



Minutes
TexITE District 9 Spring Board Meeting – April 15, 2005
TTI Austin Urban Office

Location	Attendee
TTI Austin Office	Connie Clark*, President Brian Van De Walle*, Vice President Jason Crawford*, Secretary/Treasurer John Friebele*, Past President Jim Carvell*, International Director Brian Jahn*, South Texas Section Rep Rebecca Wood*, Capital Area Section Rep Rick Charlton*, At-Large Section Rep. Susan Langdon, Database Administrator Jim Williams, District Administrator Emily Braswell, Newsletter Editor Roberto Murillo, Laredo LAC Chair
TTI Arlington Office (Videoconference)	Walter Ragsdale, Legislative Committee Chair
TTI College Station Office (Videoconference)	Gary Thomas, Website Committee Melisa Finley*, Brazos Valley Section Rep.
Teleconference	Ramesh Gunda*, Houston Section Rep.

Note: Voting members are denoted by the following mark “*”

1. Call to Order – Connie Clark

President Clark called the meeting to order at 10:07 am.

2. Approval of February 3-4, 2005 Board Meeting Minutes

A note was made to correct Braswell’s name. Carvell moved to accept the minutes with corrections. Friebele seconded. The motion carried.

3. Treasurer’s Report of District account balances – Jim Williams/Jason Crawford

The Comerica account was closed and was moved to accounts held at Bank of America.

Williams distributed the Treasurer’s Report and the Budget To Date Summary (Attachment A). We received the first dues check of the year from International. We typically receive two checks, potentially three. We received \$1,155 in affiliate dues. Williams expects the next (second) payment in July. The amount of the July check is expected to be between \$1,000 and \$2,000.

Affiliate dues returns are now tailing off. Williams has held off sending out another reminder. The last reminder notice included a mid-May due date.

We have experienced very little expenses so far this year. Williams noted that all four student chapters will qualify for travel assistance to the Laredo summer meeting. Carvell suggested moving funds from the International Director, District President and District Vice-President travel budgets to help cover the student chapter expenses. Crawford suggested having chapters give travel cost estimates at the Laredo. Williams noted that Beth Ramirez is not depositing her Traffic Engineer of the Year honorarium. This amount will be added back to the bank account. Friebele stated that the San Antonio 2004 winter meeting was not reconciling because of two checks written to the Menger hotel. The next step is to check with the Menger Hotel, since the bank has no record of the checks clearing. We don't have a check register from the meeting. If the Menger Hotel doesn't have a record of the payment or require additional payment, the money will be added back in the balance sheet as income. Williams will adjust and finalize the 2004 budget when these payments are resolved. This will likely cause changes to the 2005 budget.

a. Trip reimbursements – Policy Discussion

The designee for student travel requests will be Secretary/Treasurer, who will work with the student chapter advisors. There is a need to update the draft District policy and to send notice of this change to student chapter advisors. **Within the draft policy manual, Section 12-3 addressing Travel Reimbursements to District Meetings was amended so that “Travel from other than the university town should be approved prior to travel by the District Board” concludes the first paragraph. The amendment was approved by common consent.**

4. Update on Tax Exempt Status – Jim Williams

Non-profit status hasn't moved forward since the last report. Williams plans to call the ITE lawyers next week. He reports that the lawyers haven't been in a hurry to complete this work.

Williams has received merchant account information from Bank of America. He will review the information and make a report to the board at a later date. This is a lower priority until the non-profit status is granted.

Clark has received questions from sections on their sales tax exempt status. Williams stated that non-profit is federal status; we are applying for 501(c) but seeking official status. Sales tax exempt is a state issue and separate from non-profit status. Non-profit status is our first priority. Sections would likely have to apply for non-profit status separately.

5. Guidelines for District Affiliates and Section Dues

The question was posed – Can members of other ITE Districts become affiliates of District 9. The Brazos Valley Section bylaws (which are very similar to the other District's section) state that the person must be a member of District and ITE, the charter says it is the section's choice.

Discussion turned to section officers ITE membership status. At least one section officer in District 9 is not an ITE member, but had applied for District Affiliate status.

Van De Walle will draft email for Clark to send reminding section officers to become members of ITE and the district.

Discussed deleting those affiliates that haven't paid their dues.

Three district affiliate applications were received and given to Clark for action.

6. District/Section member database – Susan Langdon

Langdon reported that she is working to get the rest of the section folks added in. She is doing some testing, using the Brazos Valley Section as a test case. She received a stack of returned ballot envelopes from Crawford. After a quick review, most of the returns are students that receive upgraded membership with their graduation and who have not updated their addresses with TexITE or ITE.

7. Status of Section member database coordination – Susan Langdon

Langdon would like to get updated section databases at least twice per year. She is using MS Access. Sections should submit their roster information in MS Access or MS Excel. She is coordinating with Marc Jacobson on integrating the membership database onto the district website. She would like to revise the District Affiliate application form to reflect fields in the current database. **Landon has a copy of the recently revised application form and will provide comments back to Bill Thorpe.**

8. International Director's Report – Jim Carvell

The ITE mid-year meeting held in Las Vegas was the largest attended meeting. The PTOE loan has been repaid. The monies now generated by this certification program are considered profit will be used for future programs. ITE is now considering a transportation planning certification. Carvell expressed his disappointment in the lack of interest in the on-line learning CDs. He stated that they are perfect for a section meeting. He stated that this is his last year on the International Board with only two meetings to go. He then opened the floor to questions or comments on ITE services. Van De Walle stated he has tried to get PTOE exam sponsored in Austin, but hasn't received feedback from ITE. Langdon responded to a December call for authors for engineering and planning handbooks. She spoke with Heather Talbert and Ann O'neill and didn't receive responses.

9. Nominations Committee Report

a) International Director – Jim Carvell

Robert Wunderlich and Dan Lynch have accepted nominations. The term of this position is three years. The elected International Director will assume office on January 1, 2006.

b) District 9 District Board – Jim Williams

One person has accepted the nomination – Gary Saunders. The nominations committee will reconvene to complete their task of securing an additional Secretary-Treasurer candidate.

c) Notice of nominations, election schedule – Jason Crawford/Marc Jacobson

Crawford stated that he is waiting to receive the slate of candidates. **Crawford will send the award nominee forms out with the announcement of officer nominees. Finley will also send award nominee forms out to sections.**

Discussion on the policy manual ensued. Changes to the draft policy manual update are needed to better define and describe various functions. **The District Board set the goal of adopting the revised policy manual in Laredo. Comments should be sent to Beth Ramirez as soon as possible.**

10. Proposed Bylaws changes, election results – Jason Crawford

Crawford reported that there were no ballot results. The District Board discussed problems convening the tellers committee to canvass the by-laws change election. Crawford stated that Clark had appointed Scott Cooner as chair. **Crawford stated that he would ensure that the task be completed in the next week.**

11. Local Arrangements Committee Reports

a) Winter 2005, Waco Final Report – Rick Charlton

Charlton reported that the net revenue was \$1,871; the original budget planned for a net revenue of \$100. He continued to report that the only negative of the meeting was that Mayor Mae Jackson passed away one week after the meeting. Charlton reported that the meeting account is closed out and the checkbook was passed to Williams. Charlton handed out a memo providing some meeting feedback. (Attachment B) Discussion ensued on member/non-member registration issues.

b) Summer 2005, Laredo – Robert Murillo

Murillo and Jahn distributed handouts (Attachment C) on the registration form and the budget/schedule. Murillo stated that he will have some speakers from Monterrey. Spanish-English translators will be used. CEMEX (the Mexican traffic control company) wants to be part of the meeting. The program schedule was discussed and corrections made. The District Board meeting was moved from 8:00 a.m. to 10:00 a.m on Friday morning. Committee meetings were added between 8:00 a.m. and noon on Friday morning. The kick-off lunch will be limited to 90 minutes, ending at 1:30 p.m. The technical sessions on Friday will start at 1:45 and 3:30 p.m. and be limited to 90 minutes each; this allows one hour for participants to return to their rooms before the Friday night banquet. Time for student presentation was extended to two hours. Student presentations will be held to 15 min with 5 min for questions. Carvell will convey this to Wunderlich. Non-member registration will be on a separate line

on the registration form. Murillo and Jahn are estimating the meeting attendance at 214. There is a need to create/clarify sponsorships at meetings (district and section). **Van De Walle will discuss the issue of sponsorships with the Consultants Council at their next meeting.**

c) ITE Mid-Year, 2006, San Antonio – Jim Carvell

ITE mid-year meeting plans are not finalized. They are in negotiations now. We will tell them what our requirements are and they will plan us into their meeting. Carvell will find out their deadlines and so that the District Board can make final decisions by the Laredo meeting.

d) Summer 2006, College Station – Srinu Sunkari

Questions were raised on available dates for the Hilton Hotel. The local arrangements committee was looking for dates in the second half of June. After discussion, the **District Board directed the local arrangements committee to pursue the preferred dates of June 8-10 and with backup dates of June 29-July 1.**

e) Highway Products Group Report

No report.

12. TextITE Newsletter report – Emily Braswell

Braswell provided copies of her report (Attachment D) Van De Walle suggested getting the Texas Municipal League mailing list and sending a courtesy copy to high level staff in counties and municipalities. Members discussed doubling the advertising rates for the Consultants Council Professional Listings to \$50 per 1/8 page per issue. The group discussed not opening the professional listings section to non-CCTeXITE members. The newsletter should coordinate with the membership committee to be used as an outreach tool.

13. Other Business

a) Section Reports

- The Brazos Valley Section submitted a written report (Attachment E). No other sections provided reports.

b) Nomination process for Honorary Member of ITE – John German

- No report provided.

c) Website/webmaster Issues – Marc Jacobson

- Thomas reported in place of Jacobson. Thomas has been slowly working on a redesign of the district website. Thomas has been putting a prototype together.

d) Status of District Policy Manual update

- No report provided.

e) Committee Chairperson appointments

- No report provided.

f) Committee Reports

- Student Chapters: Robert Wunderlich
 - No report provided.
- Membership: John Friebele for Bill Thorpe
 - Discussed the handout prepared by Thorpe (Attachment F).
Discussion of membership policy is tabled until the next meeting.
 Make corrections to application form and begin using it now.
- Legislative Committee: Walter Ragsdale
 - Ragsdale reported that over 3,000 bills were filed, with at least 250 dealing with transportation issues. At this stage of the legislative process the bills are getting political. Ragsdale would like to summarize the transportation issues (shorter list) and send them through the central electronic mailing list to the membership. The information would include the topic, bill number, issue, and a link to bill. From now to June is the time for members to take action and contact their representatives. Wood suggested requesting that members contact Comptroller Strayhorn and Lt. Gov. Dewhurst to make a Bond Review Board vote in May 2005.
- Younger Members Committee – Jennifer Butcher
 - No report provided.
- Committee for Future Engineers – Melisa Finley
 - No report provided.
- Technical Committee –Srini Sunkari
 - Sunkari will chair this committee. Several people were invited to participate.
- Consultants Council – Terry Watson
 - No report provided.

Carvell strongly encouraged that efforts be made to provide meeting handouts to all participants ahead of the meeting.

Meeting was adjourned at 2:38 p.m.