE MEMBERS		\$6,033.00 n		\$5,674.00	\$9,041.50	\$9,490.00
TEXAS SECTION AFFILIATES				\$1,665.00	\$3,970.00	
ROSTER/NEWSLETTER SUBSCRIPTION FEES					\$30.00	
<b>MEETING PROFIT (LOSS)</b>						
WINTER MEETING				\$115.00 a \$4,281.28 b	\$899.74 h	
SUMMER MEETING		(\$2,087.85)		\$583.78 c (\$5,965.27) d	\$2,599.92 i	
<b>MISCELLANEOUS</b>						
SALE OF MAILING LABELS				\$225.00		
CORRESPONDENCE COURSE		\$50.00		\$50.00		
PROF. & PRODUCT LISTINGS		\$750.00		\$750.00	\$75.00	\$1,270.00
CHECKING INTEREST		\$76.37		\$28.37		
OTHER		\$3,500.00 o				
OTHER		\$300.00 p				
<b>SUBTOTAL</b>	\$0.00	\$8,621.52	\$0.00	\$7,407.16	\$16,616.16	\$10,760.00
TRANSFER FROM/(TO) SAVINGS						
<b>TOTAL INCOME</b>	\$0.00	\$8,621.52	\$0.00	\$7,407.16	\$16,616.16	\$10,760.00
<b>EXPENSES</b>						
<b>NEWSLETTER AND ROSTER</b>						
PUBLISHING		\$3,495.06		\$3,871.09	\$600.00	
PRINTING					\$503.71	
POSTAGE		\$600.00				
<b>ROSTER</b>						
PRINTING		\$3,911.03				
POSTAGE		\$1,149.50				
<b>MEETING ADVANCES</b>						
WINTER MEETING						
SUMMER MEETING		\$750.00 q				
<b>ADMINISTRATIVE EXPENSE</b>						
POSTAGE		\$458.04			\$90.65	\$135.90
PRINTING		\$127.39				
SUPPLIES					\$28.18	
OTHER		\$80.89 e		\$716.06 e		
<b>STUDENT CHAPTERS</b>						
DIRECT SUPPORT		\$1,700.01		\$2,000.00	\$1,500.00	
TRAVEL SUPPORT				\$897.00 f	\$2,420.80	\$432.93
OUTSTANDING STUDENT AWARDS		\$250.00		\$250.00	\$250.00	\$500.00
OUTSTANDING STUDENT CHAPTER AWARDS				\$150.00	\$150.00	\$150.00
STUDENT PAPER AWARDS		\$150.00		\$150.00	\$150.00	\$375.00
<b>AWARDS</b>						
TRANSP ENGR OF YEAR				\$100.00		\$100.00
YOUNG MEMBER AWARD					\$100.00	\$100.00
OTHER CASH AWARDS						
PLAQUES		\$164.15		\$483.52	\$225.25	\$92.23
DISTRICT 9 FELLOWSHIPS						
<b>CONTRIBUTIONS</b>						
ITE (GENERAL)		\$1,000.00		\$500.00	\$1,000.00	\$500.00
ITE OTHER					\$500.00 j	\$1,000.00 j
<b>TRAVEL</b>						
TexITE PRESIDENT		\$701.50		\$2,485.18	\$1,844.46	\$3,358.23 m
TexITE VICE PRESIDENT					\$1,465.76	\$1,179.02
INTERNATIONAL DIRECTOR						\$563.62
ITE COUNCIL CHAIRS					\$1,394.60 k	
OTHER						
<b>OTHER</b>						
INSURANCE		\$333.00		\$676.00	\$333.00	\$755.53
WEB SITE SUPPORT					\$307.00	\$179.00
BANK CHARGES				\$58.75		\$25.00
P. O. BOX (YEARLY)		\$64.00		\$163.50	\$76.00	
BOOKKEEPING SERVICES		\$1,068.33				
BULK MAIL PERMIT		\$125.00				
OTHER		\$100.00 r				
OTHER		\$43.50 s				\$12,000.00 n
<b>TOTAL EXPENSES:</b>	\$0.00	\$16,271.40	\$0.00	\$12,501.10	\$12,939.41	\$21,446.46
<b>ENDING CHECKING ACCOUNT BALANCE</b>	\$0.00	(\$7,649.88)	\$0.00	\$7,344.98	\$19,359.37	\$8,672.91
<b>BEGINNING SAVINGS ACCOUNT BALANCE</b>				\$15,699.81	\$22,695.47	\$23,830.03
INTEREST				\$259.23	\$91.97	\$55.53
TRANSFER FROM/(TO) CHECKING						
TRANSFER FROM OLD ACCOUNTS				\$6,736.43 g	\$1,042.59 l	
<b>ENDING SAVINGS ACCOUNT BALANCE</b>	\$0.00	\$0.00	\$0.00	\$22,695.47	\$23,830.03	\$23,885.56
<b>TOTAL ASSETS (CHECKING PLUS SAVINGS)</b>	\$0.00	(\$7,649.88)	\$0.00	\$30,040.45	\$43,189.40	\$32,558.47

- a Late payment from Winter 2000 meeting (xxx)  
b Winter 2002 Irving  
c Summer 2001 Midland  
d Summer 2002 League City  
e Secretary-treasurer miscellaneous  
f UTEP  
g Old Texas Section checking account  
h Winter 2003 El Paso  
i Summer 2003 Richardson  
j ITE Professional Development Fund  
k Delegate (Ish Garza) to Mexico City meeting  
l Closed savings account (Wells Fargo)  
m TexITE History Video  
n TexITE Members and Affiliates  
o District contribution for roster publishing  
p Unspecified  
q Advance for Summer 2000 meeting  
r Meeting account expenses  
s Misc. (Phone, etc.)  
t Amount doesn't match previous year's ending balance

	Annual Budget Amounts Based on Recent Trends	Recommended Amounts To Balance Budget	Possible Additional Income or Expenses	Comments
<b>INCOME</b>				
<b>DUES</b>				
ITE MEMBERS	\$9,000.00	\$9,000.00		
ROSTER/NEWSLETTER SUBSCRIPTION FEES			\$1,000.00	50 Section Affiliates at \$20 each
<b>MEETING PROFIT (LOSS)</b>				
WINTER MEETING	\$1,500.00	\$2,000.00		
SUMMER MEETING	\$1,500.00	\$2,000.00		
<b>MISCELLANEOUS</b>				
SALE OF MAILING LABELS			\$600.00	Possibly from increase in rates and/or additional advertisers
PROF. & PRODUCT LISTINGS	\$1,200.00	\$1,200.00	\$1,500.00	Possibly from additional CCTexITE support specifically earmarked to support student travel
CHECKING INTEREST	\$20.00	\$20.00		
OTHER			\$1,000.00	Possibly from a "Voluntary Contribution" line item on dues statement
OTHER				
<b>TOTAL INCOME</b>	<b>\$13,220.00</b>	<b>\$14,220.00</b>	<b>\$4,100.00</b>	
<b>EXPENSES</b>				
<b>NEWSLETTER AND ROSTER</b>				
PUBLISHING	\$600.00	\$600.00		
PRINTING	\$500.00	\$500.00		
POSTAGE	\$100.00	\$100.00		
<b>ROSTER</b>				
PRINTING				
POSTAGE				
<b>ADMINISTRATIVE EXPENSE</b>				
POSTAGE	\$150.00	\$150.00		
PRINTING	\$100.00	\$100.00		
SUPPLIES	\$50.00	\$50.00		
OTHER				
<b>STUDENT CHAPTERS</b>				
DIRECT SUPPORT	\$1,500.00	\$1,500.00		
TRAVEL SUPPORT	\$2,000.00	\$1,500.00		
OUTSTANDING STUDENT AWARDS	\$500.00	\$500.00		
OUTSTANDING STUDENT CHAPTER AWARDS	\$150.00	\$150.00		
STUDENT PAPER AWARDS	\$375.00	\$375.00		
<b>AWARDS</b>				
TRANSP ENGR OF YEAR	\$100.00	\$100.00		
YOUNG MEMBER AWARD	\$100.00	\$100.00		
OTHER CASH AWARDS				
PLAQUES	\$300.00	\$300.00		
DISTRICT 9 FELLOWSHIPS	\$2,000.00		\$2,000.00	Subject to availability of additional funds
<b>CONTRIBUTIONS</b>				
ITE (GENERAL)	\$1,000.00	\$1,000.00		
ITE OTHER				
<b>TRAVEL</b>				
TexITE PRESIDENT	\$2,000.00	\$2,000.00		
TexITE VICE PRESIDENT	\$2,000.00	\$2,000.00		
INTERNATIONAL DIRECTOR	\$2,500.00	\$2,500.00		
ITE COUNCIL CHAIRS	\$1,500.00		\$2,000.00	Subject to availability of additional funds
OTHER				
<b>OTHER</b>				
INSURANCE	\$350.00	\$350.00		
WEB SITE SUPPORT	\$250.00	\$250.00		
BANK CHARGES	\$25.00	\$25.00		
P. O. BOX (YEARLY)	\$55.00	\$55.00		
BOOKKEEPING SERVICES				
BULK MAIL PERMIT				
OTHER				
OTHER				
<b>TOTAL EXPENSES:</b>	<b>\$18,205.00</b>	<b>\$14,205.00</b>	<b>\$4,000.00</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$4,985.00)</b>	<b>\$15.00</b>	<b>\$100.00</b>	

February 3, 2005

**TO:** TexITE Executive Board  
**FROM:** Dale Thomson  
Highway Products Group Chairman  
**SUBJECT:** Highway Products Group (HPG) Report

**Winter 2005 Meeting:**

A total of 29 transportation related companies have registered for the Winter 2005 meeting. These companies will be exhibiting their latest technologies for the TexITE members.

Per tradition, HPG will sponsor the refreshments for the Thursday night reception, and the Friday morning coffee break. Both functions are to be held in the exhibit display area. By providing the Friday morning coffee break, the Highway Products Group will save TexITE the expense of setting up a separate break area.

The HPG members will pay approximately \$5,200.00 for the Thursday night reception and the Friday morning coffee break.

The Highway Products Group will give away the following 3 door prizes on Thursday night:

Epson Color Photo Printer  
Palm Tungsten E, PDA  
Seagate 300GB USB2/Firewire Data Backup

The HPG Members have paid approximately \$710.00 for these door prizes. The drawing will be held at the conclusion of the exhibits on Thursday night and you must be present to win!

I collected the name badge fee from 51 HPG members and delivered a check for \$765 with a list of the names to the registration folks for processing.

# FUTURE ENGINEERS COMMITTEE DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

February 2005

## Purpose

The purpose of the District 9 Future Engineers Committee is to encourage students in Texas public schools to seek higher education in the engineering and science fields, with an emphasis on transportation engineering.

## Leadership

Chair of Committee: Melisa Finley, Texas Transportation Institute, Brazos Valley Section

## Membership

John Black, Naztec, Inc., Greater Dallas Section  
Brian Bochner, Texas Transportation Institute, Brazos Valley Section  
Jason Crawford, Texas Transportation Institute, Greater Fort Worth Section  
Robert Hamm, Wilbur Smith Associates, Greater Houston Section  
Marc Jacobson, Texas Transportation Institute, South Texas Section  
Debbie Jasek, Texas Transportation Institute, Brazos Valley Section  
Cissy Sylo, City of Frisco, Greater Dallas Section  
Brooke Ullman, Texas Transportation Institute, Brazos Valley Section  
Jim Williams, UT Arlington, Greater Fort Worth Section

## Current Objectives

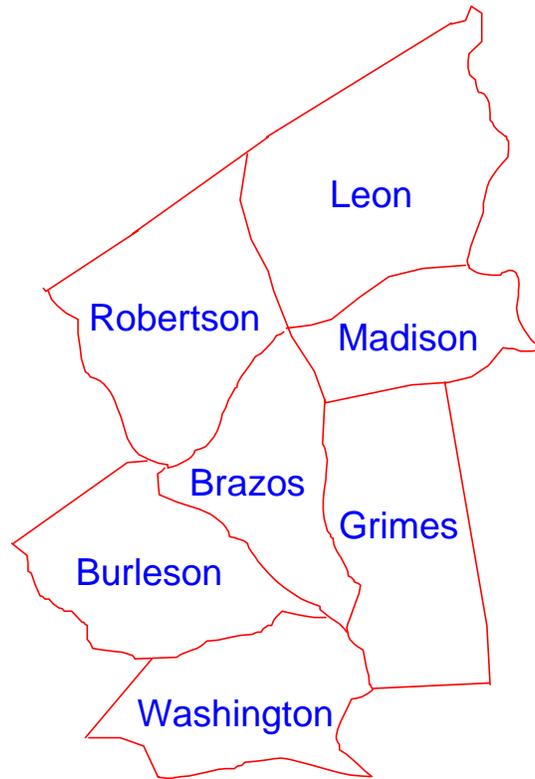
1. The conduct of a webpage contest at the 2005 Winter TexITE meeting to encourage high school students to explore and present concepts related to transportation engineering and interact with TexITE membership. The committee developed the following materials for this contest: letter to educators, contest flyer, contest guidelines, and contest registration form. In August 2004, this information was initially disseminated via mail to 11 schools in the Waco area. Since no one had contacted us for further information, in November 2004 we resent the competition information to the same 11 schools via fax. However, we still received no contest entries. We believe that the establishment of a relationship with the schools in the targeted area is critical to the success of this objective. With this in mind, we would like to identify at least one Section that would be willing to host *this year* either the webpage contest or poster contest (developed two years ago). We hope that the promotion and conduct of this contest by local ITE members (who may already have contacts with the schools) would be better received.
2. Encourage Section participation in at least one K-12 educational outreach activity per year. No progress since last report. As stated above, we would like to identify at least one Section that would be willing to host either the webpage contest or poster contest in their area this year.

3. The creation of a database containing TexITE volunteers that are willing to participate in educational outreach activities. These activities may include classroom presentations, science fair judging, and tours of local offices or transportation systems. No progress since last report. Melisa Finley is still trying to identify a committee member to lead this task.
4. Collect promotional materials (e.g., articles, web links, handouts, videos, etc.) that can be used by TexITE members to promote engineering as a career field. Brooke Ullman composed a list of websites that contain information on careers in transportation and ideas for classroom discussions with high school students. This information will be placed on our Committee webpage.

### **Completed Objectives**

1. The creation of a Committee webpage to promote TexITE member participation in local outreach activities which encourage students to pursue engineering and science related higher education. We will continue to utilize the webpage to disseminate information regarding our committee activities.
2. Compile a list of engineering activities that individual TexITE members or Sections can participate in to promote engineering as a career field. A list of engineering activities is located on our webpage.

# 2004



# SECTION ANNUAL REPORT

## **INTRODUCTION**

In early April 2000, a group of transportation professionals met and decided to form a TexITE Chapter in the Brazos Valley region. Thus, a letter requesting the creation of a new TexITE Chapter in the Brazos Valley was submitted to the TexITE Executive Board on April 26, 2000. The counties included in the Chapter would be Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington. On April 28, 2000, this request was granted and the Brazos Valley TexITE Chapter was created.

The focus of the Brazos Valley Chapter was, and still is, to address local transportation related issues. In addition, participation allows individuals the opportunity to network with peers and discuss technical issues in an open forum. ALL individuals that are interested in the transportation field are encouraged to become active members.

In 2002, ITE International initiated changes here in Texas wherein the Chapters became "Sections." Therefore, the Brazos Valley "Chapter" became the Brazos Valley "Section."

This annual report documents the activities of the Brazos Valley Section during the 2004 calendar year.

## **2004 OFFICERS**

In June of 2003, the Brazos Valley Section of ITE was sad to see its Vice-President leave Texas for a job opportunity. According to the bylaws, this necessitated the action of Mr. Michael Parks as Secretary-Treasurer to assume the role of Vice-President. Ms. Brooke Ullman was then appointed Secretary-Treasurer. In December 2003, the normal elections took place. Mr. Marcus Brewer was elected as Secretary-Treasurer while Mr. Michael Parks and Ms. Brooke Ullman transitioned into the President and Vice-President positions, respectively. Current information for the Section officers follows.

President: Michael Parks, 979-595-2800, mparks@bvcog.org

Vice President: Brooke Ullman, 979-862-6636, b-ullman@tamu.edu

Secretary/Treasurer: Marcus Brewer, 979-845-2640, m-brewer@tamu.edu

Section Representative: Melisa Finley, 979-845-7596, m-finley@tamu.edu

## **2004 COMMITTEE CHAIRS**

Membership Committee: Nada Trout, 979-845-5690, n-trout@tamu.edu

Listserv Owner/Manager: Marcus Brewer, 979-845-2640, m-brewer@tamu.edu

Webmaster: Gary Thomas, 979-458-3263, g-thomas@tamu.edu

## SECTION ACTIVITIES AND MEETING SCHEDULE

At the beginning of 2004, Section activities included the continuance of a listserv and an Internet site (<http://www.texite.org/bv>). Through these mechanisms the membership continues to be notified of upcoming meetings and any other Section news. At the web site, members may now RSVP to monthly meetings, view information on Section leadership, and obtain membership applications and a copy of the bylaws.

Due to the transition from a Chapter to a Section the Brazos Valley Section executive committee, in accordance with the adopted bylaws, set the membership dues at \$8.00 annually to be collected each January beginning in January 2004.

Officers and other members traveled to San Antonio for the Winter TexITE meeting January 28-31 and to Austin for the Summer TexITE meeting June 17-19 to represent the Brazos Valley Section in District 9.

Other activities included our regular section meetings, which are listed in Table 1. The average attendance for the section meetings was 23 people. Our highest attended meeting for the year occurring in February when we had 34 people in attendance for the meeting.

**Table 1. 2004 Section Meeting Schedule**

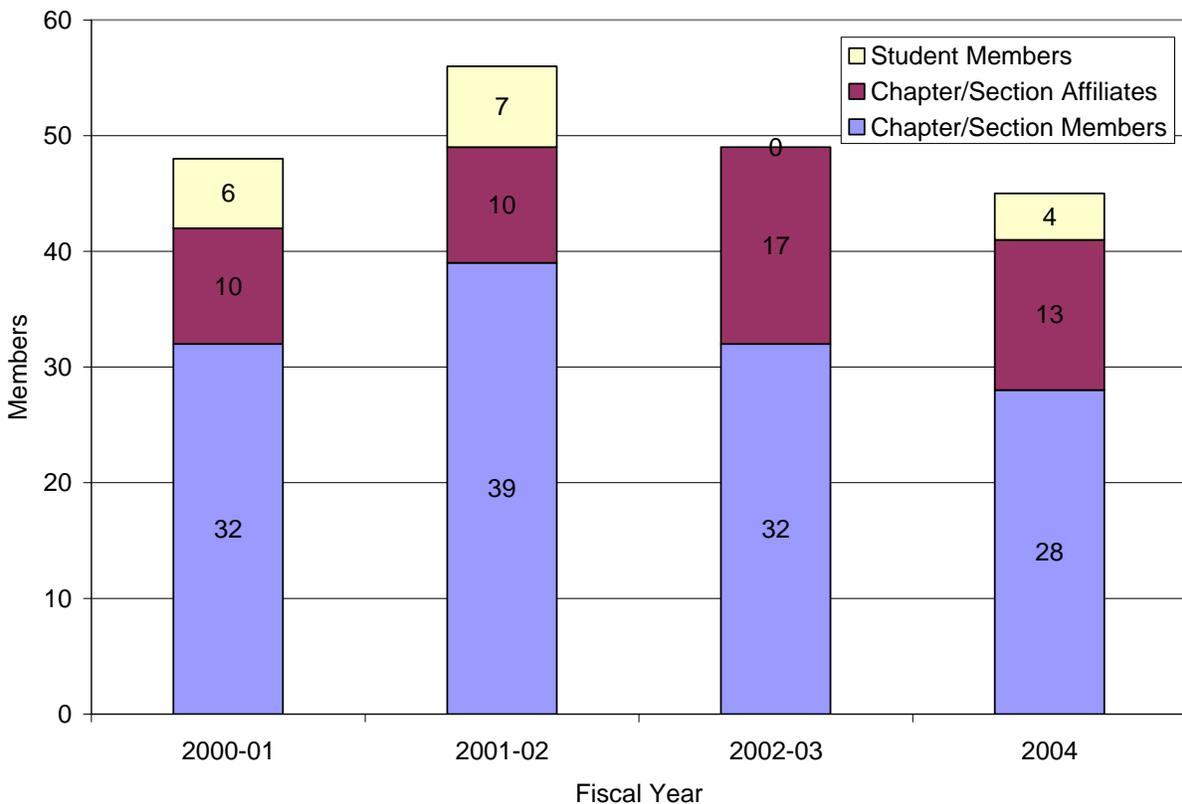
<b>Date</b>	<b>Speaker</b>	<b>Agenda</b>	<b>Location</b>
January 2004	no meeting		
February 26, 2004	Kay Fitzpatrick	ADA, What Does the Future Hold of Us?	102 Gibb Gilchrist
March 25, 2004	Justin Winn & Melisa Finley	Student Outreach: How can our Section get involved?	102 Gibb Gilchrist
April 2004	No meeting		
May 27, 2004	Bob Appleton	Talked about Regional Mobility Authorities	102 Gibb Gilchrist
June 2004	No Meeting		
July 2004	No Meeting		
August 2004	No Meeting		
September 30, 2004	Katherine Holtz	"QUANTM" Planning Software and how it may be used in the I-69 Corridor work.	102 Gibb Gilchrist
October 28, 2004	John Friebele	TexITE news	102 Gibb Gilchrist
December 2, 2004	None scheduled	Annual Elections and business mtg.	Oxford Street Restaurant

**MEMBERSHIP**

A revised, simplified membership form was updated and placed on our web site in February 2004.

As of December 31, 2004, the Brazos Valley Section had 28 members, 13 section affiliates, and 4 student members. This membership includes professionals from the Texas Department of Transportation, City of Bryan, City of College Station, Bryan/College Station Metropolitan Planning Organization, Texas Engineering Extension Service, Texas Transportation Institute, private consulting firms, and the Texas A&M Student Chapter. Of the 45 members and affiliates, 31 are ITE members and 29 are TexITE members.

Figure 1 provides a summary of the membership history for the Brazos Valley Section since its inception as a Chapter in 2000. Membership was down slightly in 2004; however, the Membership Committee has identified sectors of the profession’s local population where the Section can intensify recruitment efforts. With the increased emphasis on recruitment, the membership is expected to increase in 2005.



**Figure 1. Brazos Valley Section Membership History.**

**FINANCIAL STATUS**

The Brazos Valley Section ended the year with a balance of \$444.23, an increase of \$270.59. Figure 2 shows the monies received and expended from January 1, 2004 to December 31, 2004. Figure 3 contains the Section's budget for 2005.

<b>BEGINNING BALANCE</b>		<b>\$ 173.64</b>
<u>Income</u>		
Section Member and Affiliate 2004 Dues	\$ 304.00	
Section Member and Affiliate 2005 Dues	\$ 64.00	
Meeting Income:		
Lunches	\$ 698.34	
Socials	\$ 0.00	
Donations	\$ 6.00	
Total Meeting Income	\$ 704.34	
<b>TOTAL INCOME</b>		<b>\$ 1072.34</b>
<u>Expenses</u>		
Bank Charges	\$ 18.10	
Gifts/Awards	\$ 0.00	
Meeting Expenses:		
Attendee & Speaker Lunches	\$ 765.43	
Socials	\$ 0.00	
Parking	\$ 0.00	
Total Meeting Expenses	\$ 765.43	
Miscellaneous:		
Supplies	\$ 18.22	
Photocopies	\$ 0.00	
Postage	\$ 0.00	
Total Miscellaneous	\$ 18.22	
<b>TOTAL EXPENSES</b>		<b>\$ 801.75</b>
<b>ENDING BALANCE</b>		<b>\$ 444.23</b>

**Figure 2. 2004 Treasurer's Report**

<b>Section Budget Fiscal Year 2005</b>		
<b>Beginning Balance</b>		<b>\$444.23</b>
<b><u>Income</u></b>		
Section Member and Affiliate Dues	\$300	
Meeting Income		
Lunches	\$800	
Socials	<u>\$50</u>	
Total Meeting Income	\$850	
<b>Total Income</b>		<b>\$1150.00</b>
<b><u>Expenses</u></b>		
Bank Charges	\$30	
Gifts/Awards	\$20	
Meeting Expenses		
Attendee & Speaker Lunches	\$800	
Socials	\$100	
Parking	<u>\$50</u>	
Total Meeting Expenses	\$950	
Miscellaneous		
Supplies	\$50	
Photocopies	\$25	
Postage	<u>\$25</u>	
Total Miscellaneous	\$100	
To Cash Reserve Account	\$50	
<b>Total Expenses</b>		<b>\$1150.00</b>

**Figure 3. 2005 Budget**

**Treasurer's Report  
District 9 ITE (TexITE)  
2004  
as of 31 January 2005**

**Checking Account**

**Beginning Balance** **\$19,359.37**

**Income**

Dues: International	9,490.00
Dues: LSA	
Winter 2003 (San Antonio)	1,996.25
Summer 2003 (Austin)	-5,892.80
Labels	
Newsletter Advertising	1,575.00
Interest	

**Total Income** **\$7,168.45**

**Expenses**

Insurance	510.00
Newsletter	860.53
Postage & Supplies - Ballots	135.90
Awards	
Award Plaques	92.23
Pres & VP Travel to ITE Ann. Mtg.	3,358.23
International Director Travel	1,588.94
ITE Council Chair Travel	563.62
R. Murillo to Monterrey Meeting	755.71
Trans. Engr. of Year	100.00
Young Trans. Engr. of Year	100.00
Student Chapter Support	1,500.00
Student Papers	375.00
Outstanding Student Awards	500.00
Outstanding St Chap Award	150.00
Student Travel Support	1,306.29
TexITE History Video	12,000.00
ITE Contributions (gen fund+schol)	500.00
ITE Contributions (Prof. Dev. Fund)	1,000.00
Web Site Support	179.00
P.O. Box Rental	76.00
Bank Service Charges	100.00

**Total Expenses** **\$25,751.45**

**Balance** **\$776.37**

Mtg. "loss" not moved to mtg. acct. 3,896.55

**Balance as of 31 January 2005** **\$4,672.92**

**Savings Account**

**Beginning Balance** **\$23,830.03**

Interest 80.60

**Ending Balance** **\$23,910.63**

**Meeting Account**

**Balance as of 31 December 2004** **\$15,607.05**

# TEXITE BUDGET - 2004

31 January 2005	Adopted 2004 Budget	2004 ACTUAL	REMAINING
<b>INCOME:</b>			
Dues: Int'l (Current year)	9,000.00	9,490.00	-490.00
Dues: Affiliate	200.00		200.00
Winter Meeting	1,800.00	1,996.25	-196.25
Summer Meeting	(5,000.00)	-5,892.80	892.80
Prof & Product Listings	900.00	1,575.00	-675.00
Checking Interest	-		0.00
Other			0.00
<b>SUBTOTAL</b>	\$ 6,900.00	\$ 7,168.45	\$ (268.45)
Transfer from Reserve Fund	\$ 28,631.00		28,631.00
<b>TOTAL INCOME:</b>	\$ 35,531.00		\$ 28,362.55
<b>EXPENSES:</b>			
<b>Newsletter</b>			
Publishing	1,800.00		1,800.00
Printing	900.00	640.74	259.26
Postage	900.00	219.79	680.21
<b>Administrative Expense:</b>			
ITE dues for Webm & Admin	500.00		500.00
Postage & Supplies (Ballots)	300.00	135.90	164.10
Printing	100.00		100.00
Appl. for tax-exempt status	600.00		600.00
Supplies	75.00		75.00
Other			0.00
<b>Student Chapters:</b>			
Direct Support	1,500.00	1,500.00	0.00
Travel Support to District	900.00	1,306.29	-406.29
Travel Support to ITE	1,000.00		1,000.00
Outstanding Student Awards	500.00	500.00	0.00
Outstanding Stu Chptr Award	150.00	150.00	0.00
Student Paper Awards	375.00	375.00	0.00
<b>Awards:</b>			
Transp Engr of Year	100.00	100.00	0.00
Young Member Award	100.00	100.00	0.00
Future Engrs Cash Awards	500.00		500.00
Plaques	300.00	92.23	207.77
District 9 Fellowships (2 ea)	2,000.00		2,000.00
<b>Contributions</b>			
ITE (General)	200.00	200.00	0.00
ITE (Fellowship)	300.00	300.00	0.00
ITE Prof Develop Fund	1000.00	1,000.00	0.00
<b>Travel</b>			
Section President & VP	4,000.00	3,358.23	641.77
International Director	2,500.00	1,588.94	911.06
ITE Council Chairs	2,250.00	563.62	1,686.38
R.Murillo to Monterrey Mtg.		755.71	-755.71
<b>Other</b>			
Insurance	350.00	510.00	-160.00
Web Site Support	230.00	179.00	51.00
Bank Charges	25.00	100.00	-75.00
PO Box (Yearly)	76.00	76.00	0.00
History Video	12,000.00	12,000.00	0.00
Other	-		0.00
<b>Subtotal</b>	\$ 35,531.00	\$ 25,751.45	\$ 9,779.55
Outstanding Expenses			
<b>Total Expenses</b>	\$ 35,531.00		\$ 9,779.55