



Minutes

TexITE District 9 Summer Board Meeting – June 23-25, 2005

La Posada Hotel, Laredo, Texas

June 23, 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 District Rep
Melisa Finley* – Brazos Valley Section Rep
Rebecca Wood* – Capital Area Section Rep
Paul Luedtke* – Dallas Section Rep
Brian Jahn* – South Texas Section Rep
Jim Williams – District Administrator
Susan Langdon – Database Administrator
Dale Thomson – Highway Products Group
Wayne Kurfees – Past Presidents
Robert Murillo – Laredo LAC Chair
Robert Pena – Laredo LAC
Marcus Brewer – Brazos Valley Section Officer
Gary Thomas

June 24, 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 District Rep
Melisa Finley* – Brazos Valley Section Rep
Paul Luedtke* – Dallas Section Rep
Jim Williams – District Administrator
Emily Braswell – Newsletter Editor
Srini Sunkari – College Station LAC Chair
Gary Thomas – Webmaster
Wayne Kurfees – Past Presidents
Robert Wunderlich – Student Chapter Liaison
Marcus Brewer – Brazos Valley Section Officer
Dave Carter – Consultants Council
Doug Skowronek
Dan Lynch

* Voting member

1. President Connie Clark called the meeting to order at 4:19 pm
2. The spring, April 15, 2005, board meeting minutes were approved as corrected.
3. Secretary-Treasurer Jason Crawford presented the treasurer's report on the District account balances (Appendix A). A motion was made and seconded to accept the treasurer's report for 2004. The motion was approved by common consent.
4. Dr. Jim Williams was appointed to another one-year term by acclamation as District Administrator.
5. Secretary/Treasurer Crawford led board discussion on the 2005 budget (Appendix A).

The board discussed student chapter travel expenses.

District Administrator Jim Williams discussed issues relating to close the 2004 budget (Appendix B). No action was taken to close the 2004 budget. He presented and discussed a new tool for tracking the meetings account (Appendix C).

Secretary/Treasurer Crawford presented the proposed budget for 2006 for discussion and action. A motion was made and seconded to adopt the proposed budget as amended by increasing the summer meeting profit to \$2000, increasing the ITE council chairs travel to \$1000 (\$500 per council chair), and replace "tax-exempt status" with "non-profit status." The motion carried. The approved budget is provided in Appendix D.

6. The board discussed District Website/Webmaster Issues including discussion of Marc Jacobson's resignation letter. A motion was made and seconded to accept the resignation of Marc Jacobson and to appoint Gary Thomas as chair of District Website Committee/Webmaster and charge him to develop recommendations to discuss at the fall board meeting. The motion carried.

7. District Administrator Williams reported on work to gain non-profit status. Lawyers stated a need for a signed charter. International Director Jim Carvell will contact Executive Director Tom Brahms to receive a signed copy of the district charter.
8. Secretary-Treasurer Crawford reported there are no applications to consider for the District 9 fellowship. The only District 9 applicant was selected for the Marsh Fellowship, and is ineligible for additional ITE fellowships.
9. The board discussed section officer's being ITE members. Vice-President Brian Van De Walle will draft a memorandum on this subject for President Clark to transmit to the Section Representatives requiring them to review elected officer ITE membership status in their sections.
10. District Administrator Williams led the discussion on District Affiliate status and billing. He reported that the December billing resulted in 58 individuals submitting payment, 19 returned notices, 9 individuals identified as International members, 4 individuals identified as deceased, and 118 individuals not responding. The 118 individuals not responding were sent a second notice to respond by the end of June. Administrator Williams or Database Administrator Susan Langdon will forward a list of no-responders to the section representatives. A suggestion from the floor was for those that do not respond to the second notice be removed from the membership database.
11. Secretary/Treasurer Crawford reported that the by-laws amendment results were 209 in favor, 3 against, and 2 no-vote. A motion was made and seconded to accept the tellers committee report and destroy the ballots. The motion carried.
12. President Clark asked for the local arrangements committee reports. Roberto Murillo discussed the Summer 2005 in Laredo. He announced 14 people attended the international bridge technical tour; nine people attended the STRATIS technical tour; and 12 people participated in the golf tournament. Murillo stated that the meeting has 156 registrants. Dale Thomson announced that the Highway Products Group had name badges for 32 vendors. He provided a written report (Appendix E).

International Director Jim Carvell discussed the Winter 2006 meeting to be held jointly with the ITE mid-year meeting in San Antonio. The meeting is scheduled for March 12-15, 2006 at the Crowne Plaza Hotel on the Riverwalk. The theme is Transportation Solutions for the Real World. Vice-President Van De Walle is working with International through conference calls. Vendors will be intermingled. Our needs include time and space for our board meeting, business meeting, and a forum for our student paper presentations. President Clark and Vice-President Van De Walle will coordinate with International on space and program requirements.

Srini Sunkari discussed the Summer 2006 Meeting. He announced the meeting will be at the Hilton in College Station. The meeting is scheduled for June 8-June 10, 2006. President Clark will sign the hotel contract.

Secretary/Treasurer Crawford stated that we received one response from the Greater Houston Section to host the Winter 2007 meeting (Appendix F).
13. President Clark recessed the meeting at 6:08 pm and announced the meeting would resume at 10:00 am, Friday, June 24. The meeting resumed Friday, June 24 at 10:12 am.
14. The International Vice-President's was not attending the meeting. There was no report.
15. International Director Carvell gave his report to the board. He stated that Executive Director Brahms will send a signed charter. He also announced that Geoffery Chum (Texas A&M University) was awarded the Marsh Fellowship.
16. The board discussed the newsletter policy (Appendix G) submitted by Newsletter Editor Emily Braswell at the spring meeting. A motion was made and seconded to incorporate into the policy manual to allow Consultants Council to advertise beyond 1/8 size and increase annual advertising rate for members of Consultants Council and Highway Products Group to \$150 per year and rates for non-Highway Products Group members will be \$300. The motion carried.
17. The board discussed the proposed membership policy and membership application (Appendix H) drafted by Bill Thorpe. A motion was made and seconded to adopt the membership policy and

amendments to the membership application replacing "Texas District" with "District 9 (TexITE)" and include the definitions for membership grade. The motion carried.

18. The board discussed the revisions to the policy manual under draft by former President Beth Ramirez. President Clark will schedule action on this item for the fall board meeting.

19. President Clark called for committee reports.

Awards Committee Chair Melisa Finley announced that no sections submitted for the section activity award. The Transportation Engineer of the Year and Young Member of the Year were selected. She concluded stating that no submittals were received for student paper awards.

Committee for Future Engineers Chair Melisa Finley submitted a written report (Appendix I).

Database Administrator Langdon had no report on the district/section member database.

No written or oral report was provided from the Younger Members, Technical, and Membership Committees.

Robert Wunderlich gave the Student Chapters Liaison report. He stated that student attendance is down this summer. Only the University of Texas at Arlington, University of Texas at El Paso, and Texas A&M University chapters are attending this meeting. He continued that the Outstanding Student Members awards will be presented at the business luncheon. Student members have expressed a desire to alternate between poster session and presentations. He concluded his report by raising discussion of student travel expenses. A motion was made and seconded to rescind the previous board action of April 15 concerning student travel. The motion carried.

TexITE Newsletter Editor Braswell announced that the technical journal will be published in mid-September.

Legislative Committee Chair Walter Ragsdale was not present but submitted a written report (Appendix J).

Wayne Kurfees reported for the Consultants' Council. He announced that Dave Carter is the current chair. Gilmer Gaston was elected Secretary-Treasurer this year.

Past Presidents Chair Wayne Kurfees had nothing report.

The following sections provided written reports (Appendix K): Brazos Valley, Capital Area, and Greater Fort Worth. Written reports were not received from the Greater Dallas, Greater Houston and South Texas sections.

20. There was no other business.

21. President Clark adjourned the meeting at 11:35 am.

**Treasurer's Report
District 9 ITE (TexITE)
2005
as of 21 June 2005**

Checking Account

Beginning Balance		\$5,239.92
Income		
Dues: International	7,326.00	
Dues: Dist. Affl. + Subs.	1,235.00	
Winter 2005 (Waco)		
Summer 2005 (Laredo)		
Labels		
Newsletter Advertising	650.00	
Interest		
Total Income		\$9,211.00
Expenses		
Insurance		
Newsletter	126.87	
Postage & Supplies - Ballots	497.50	
Awards		
Award Plaques		
Pres & VP Travel to ITE Ann. Mtg.		
International Director Travel	377.85	
ITE Council Chair Travel		
Trans. Engr. of Year		
Young Trans. Engr. of Year		
Student Chapter Support		
Student Papers		
Outstanding Student Awards		
Outstanding St Chap Award		
Student Travel Support	456.70	
ITE Contributions (gen fund+schol)		
ITE Contributions (Prof. Dev. Fund)		
Web Site Support		
P.O. Box Rental		
Bank Service Charges	75.00	
Total Expenses		\$1,533.92
Balance		\$12,917.00
Savings acct. closed (14 April)	23,949.20	
Balance as of 20 June 2005		\$36,866.20

Savings Account

Beginning Balance		\$23,910.63
Interest	38.57	
Savings acct. closed (14 April)	-23,949.20	
Ending Balance		\$0.00

TEXITE BUDGET - 2005

21 June 2005

	Adopted 2005 Budget	2005 ACTUAL	REMAINING
INCOME:			
Dues: Int'l (Current year)	9,500.00	7,326.00	2,174.00
Dues: Affiliate	1,000.00	1,235.00	-235.00
Winter Meeting	1,000.00		1,000.00
Summer Meeting	1,000.00		1,000.00
Prof & Product Listings	1,270.00	650.00	620.00
Checking Interest	-		0.00
Other			0.00
SUBTOTAL	\$ 13,770.00	\$ 9,211.00	\$ 4,559.00
Transfer from Reserve Fund	\$ 2,211.00		2,211.00
TOTAL INCOME:	\$ 15,981.00		\$ 6,770.00
EXPENSES:			
Newsletter			
Publishing	-		0.00
Printing	600.00	101.87	498.13
Postage	600.00	25.00	575.00
Administrative Expense:			
ITE dues for Webm & Admin	500.00		500.00
Postage & Supplies (Ballots)	150.00	497.50	-347.50
Printing	100.00		100.00
Appl. for tax-exempt status	500.00		500.00
Supplies	75.00		75.00
Other			0.00
Student Chapters:			
Direct Support	1,500.00		1,500.00
Travel Support to District	900.00	456.70	443.30
Travel Support to ITE	-		0.00
Outstanding Student Awards	500.00		500.00
Outstanding Stu Chptr Award	150.00		150.00
Student Paper Awards	375.00		375.00
Awards:			
Transp Engr of Year	100.00		100.00
Young Member Award	100.00		100.00
Future Engrs Cash Awards	175.00		175.00
Plaques	300.00		300.00
District 9 Fellowships (2 ea)	-		0.00
Contributions			
ITE (General)	200.00		200.00
ITE (Fellowship)	300.00		300.00
ITE Prof Develop Fund	1000.00		1,000.00
Travel			
Section President & VP	2,000.00		2,000.00
International Director	2,500.00	377.85	2,122.15
ITE Council Chairs	2,250.00		2,250.00
Other			
Insurance	350.00		350.00
Web Site Support	230.00		230.00
Bank Charges	25.00	75.00	-50.00
Merchant Account for Web	425.00		
PO Box (Yearly)	76.00		76.00
Other	-		0.00
Subtotal	\$ 15,981.00	\$ 1,533.92	\$ 14,022.08
Outstanding Expenses			
Total Expenses	\$ 15,981.00		\$ 14,022.08

**Treasurer's Report
District 9 ITE (TexITE)
2004
as of 21 June 2005**

Checking Account

Beginning Balance **\$19,359.37**

Income

Dues: International	9,490.00
Dues: LSA	
Winter 2004 (San Antonio)	1,696.25
Summer 2004 (Austin)	-5,889.80
Labels	
Newsletter Advertising	1,575.00
Interest	

Total Income **\$6,871.45**

Expenses

Insurance	43.00
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	
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 **\$25,184.45**

Balance **\$1,046.37**

Mtg. "loss" not moved to mtg. acct. 4,193.55

Balance as of 31 January 2005 **\$5,239.92**

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

20 June 2005

	Adopted 2004 Budget	2004 ACTUAL	REMAINING
INCOME:			
Dues: Int'l (Current year)	9,000.00	9,490.00	-490.00
Dues: Affiliate	200.00		200.00
Winter Meeting	1,800.00	1,696.25	103.75
Summer Meeting	(5,000.00)	-5,889.80	889.80
Prof & Product Listings	900.00	1,575.00	-675.00
Checking Interest	-		0.00
Other			0.00
SUBTOTAL	\$ 6,900.00	\$ 6,871.45	\$ 28.55
Transfer from Reserve Fund	\$ 28,631.00		28,631.00
TOTAL INCOME:	\$ 35,531.00		\$ 28,659.55
EXPENSES:			
Newsletter			
Publishing	1,800.00		1,800.00
Printing	900.00	640.74	259.26
Postage	900.00	219.79	680.21
Administrative Expense:			
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
Student Chapters:			
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
Awards:			
Transp Engr of Year	100.00		100.00
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
Contributions			
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
Travel			
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
Other			
Insurance	350.00	43.00	307.00
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
Subtotal	\$ 35,531.00	\$ 25,184.45	\$ 10,346.55
Outstanding Expenses			
Total Expenses	\$ 35,531.00		\$ 10,346.55

Tex ITE Meetings Account - 2004

21 June 2005

	San Antonio Meeting January 2004		Austin Meeting June 2004		Other		Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	
Dec. (2003)		300.00					
January	14,505.24	487.07					21,953.06
February	1,255.85	5,058.20					35,971.23
March	5,051.35	16,049.39					32,168.88
April	2,093.47	65.00			1,500.00		21,170.84
May							24,699.31
June	750.00		33,326.03	3,966.36		4,249.66	24,699.31
July						2.80	50,556.52
August				36,374.55			14,681.97
September			1,255.39	980.31			13,701.66
October			850.00			100.00	14,957.05
November						100.00	15,707.05
December							15,607.05
							15,607.05

Meeting Totals

	23,655.91	21,959.66	35,431.42	41,321.22
Net Revenue	1,696.25		-5,889.80	

Notes

San Antonio: The final two checks written for the San Antonio meeting (460.49 + 693.47 = 1153.96) have not cleared the bank, as of 1 June 2005. The totals shown here do not include these two checks.

Tex ITE Meetings Account - 2005

21 June 2005

	Waco Meeting February 2005		Laredo Meeting June 2005		Other		Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	
Oct (2004)		100.00					
Nov (2004)		100.00					
Dec (2004)							
January	4,680.00	231.51					15,607.05
February	13,980.00	12,917.40			18.00		20,037.54
March		4,348.07			440.00		21,100.14
April		142.11			650.00		17,192.07
May				2,511.16	1,245.00		15,188.80
June				720.00			15,713.80
July							
August							
September							
October							
November							
December							

Meeting Totals

18,660.00	17,839.09	0.00	3,231.16
Net Revenue	820.91	-3,231.16	

ADOPTED TEXITE BUDGET - 2006

APPENDIX D

	Adopted 2005 Budget	Adpoted 2006 Budget
INCOME:		
Dues		
International Members	9,500.00	9,400.00
District Affiliate/Subscribers	1,000.00	1,200.00
Meeting Profit (Loss)		
Winter Meeting	1,000.00	0.00
Summer Meeting	1,000.00	2,000.00
Miscellaneous		
Newsletter Advert & Listings	1,270.00	2,500.00
Checking Interest	-	20.00
CCTexITE: Student Travel		1,630.00
Other		0.00
SUBTOTAL	\$ 13,770.00	\$ 16,750.00
Transfer from Reserve Fund	\$ 2,211.00	\$ -
TOTAL INCOME:	\$ 15,981.00	\$ 16,750.00
EXPENSES:		
Newsletter		
Publishing	-	0.00
Printing	600.00	650.00
Postage	600.00	220.00
Administrative Expense:		
ITE dues for Webm & Admin	500.00	500.00
Postage & Supplies (Ballots)	150.00	50.00
Printing	100.00	50.00
Appl. for Non-profit status	500.00	500.00
Supplies	75.00	50.00
Student Chapters:		
Direct Support	1,500.00	1,500.00
Travel Support to District	900.00	900.00
Travel Support to ITE	-	1,000.00
Outstanding Student Awards	500.00	500.00
Outstanding Stu Chptr Award	150.00	150.00
Student Paper Awards	375.00	375.00
Awards:		
Transp Engr of Year	100.00	100.00
Young Member Award	100.00	100.00
Future Engrs Cash Awards	175.00	175.00
Plaques	300.00	300.00
District 9 Fellowships (2 ea)	-	0.00
Contributions		
ITE (General)	200.00	200.00
ITE (Fellowship)	300.00	300.00
ITE Prof Develop Fund	1000.00	500.00
Travel		
District President & VP	2,000.00	
TexITE President		2,000.00
TexITE Vice-President		2,000.00
International Director	2,500.00	2,500.00
ITE Council Chairs	2,250.00	1,000.00
Other		
Insurance	350.00	350.00
Web Site Support	230.00	200.00
Bank Charges	25.00	100.00
Merchant Account for Web	425.00	425.00
PO Box (Yearly)	76.00	55.00
Subtotal	\$ 15,981.00	\$ 16,750.00
Outstanding Expenses		
Total Expenses	\$ 15,981.00	\$ 16,750.00

June 23, 2005

TO: TexITE Executive Board

FROM: Dale Thomson
Highway Products Group Chairman

SUBJECT: Highway Products Group (HPG) Report

Summer 2005 Meeting:

A total of 20 transportation related companies have registered for the Summer 2005 meeting in Laredo. These companies will be exhibiting their latest technologies for the TexITE members.

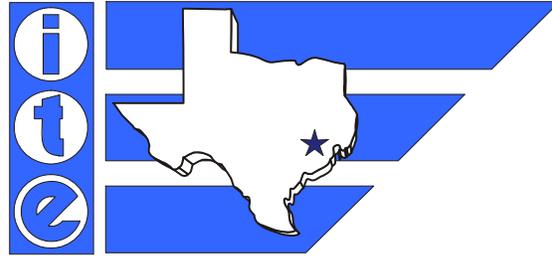
Per tradition, HPG will sponsor the refreshments for the Thursday night reception, and the Friday morning coffee break. Both functions are to be held in the exhibit display area. By providing the Friday morning coffee break, the Highway Products Group will save TexITE the expense of setting up a separate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

The HPG members will pay approximately \$5,000.00 for the Thursday night reception and the Friday morning coffee break.

The Highway Products Group will give away 3 door prizes on Thursday night with a total value of approximately \$750.00. 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 32 HPG members and delivered a check for \$480 with a list of the names to the registration folks for processing.

Sending the TexITE registration form to the HPG members with the vendor registration form was mostly successful. There was some confusion on the part of a couple of vendors and on the local arrangement committee. I would entertain ideas on how to streamline this process. Please email any suggestions to me at dethomson@aol.com.



MEMORANDUM

DATE: June 13, 2005

TO: Mr. Jason A. Crawford, State Secretary- Treasurer

FROM: Stuart Corder, Houston Section President

SUBJECT: 2007 Winter Meeting

Since receiving your memo dated April 29, 2005, we have discussed the opportunity for the Houston Section to host the 2007 Winter Meeting with our membership. They expressed strong interest in being considered to host the meeting, as it has been several years since State membership has met in the greater Houston area.

We have several convention and conference centers located adjacent to first rate hotels for the convenience of attendees. In addition to numerous Houston area locations, we also have new convention facilities in the Woodlands and Sugar Land that could accommodate the meeting. If selected, we would request proposals from various Convention and Visitors' Bureaus and select the best submittal.

In the past few years, the Houston region has completed many large transportation projects that would be of interest to our membership, including airport, transit, toll facilities, and freeways. Our weather is often conducive to outdoor activities at that time of year, which would be attractive to attendees.

I would be willing to serve as chair of the Local Arrangements Committee and take primary responsibility for the planning of the meeting. Our other current officers, Mr. Randy Schulze and Mr. Ron Jenson, would also be involved in planning this function. In addition, we have many members who actively participate in planning annual section events, such as Shrimp Boil and Vendors Night, and would be available to help coordinate the event. If you have any questions, please contact me at (713) 802-5831.

We look forward to the opportunity to discuss this proposal to host the 2007 Winter Meeting !



DISTRICT 9 of the Institute of Transportation Engineers
Newsletter Marketing Plan **January 2005**

Background

The TexITE Newsletter has been in continuous publication for 35 years and for over 50 years with only brief interruptions in service. The most recent issues (back to Winter 2000) are available on the website. Thanks to Jason Crawford and TTI, most of the newsletters are available electronically.

The newsletter has been viewed as one of the key services to the members. It is not viewed as a primary source of revenue. To the best of my knowledge, there has not even been a minimal cost recovery policy.

Action Items

- One possible action item would be to set goals for revenue and a cost recovery ratio for the newsletter. A revenue goal would be a dollar amount such as \$2500/annually. A cost recovery ratio would be 2:1 for the annual budgeted cost or the annual expense if all in-kind contributions are counted.
- One revenue source or at least a cost recovery method would be to charge a certain amount for a CD of the former newsletters.

Distribution

The newsletter is currently distributed to over 900 members electronically and to a few dozen members in paper copy. The target market is primarily the local government, state government and consulting community of traffic and transportation engineers in Texas.

Since the newsletter is one of the key services offered to members, it can be used as a marketing tool by the membership committee. The newsletter is its own best marketing to the Highway Products Group and the Consultants Council.

Action Item

- Use the newsletter as a marketing tool when doing outreach for membership. There will be some cost as part of this unless it is done electronically and then the cost should be minimal.

Revenue

The newsletter has two sources of revenue at this time: Consulting Council Professional Listings and the Highway Products Group Professional Listings and Products Advertisements. To date, solicitation to the two groups has ranged from non-existent to passive. A stronger more stable cycle of billings would result in an increase in newsletter advertising revenue that could yield a doubling of revenue particularly if non-HPG members are targeted at the doubled rate they must pay.

Another source of revenue would be to allow the Consultants Council to participate in advertising beyond the professional listings. I think the appetite for this is minimal on the part of the board and may be minimal on the part of the consultants.

Another source for revenue is to increase the current advertising rates. The base rate for members and nonmembers could be increased to \$100 and \$200, respectively.

One currently unrealized source of revenue is the “Positions Available” listings. It is currently TexITE’s policy to accept such listings for publication in the newsletter. According to the Policy and Procedures Manual, “Subject to space availability, brief listings shall be published at no charge. Long, detailed listings or listings displaying the employer’s logo will be accepted as paid advertising at the same rates as Product Advertising.” As far as I know, companies are currently not being charged for detailed job postings that are frequently submitted to the TexITE website and newsletter. It is recommended that this policy be enforced to generate an additional source of revenue.

In addition, the pricing structure for job postings should be revised to reflect a per word basis rather than the unit area rate used for product advertising in order to accommodate the text form commonly used for job postings. An example rate structure is as follows:

Up to 250 words: \$75
251 to 499 words: \$100
499 to 500 words: \$125

Currently, there are no policies in the TexITE Policies and Procedures Manual pertaining to the TexITE website. The policy should be amended to encompass the TexITE website as well as the newsletter. The rates for listing in the Professional Services Directory, product advertisements, and job postings could be amended to include some combination of both the newsletter and the website. For example, for job postings, the pricing could include listing in one issue of the newsletter and two months on the TexITE website. For the Professional Services Listing and product advertisements, companies would subscribe annually, and billing could be in addition to and concurrent with Newsletter billing.

Action Items

- Set up a regular billing cycle for all Consultants Council and Highway Products Group Members.
- Pursue non HPG members for advertising.

- Amend the policy manual to allow Consultants Council members to advertise beyond the professional listing (1/8 page) size.
- Amend the policy manual to allow non-consultant Council members to advertise at twice the price.
- Increase annual advertising rate for members of Consultants Council and Highway Products Group to \$100 per year. Rates for nonmembers would be \$200.
- Enforce TexITE policy to accept detailed job listings as paid advertisement.
- Revise the pricing structure for job postings to reflect a per word basis rather than the unit area rate used for product advertising in order to accommodate the text form commonly used for job postings.
- Amend the policy manual to encompass the TexITE website as well as the newsletter. The rates for listing in the Professional Services Directory, product advertisements, and job postings should be amended to include some combination of both the newsletter and the website.

Recommendations

I think the upper limit for newsletter revenue is approximately \$5000 annually. Five pages of ads at the current cost would result in a doubling of the current revenue to ~\$2500. An additional two and a half pages at double the cost would add another \$2500 annually. Seven pages of ads in a 21+ page newsletter is not excessive. We might want to target the research digest as the key marketing opportunity.

Potential sources of revenue include the following:

1. Sale of a CD of previous newsletters that Jason has scanned—cost recovery plus \$5—minimal source probably less than \$50/annually.
2. Consistent and cyclical outreach to the Consultants Council and the Highway Products Group—August Billing for the new fiscal year. Increase annual advertising rates to \$100 for members, \$200 for nonmembers—top of that market is probably ~\$2500.
3. Grow the Consultants Council and the Highway Products Group to achieve a higher level of use by the members~limited growth potential with an estimate of \$800-\$1200 annually.
4. Open the advertising to nonmembers of the Consultants Council at a higher cost~again limited potential for growth another \$800-\$1200 annually.
5. More actively market to non-members of the Highway Products Group at the already established higher rate—limited growth potential but another \$800-\$1200 annually.
6. Enforce billing for detailed job listings for both the TexITE Website and Newsletter – estimate of \$750-\$1500 annually.

TexITE

Membership

Procedure

Manual

Updated: March 2005

Purpose

The purpose of this manual is to define the roles of the membership committee for the District and provide a flowchart for moving new applications through the process. This manual is divided into the following sections:

1. Responsibilities of membership committee
2. Membership Levels
3. Processing procedures
4. Local Section Involvement
5. Database Maintenance and updating
6. Website

Section 1: Responsibilities of Membership Committee

- The membership committee will also be in charge of soliciting new members. This can be achieved in many ways including the creation of membership drives and booths at conventions.
- The membership committee will also be responsible for promoting membership in ITE when applicants possess the proper qualifications for such membership.
- The membership committee shall be responsible for receiving and processing all new applications and applications for upgrade in District membership status. The committee will be responsible for seeking all necessary approvals from the board as outlined in the TexITE by-laws.
- The membership committee will also assist the database administrator in any way necessary.
- The membership committee will provide all pertinent information or updates regarding membership information to the webmaster.

Section 2: Membership Levels

TexITE currently offers 4 levels of membership. Three levels are directly handled by the District Membership Committee and one is handled through the local sections.

- Member (District Level)
- Local District Affiliate (District Level)
- Subscriber (District Level)

Section 3: Processing Procedures

- Applications for membership at the district level will be received by the chairperson of the membership committee. Upon review of the application, the membership committee will make a recommendation to the District's President, Vice-president and Secretary/Treasurer. In accordance with District 9 By-laws, a membership application must receive a majority approval from these officers in order to be accepted into membership.
- Upon approval, the membership committee chairperson or his/her designee will contact the applicant and notify them of their acceptance. A copy of the application will be sent to the database administrator as well as the District 9 Administrator. These applications are for their information and data entry. Applications may be discarded immediately.
- All monies received by the membership committee will be sent to the District 9 Administrator for deposit.

Section 4: Local Section Involvement

- The District will promptly forward all membership questions, applications or other inquiries regarding local section membership to the Secretary/Treasurer or membership committee of the local section involved. The District is not engaged in issues associated with the local sections.

Section 5: Database Maintenance and Updating

- The membership committee will be available to assist the database administrator with any reviews of membership status during database updates or conversions.

Section 6: Website

- The membership committee will be responsible for providing all information regarding membership to the webmaster. Any changes or updates to membership rules, grades or application layout will be promptly provided to the webmaster for implementation, upon board approval.
- Any notices, membership activities or drives will be given to the webmaster in advance of their scheduled times to provide adequate time for website implementation and notice.



Membership Application

Membership Grade Requested: (Definitions on next page)

- Member
- Local District Affiliate
- Subscriber

General Information:

Name: _____
 Home Address: _____
 Title: _____
 Employer: _____
 Business Address: _____
 Business Phone: _____

Mailing Preference:

- Home
- Business

Undergraduate Degree(s): _____
 Graduate Degree(s): _____
 Professional Registration (type, state, reg. no.): _____

For Official Use Only

President: _____
 ___ Approved
 ___ Disapproved Date __/__/__

Vice President: _____
 ___ Approved
 ___ Disapproved Date __/__/__

Sec./Treas.: _____
 ___ Approved
 ___ Disapproved Date __/__/__

Experience in Transportation: (Start with most recent employer)

Employer: _____
 Type of Work: _____
 Dates of Employment: _____

Employer: _____
 Type of Work: _____
 Dates of Employment: _____

Employer: _____
 Type of Work: _____
 Dates of Employment: _____

Professional References: (List three persons who are familiar with your work and involvements in the field of transportation engineering or planning. At least one of these persons should be an active member of TexITE.)

Reference No. 1: _____
 Name/Title: _____
 Business Address: _____
 Business Phone: _____

Reference No. 1: _____
 Name/Title: _____
 Business Address: _____
 Business Phone: _____

Reference No. 1: _____
 Name/Title: _____
 Business Address: _____
 Business Phone: _____

If accepted for membership, I agree to be governed by the Constitution and By-Laws of the Texas District of the Institute of Transportation Engineers.

Signature: _____ Date: _____

- Check here if you want an ITE prospectus

FUTURE ENGINEERS COMMITTEE DISTRICT 9 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

June 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

Activities Update Since Last Report

1. Melisa Finley revised the poster contest flyer, guidelines, and registration form. Originally, the poster contest was developed for 11th and 12th grade high school students. Now, the contest is aimed at elementary students. Melisa will work with the new webmaster to place these materials on the committee webpage.
2. Melisa Finley has discussed the possibility of conducting the webpage contest with the Local Arrangements Committee (LAC) for the Summer 2006 meeting in College Station. Local members of the Brazos Valley Section have contacts within the Bryan and College Station ISDs. We anticipate that the promotion and conduct of this contest by local TexITE members would be well received. Melisa plans to continue discussions with local TexITE members, the LAC, and contacts at the local ISDs.



MEMO

TO: TexITE Executive Board

FROM: Walter Ragsdale, P.E.
Chairman-Legislative Committee

DATE: June 20, 2005

SUBJECT: 79th (2005) State Legislative Session

In the 79th Legislative Session, a total of 5,369 bills were introduced, 1397 of these bills were passed and 105 bills specifically related to City functions were passed.

The following describes some of the major events effecting transportation that occurred in the 79th Legislative Session.

- No bills were passed that would prohibit cities from implementing automated enforcement of red light running. Several attempts were made and the House passed H.B. 259 and H.B. 1367. There were several other attempts to get this same language in other transportation bills however; the Senate defeated all of these attempts (i.e.: 18-15 for H.B. 2702).
- This session’s largest transportation bill (H.B. 2702) has been signed by the Governor. It contains many new rules governing regional mobility authorities and the Trans Texas Corridor. Among many other things the bill:
 1. provides that the Texas Department of Transportation (TxDOT) and a public utility shall share equally the cost of the relocation of a utility facility that is made after September 1, 2005 and before September 1, 2007 an that is: (a) required by the improvement of a non-tolled highway to add one or more tolled lanes; (b) required by the improvement of a non-tolled highway that has been converted to a turnpike project or toll project; or (c) required for the construction on a new location of a turnpike project or toll project or the expansion of such a turnpike project or toll project.
 2. grants local voters an opportunity to vote on the conversion of a state highway to a toll road at an election paid for by the affected local government.
 3. prohibits the operation of a “pocket bike” (mini-motorbike) on a public highway, road, street or a bicycle path.
 4. prohibits a judge from granting deferred adjudication to a commercial driver’s license holders for a moving violation.

5. authorizes TxDOT and a public or private entity to contract with an agency of this state or a local government of the services of peace officers employed by the entity to enforce laws related to the regulation and control of vehicular traffic on a state highway and the payment of the proper toll on a toll project.
 6. authorizes a regional tollway authority or regional mobility authority to transfer any of its projects to one or more local governmental entities under certain circumstances.
 7. transfers state regulatory authority over railroads from the Texas Railroad Commission to TxDOT.
 8. authorizes a political subdivision to consent to the use of its property for state highway purposes without the necessity of bidding or other procedures.
 9. authorizes TxDOT to enter into an agreement with a public entity to permit the entity to design, develop, finance, construct, maintain, repair, or operate a toll project.
- Turnpike Projects – H.B. 2650: authorizes a city to enter into an agreement with the Texas Department of Transportation (TxDOT), a private entity, or a regional mobility authority to assist in financing the construction, maintenance, and operation of a turnpike project located in the city’s jurisdiction, in return for a percentage of the revenue from the project when the agreement is approved by TxDOT and the revenue is used for transportation purposes.
 - The Air Quality Bill (H.B. 2481) extending TERP passed however; of the approximately \$56 million in fees collected on vehicle emission inspections, transportation will receive only \$8 million with the remainder going to the general fund.
 - TxDOT received a slight increase in funding.
 - A diversion of \$100 million from Fund 6 (state gas tax) to Rural School Bus Operation.
 - The Department of Public Safety continues to be approximately 90% funded by Fund 6 (state gas tax).
 - Some of the Texas Mobility funds will be used to balance the State budget.
 - A Regional Transit Review Committee was created for the Dallas/Ft. Worth area.
 - MPO Policy Board Members will be required to file financial disclosure statements.
 - Reverse Pass Through Toll Agreements were authorized.

- A Clean School Bus Program was created.
- A Study Commission on Transportation Financing was created.
- Texas Commission on Environmental Quality is prohibited from banning idling motor vehicles while the driver is on a federally mandated rest period but drivers may not idle in a school zone.

WR05027



Section Report – June 15, 2005

Officers

- President – Brooke Ullman
- Vice President – Marcus Brewer
- Secretary-Treasurer – David Besly
- District 9 Representative – Melisa Finley
- Immediate Past President – Michael Parks

Appointed Positions

- Membership Chair – Nada Trout
- Webmaster – Gary Thomas
- Listserv Owner/Operator – Marcus Brewer
- Summer 2006 LAC Chair – Srinivasa Sunkari

Membership

TOTAL MEMBERSHIP – 47

- Members – 24
- Affiliates – 11
- Student Members – 12

Financial Summary

Current Balance – \$686.10

Meeting Summary

Date	Location	Attendance	Speaker(s)	Topic
Feb 24	Gibb Gilchrist Building, Room 102	37	Ken Fogle, City of College Station	College Station Street Connectivity Program
Mar 31	C&J BBQ	20	Linda LaSut, Bryan-College Station MPO	2005-2030 BCSMPO Metropolitan Transportation Plan
Apr 28	Gibb Gilchrist Building, Room 102	22	Ryan Jackson, TxDOT	Villa Maria/UPRR Overpass Project
May 26	Gibb Gilchrist Building, Room 102	27	Paul Kaspar, City of Bryan Michael Martin, Epsilon Edwards & Kelcey	Beck Street Extension Project

Other Activities

Monthly Executive Board meetings; officer meetings to organize Local Arrangements Committee and initial planning for 2006 TexITE Summer Meeting.



CAPITAL AREA SECTION



SECTION REPORT SUMMER, 2005

1. Current Status of Membership

We have 36 current paid members. In addition, we have a mailing list of interested people that includes about 50 additional people.

Officers:

Sharon Barta, PE – President

James Kratz, PE – Vice President

Ericka Munoz – Secretary-Treasurer

Rebecca Wood, PE – Section Representative

2. Current Status of Budget

Our current bank balance is \$3924.16. We have not had expenditures under our 2005 budget. At the June 3, 2005 meeting, the members voted to underwrite, if necessary, the difference between the minimum of 20 persons taking the Capital Area Section hosted PTOE exam for October, 2005, and the actual number taking the exam if the minimum is not achieved. We will also hold a refresher course 60 days prior to the exam. Brian Van de Walle is coordinating this effort for the section.

3. List of Activities Since Last Report

Since the Winter 2005 Report, we had the following meetings:

- ☞ Section meeting on April 1, 2005 at the offices of PBS&J hosted by Isam Bandak, PE with about 25 people in attendance. The speakers were Wade Odell, PE, and Sharon Barta, PE, from the Texas Department of Transportation's Research and Technology Implementation office speaking on TxDOT research program.
- ☞ Section meeting on June 3, 2005 at the offices of PBS&J hosted by Isam Bandak, PE with about 25 people in attendance. The speaker was Lucy Galbraith, Transit Oriented Development Manager with the Capital Metro. Lucy discussed their long range plan, including commuter rail and bus rapid transit and their plans for transit-oriented development.

-
- ☞ Officer meetings are held approximately every other month and include Section Representative, Rebecca Woods.

4. List of Ongoing and Planned Activities

Our ongoing activities are the bi-monthly meetings usually held the first Friday of every other month except when we need to separate from the timing of the TexITE Winter and Summer Meetings.

We are attempting to build membership through rotating our meeting locations around the city for member convenience and with different companies and agencies.

We are also surveying our membership to determine level of interest in training using the ITE Professional Development Modules available. As noted in the "Current Status of Budget" section above, we received member approval to host the October, 2005 PTOE exam and review session. We will continue to provide information to TexITE members to assure more than the required minimum participation in the review and examination.

We provide a bi-monthly newsletter that summarizes past meetings, has placement of transportation-related business paid advertising, and section news. We also update the CAS information on the TexITE web site.

5. Schedule of Past and Future Meetings

The schedule of past meetings was provided above.

The schedule of future meetings and topics are:

- ☞ August 5, 2005 – State Transportation Legislation Update with meeting location at the offices of Carter & Burgess
- ☞ October 7, 2005 – City of Austin Public Works Update with meeting location at the offices of Carter & Burgess
- ☞ December 2, 2005 – Christmas Luncheon and Officer Election with meeting location at local restaurant



2005 SUMMER MEETING REPORT
JUNE 25, 2005

1.0 2005 SECTION LEADERSHIP

President: Scott Cooner, P.E., Texas Transportation Institute
Vice-President: Natalie Bettger, North Central Texas Council of Governments
Secretary/Treasurer: Roy Parikh, P.E., TxDOT Fort Worth District
Past President: Chris Hoff, P.E., Carter & Burgess
Section Representative: Russ Wiles, P.E., City of Fort Worth

2.0 CURRENT SECTION FINANCIAL STATUS

Account balance as of June 10, 2005: \$ 1,633.76

3.0 SECTION MEMBERSHIP STATUS

A total of 45 individuals have paid the \$8.00 2005 membership dues to the Greater Fort Worth Section. This total includes 10 members that are part of an agency membership. As of June 2005, there were 110 international ITE members within the Greater Fort Worth Section boundaries, as listed by the ITE website (www.ite.org). Table 1 provides a breakdown of the membership grade of these international ITE members.

Table 1. Membership Grade of International ITE Members in GFW Section.

Membership Grade	Number
Student	16
Institute Affiliate	1
Associate Member	43
Member	45
Fellow	5
Total	110

3.1 General

The Section holds regular monthly meetings on the third Thursday of each month, generally at Joe T. Garcia's Restaurant located at 2201 N. Commerce St. in Ft. Worth. The dates, speakers, topics, and attendance are shown in Table 2.

The May meeting was held at the Texas Department of Transportation Fort Worth District in the Regional Training Center facility. This was the first TexITE meeting to be held at TxDOT and it generated the highest attendance (61 people) of any of the 2005 meetings. The future plan is to have one or two meetings per year in this location to promote greater TxDOT involvement in the Greater Fort Worth Section TexITE.



Table 2. Summary of Section Meetings in 2005

Date	Speakers	Topic	Attendance
January 21	Ken Cervenka and Arash Mirzaei NCTCOG	TransCAD Modeling at NCTCOG	38
March 17	Kent Kacir Siemens ITS	Use of the Flashing Left Arrow Display for Protected/Permitted Left Turn Operation	29
April 21	Keith Wilschetz DFW International Airport	Skylink People Mover System and Other Projects Being Implemented at DFW	33
May 19	Charles Conrad TxDOT Fort Worth District	Comprehensive Development Agreements	61

3.2 Committees

The Section currently has three ongoing committees: the Membership Committee, the Adopt-a-Highway Committee, and the Engineering Outreach Committee. The Membership Committee is co-chaired by Mark Mathis of the City of Fort Worth and Mitzi Ward of NCTCOG.

Jennifer Butcher of Street Smarts was appointed to chair the Adopt-a-Highway committee, taking over for Joe Trammel of the City of Fort Worth. The Section is responsible for a 2-mile section of Spur 303 (Pioneer Parkway) located in Arlington between Park Springs Road and Fielder Road. We had a very successful turnout (10 people) for the "Texas Trash Off" date promoted by TxDOT on April 2, 2005.

The GFW Section is still looking for someone to replace Carol Walters as chairperson of the Engineering Outreach Committee. In the interim, Jason Crawford organized the GFW Section response and participation in National Engineers Week in the spring.

3.3 Future Meeting Schedule

Future meetings are planned for July 21st, August 18th, September 15th, October 20th, November 17th and December 15th. Planning has been initiated to have a joint meeting with the Greater Dallas Section in either September or October.