



**TexITE District 9 Board Meeting Notes**  
**Thursday, April 17, 2008**  
**TTI Arlington Office with Videoconference to Other Offices**

***In attendance:***

***Board:*** Rick Charlton, President; Brian Jahn, Vice-President; Gilmer Gaston, Secretary-Treasurer; Robert Wunderlich, International Director; Jason Crawford, Immediate Past President; Brooke Ulman, Brazos Valley Section Representative; Scott Cooner, Greater Fort Worth Area Section Representative; Andy Ballard, South Texas Section Representative; Randy Schulze, Houston Area Section Representative; Brian Moen, Greater Dallas Section Representative; Kirk Houser, Board Member At-Large

***Guests and Committees:*** Rebecca Bray, Membership Committee Chair (by telephone); Praveen Pasumarthy, Newsletter Committee Chair; Walter Ragsdale, Legislative Committee Chair; Susan Langdon, Database Committee Chair; Dharmesh Shah, CCTexITE Chair; Dave Carter, Special Meetings Committee Chair; Sharmon Owens, Lubbock LAC Chair; Dale Picha, San Antonio Summer 2008 LAC Chair; John Friebele, San Antonio Summer 2009 LAC Chair; Jim Williams, District Administrator; Gary Thomas, Website Committee Chair and Student Chapter Liaison; Melisa Finley Awards Committee Chair; Robert Saylor, Greater Dallas Section President.

**1. Call to Order (Charlton)**

Meeting called to order at 10:09 am by Rick Charlton.

**2. Approval of Winter 2008 Board Meeting Notes (Charlton)**

*Motion by Crawford to approve, seconded by Jahn. Motion passed unanimously at 10:12 AM April 17, 2008.*

**3. International Director Report (Wunderlich)**

Robert Wunderlich reported the following:

◆ ITE Board

- Strategic Planning. At Technical Conference in Miami the ITE Board spent a day establishing strategic plan for ITE. Robert believes the time was well spent and that ITE will be making significant strategic moves that will benefit the membership.
- Member Services. ITE has approved budget of \$440,000 for member services including professional development activities, webinars, new publications, etc.
- Agency Membership. Minimum level for agency participation and fee structure for agency participation changed. New minimum number of



- employees is five versus ten. Fees modified to reflect change in number of employees.
- Agency Member Discount. Agency members receive a ten percent saving on all publications, meetings, etc. from ITE, but in order to obtain this savings the agency member must submit their registration information via fax. Cannot currently receive agency member discount via web.
  - Student Chapter Project. ITE has a Parking & Trip Generation fund that student chapters can use to prepare parking and trip generation studies. Chapters must submit a written proposal detailing the proposed scope and fee in order to compete for these funds. Funding was increased from 5K to 9K.
  - Financial. ITE is financially healthy.
  - ITE Staffing. ITE has recently added quality staff members and will soon add a transportation planner to their staff.
- ◆ 2009 Annual Meeting in San Antonio
- The 2009 San Antonio Joint Meeting with ITE was discussed next with Wunderlich asking Friebele to report. Friebele's discussion is provided under LAC reports.
  - Meeting Revenue. Potential meetings revenue was discussed; TexITE may receive approximately \$20K in revenue from hosting the joint meeting with ITE. The revenue that is roughly projected is as follows:
    - Exhibitor Revenue - \$13,000
    - Hotel Rooms (cash equivalent) - \$1,800
    - Lunch exchange on Monday or Tuesday (\$32 each) - \$4,800
  - Meeting Expenses. Meeting expenses will include a Social Event to be held on Sunday or Monday night and a TexITE Business Lunch that can be held Monday, Tuesday, or Wednesday; however, we will receive lunch exchange revenue from ITE for only Monday or Tuesday. The cost of the business lunch, at the hotel is expected to approximate \$10,000. The remaining meeting revenue will then be used to offset TexITE member attendance at the Social Event hosted by TexITE (District 9).
  - Additional Potential Revenue. Robert requested that the 2009 Summer LAC contact Dale Thomson and the HPG to determine how TexITE's HPG can participate in the events, possibly helping further offsetting costs to TexITE's membership.
  - TexITE Participation at ITE Annual Meeting. Robert noted that he has attended Annual Meetings for a long time and he has always received benefit from the meetings. TexITE's Board and the Section Leaders are responsible for TexITE Members attendance at the Annual Meetings. Discussion of how to enhance TexITE member attendance at the Annual Meeting(s) was discussed with an emphasis on Summer 2009.



It was determined that the Sections should solicit and report planned attendance at these events so that TexITE can coordinate our presence.

#### **4. District Administrator Report (Williams)**

Jim Williams presented the following discussion items:

**TexITE Funds.** The total in both TexITE accounts is approximately \$51,000 +/-.  
The meetings account is at \$21,930.

**San Antonio Meeting Account.** Jim plans to get with San Antonio LAC Chair to them to the meetings checking account for the San Antonio Meeting.

**State Sales Tax Exempt Status.** Jim has submitted the paperwork for sales tax exempt status.

**Past Meeting Budget Discrepancies.** Meeting budgets in 2007 were very problematic. After the semester is over, Jim plans to get with Gary Thomas to resolve previous meeting budget discrepancies for Houston and Amarillo. LAC's must furnish backup, i.e., receipts, for meeting expenses. It is believed that some of the discrepancies resulted from credit card transaction fees. Jim will be able to get with Gary by mid-May.

**TexITE Tax Status.** Jim will file an extension for income taxes as the deadline for TexITE's taxes is May 15 and the meeting budget issues have to be resolved before we can file as a non-profit.

**Audit Status.** The audit committee has not yet reviewed the books. Jim plans to clear up meeting budget discrepancies prior to this meeting. It is expected that the audit committee will complete their review prior to the Summer Meeting.

**TTI Meeting Service Reconciliation.** There have been no problems with the information furnished by TTI's Conference Services group.

#### **5. Treasurer's Report (Gaston)**

##### **Account Balances**

Williams reported that the meetings account balance is \$21,930 and that both accounts combined is approximately \$51,000 +/-.

##### **Budget Review**

Several budget items were discussed at various times throughout the meeting. Two significant changes were discussed. Melisa Finley pointed out that the budget for the Section Activities Award had been increased in June 2007 from \$350 to \$450.



### **Action on 2008 Budget (Charlton)**

The following changes to the 2008 budget were made.

Line Item for Section Activities Award increased from \$350 to \$450.

*Motion was made by Brian Jahn to amend the 2008 TexITE Budget as discussed. Item was seconded by Charlton. Motion passed with unanimous approval.*

### **6. Vice-President's Report (Jahn)**

Summer Meeting Program Status. Brian noted that the San Antonio Technical Program was included in the Agenda Packet. He has two sessions (2A & 2B) set up to discuss Form based Codes from two different perspectives. He is waiting for Dale Thomson to provide the names and titles for the HPG presentations for Session 1A. He noted that he is pleased with the response and that he has actually had to turn away presentations for the meeting.

### **7. President's Report (Charlton)**

Rich Charlton presented the following items:

International Director Candidates. International Director Nominating Committee, chaired by Jim Carvell presented the following nominees for our next District 9 International Director:

Elizabeth Ramirez, City of Dallas

Gary Thomas, Texas Transportation Institute

These nominees will be presented to the membership along with a request for any additional nominations to be included on the ballot.

SMU Student Chapter. Charlton introduced Robert Saylor who presented information for the proposed SMU ITE Student Chapter. Written information is presented in the packet covering the proposed classes, students interested in participating in the student chapter, etc. Robert noted that he has volunteered to be the liaison for the new student chapter and an anonymous donor has agreed to fund meals for the students at the next Greater Dallas Section Meeting.

*A motion to establish a Student Chapter of ITE at SMU was made by Robert Wunderlich and seconded by Houser. The motion passed with unanimous approval.*

### **8. Local Arrangement Committee Reports**

#### **Winter 2007, Houston - Closeout**

No report, meeting close-out



**Summer 2007, Amarillo - Closeout**

No report, meeting close-out.

**Winter 2008, Irving - Closeout**

No report, closeout as soon as possible. Vedral to provide information to Williams for meeting closeout.

**Summer 2008, San Antonio (Picha)**

Written report and budget provided. Budget for the meeting includes revenue of \$53,207 and expenses projected as \$49,784, based on an estimated attendance of 225 members, the meeting will be held June 26-28 at the historic St. Anthony's hotel in downtown San Antonio. Room rates are \$129+tax. Hotel is near the riverwalk. Technical tour will be Port of San Antonio. There was discussion of the schedule of the Board Meeting and the Ethics Training, it was determined that Board is set for 2-4:30 PM and Ethics is set to begin at 4:30 PM, but it will likely start a little later. The LAC is planning to have a presentation on the History of the Riverwalk at the Friday Night Social. The LAC is working with Jahn to finalize the Keynote Speaker.

Dale is moving to City of Bryan and will be turning over LAC Chair to Kerri Collins, Pape-Dawson Engineers, Inc.

**Winter 2009, Lubbock (Owens)**

Written report and hotel layout information was provided. Meeting will be held February 5-7 2009. Sharmon noted that the hotel contract will be sent to Rick next week. It was noted that the HPG has been moved to different set of rooms that will accommodate approximately 28 tables. Hotel will be the Holiday Inn Park Plaza and rooms will be \$85 per night.

**Summer 2009 Joint with Annual ITE San Antonio (Friebele)**

Written report provided. John Friebele also provided an update on the status of planning for the Joint District 9 and ITE Annual Meeting. The meeting will be held August 9-12, 2009. The location will be the Marriott Rivercenter in San Antonio. District 9 will be holding a Business Lunch during the meeting and will host a Social event, similar to our Friday Night Social.

ITE has also asked District 9 to participate in the following:

- Assistance in developing Technical Tours.
- At least three D9 Reps to participate in the Annual Meeting Technical Program Committee at a meeting in Fall 2008.
- At least three D9 Board/LAC members to attend the 2008 AM in Anaheim
- Two technical articles for publication in ITE Journal. Due Oct. 31, 2008.
- D9/LAC to provide five to ten persons to review abstracts for the 2009 Meeting.
- D9 Participation at TRB Reception in Washington DC in Jan. 2009.
- Provide ideas for meeting logo, Friebele handling.



- Provide local staff at 2009 meeting for hospitality booth

Current LAC Assignments:

Local Arrangements Committee Chair – John Friebele

Meeting Committee – Charlton, Wunderlich, Carter, & Gaston

Appointments:

- Technical Tours – Dale Picha
- Abstract Review/Technical Program Rep – Andy Ballard
- International Outreach – Ish Garza

Additional Appointments are expected for:

- Social Event Planning
- D9 Business Lunch Planning
- Others, as needed

Idea for social event is a mini-NIOSA, “Night in Old San Antonio”.

Identification of two potential Journal articles:

Roundabout – Michael Ereti

City of San Antonio TSSM – Banda & Jacobson

In the ensuing discussions it was suggested that the D9 Business Lunch be held on Monday or Tuesday; whereby, our costs will be offset at \$32 per person for the lunch that ITE is furnishing on those days. It was determined that Monday might be best, assuming the Social Event is held on Monday or Sunday night. It was discussed that D9 will have approximately \$20,000 in funds from all ITE sources for use in covering the costs of the Business Lunch and D9 members Social Event costs. It was suggested that the TexITE HPG be contacted about participation in the Social Event/Business Lunch. The goal will be to minimize D9 members out of pocket costs for the Social Event, so the cost for D9 members will be minimized; however, we currently anticipate some cost from the membership for the Social Event.

Discussions on how to maximize TexITE’s participation in the 2009 Annual Meeting, the following are some of the thoughts:

- Friebele indicated he thought it was very important to maximize the district’s participation in the National Meeting and we needed to develop a program/process to begin making D9 members aware and committed to attend.
- Methods to create this awareness include:
  - Letter to D9 membership signed by Charlton, Wunderlich, Friebele (would this be usual snail-mail or web distributed? Check with Gary Thomas)
  - Provide TexITE web information on the meeting and periodically notify the membership of updated information (Gary Thomas/Friebele/Gaston)
  - Determine involvement of Past Presidents and Younger Members committees to promote attendance



- Friebele will outline an information program for critique by selected committee members by mid-May 2008
- Preparation of a D9 database of members planning to attend 1) 2008 Anaheim Annual Meeting, 2) TRB 2009, and 3) 2009 San Antonio Annual Meeting was discussed to better coordinate D9 activities. It was determined that the Section Reps should determine who from the various sections will be attending and help populate the database.
- It was noted that it is the responsibility of the D9 Board and the Section leaders to get D9 attendance at International Meetings. Wunderlich noted that he has been attending ITE events for thirteen years and has always returned from these meetings with a new idea. It was determined that a packet of information or a letter or something will be prepared by the D9 Board to generate interest and excitement for the Annual Meeting.

#### **Winter 2010 Invitees (Gaston)**

Gaston consulted with Carter on resumption of meeting rotation and on March 18, 2008 sent invitations to cities with TexITE Members and Sections in Zone 2 (Northeast Texas). City's included: Richardson, Garland, College Station, Waco, Dallas, Farmers Branch, Irving, Frisco, Tyler, Allen, and Plano.

Sections included: Brazos Valley, Greater Dallas, and Capital Area

A deadline of April 15, 2008 was provided for a Stage 1 Response (basically expression of interest). Interest has been received from five cities: Frisco, Garland, Plano, Richardson, and Waco.

Frisco – Brian Moen

Garland – Robert Wunderlich

Plano – Karen Fogel on behalf of Lloyd Neal

Richardson – Dave Carter

Waco – Norman Hogue

At this point in the meeting the discussion of what TTI's Conference Services would provide with respect to hotel selection/negotiation. This item is covered under Item 13, Other Business.

*A motion was made by Wunderlich to allow cities to submit invitations for the Winter 2010 Meeting with potential hotels and potentially allow TTI Conference Services to negotiate at a later date. This item was seconded by Ballard and was approved unanimously.*

#### **9. Action on Policy, By-Laws and District Functions (Charlton)**

##### **Retired TexITE Member Meeting Registration Discount**

The recommendation from the Special Committee on Meetings was discussed and it was determined that no Board action is required to allow for the special discount.



## **10. Section Reports (see attached)**

Brazos Valley, Capital Area, Greater Dallas, Greater Fort Worth, Greater Houston and South Texas. *Note: Not all reports were furnished prior to the Board meeting; however, all reports were subsequently submitted and are included in the updated agenda packet.*

## **11. Committee Reports (see attached)**

### **Board Officer Nominating Committee (Cooner)**

The following nominees were presented for the ballot:

Vice-President/President-Elect

Gilmer Gaston, Pape-Dawson Engineers

District 9 Secretary-Treasurer:

Randolph Schulze, Walter P. Moore

Brian Shamburger, Kimley-Horn and Associates

Board Member At-Large

Jeryl Hart, City of Lubbock

*Gary Saunders, City of Midland (determined the week following the meeting, included for completeness)*

The Secretary-Treasurer will get these names and those for District 9 International Director out to the membership next week and request the membership to provide names for any write-in candidates for inclusion on the ballot per the District By-laws. The deadline for receipt of additional nominees from the membership is May 1, 2008.

Candidate Bio's and photo's should be gathered as quickly as possible. The election ballots have to go out by May 15<sup>th</sup> per the Bylaws. As such, the names of the available candidates must go out to the membership next week.

### **Highway Products Group (Thomson)**

No report.

### **Membership Committee (Bray)**

Becky noted that the membership form for becoming a member of TexITE and not International is confusing. It was noted that the members of District 9 are all members of ITE International. The District Affiliates portion of the form appears to be the issue. It was clarified that District Affiliate membership is only available to persons who reside within the District, but outside of one of the established sections.



Becky requested that someone within the Section leadership be designated as the person responsible for coordinating with the membership committee. Charlton noted that we need better coordination from the Sections to the District and from the District to International. Need to establish some continuity in how sections deal with membership. Each Section needs to designate a “go to” person to coordinate with the District on membership. For some districts this may be the Section Secretary-Treasurer, in other cases it may be someone designated for membership.

#### **District Database (Langdon)**

Susan noted that she wants to be able to coordinate with the Sections on their membership databases. It was determined that Susan and Gary should discuss the possibilities associated with the TexITE web database.

#### **Consultants Council (Shah)**

Dharmesh reported on the following two items:

Consultant Participation in HPG. In response to a request from the Board at the Winter Meeting, CCTexITE took up the issue of whether consultants should be allowed to participate in the HPG. Dharmesh reported that CCTexITE unanimously voted “NO” to the idea of consultants participating in the HPG.

Outstanding Student Chapter Advisor Award. Dharmesh reported that a CCTexITE Committee is working on the evaluation process for selection of the Outstanding Student Chapter Advisor. CCTexITE will provide a cash award(s) for the student chapter advisor(s) selected to receive this award. It is expected to be awarded for the first time at the Summer 2008 meeting.

#### **Technical Committee (Luedtke)**

No report.

#### **Newsletter (Pasumarthy)**

Praveen noted that he has submitted for ITE’s newsletter award. Award notifications are expected in mid-May. The next newsletter will be out in two to three weeks.

#### **Website (Thomas)**

Written report provided, Gary noted that on-line voting will be administered by Gaston. The written report lists web statistics indicating the number of downloads and use of the various newsletters and web pages. Gary noted that he has added Google search features to the website to make it more user friendly. He also noted that with the discussions at the board meeting he has developed a few additional ideas about the Membership Application process and the membership database.



### **Student Chapter Liaison (Thomas)**

Written report provided. Gary noted that four of the seven student chapters submitted reports by the deadline for the Outstanding Student Chapter Award. He has received a lot of good feedback from the membership on the student poster sessions and is evaluating the possibility of extending the time of the poster session for the summer meeting. Gary noted that we now have eight student chapters and he will check to see if the new SMU chapter will participate in the San Antonio meeting.

Gary also noted that he will be stepping down as the Student Chapter Liaison in September 2008 so that the next Liaison will be on board by the Fall Board Meeting to prepare for the student sessions at the Winter 2009 Meeting.

### **Legislative Committee (Ragsdale)**

Walter noted that his update is in the latest TexITE newsletter.

TxDOT is going into Sunset review in December and the next Legislative session starts in January 2009.

### **Younger Members Committee (Butcher)**

No report.

### **Committee for Future Engineers (Open)**

Rick is looking for a chair for this committee.

### **Awards Committee (Finley)**

Melisa noted that she received only two submittals for the Outstanding Section Award, her committee is now reviewing those submittals to select this year's winner. She noted that for next year the committee will be reviewing/revising the award format so that the information needed for evaluation is incorporated into the Section Reports.

Melisa noted that she received no nominees for Transportation Engineer of the Year and no nominees for the Younger Member award. She also received only one Technical Paper.

It was determined that a recommendation should be presented to the Board at the Summer Meeting on the proposed format of the Section Reports that will be used to select the Outstanding Section for District 9 in 2009.



### **Special Meetings Committee (Carter)**

Resumption of Meeting Rotation. Dave noted that on the resumption of meeting rotation, it was agreed that after the 2009 Annual Meeting in San Antonio, the meeting rotation will resume with Zone 2 (Northeast Texas) for the Winter 2010 Meeting. It will be a Winter meeting versus a Summer meeting, but each Zone has the opportunity to host a Summer or Winter meeting every three years. Resumption of the typical rotation was the simplest and fairest process.

Retired Member Meeting Discount. The committee discussed the retired member discount and recommended that we use the 50% discount that was offered in Irving for at least 12 months to see how many retirees this encourages to participate and evaluate later whether this value is appropriate. The committee recommends following ITE's definition of retiree, which basically follows the honor system.

Funding of Pre-meeting Arrangements. The committee has not yet had the opportunity to tackle the pre-meeting funding, but will meet again in San Antonio.

### **12. Historian (Crawford)**

Jason noted that he needs Past President information from a few of the past presidents. He also noted that he is working to provide a recommendation on what records TexITE should keep.

### **13. Other Business**

Contract for Convention Services. The potential usage of TTI's Convention Services group to outsource more of our meeting preparation was discussed. Currently, for San Antonio we will be using TTI to handle web hosting and on-site meeting registration assistance. The item for discussion is extending TTI's services to include hotel selection and negotiating with the various potential meeting hotels on TexITE's behalf. Generally, additional information regarding the costs and precise scope of services was requested by the Board for evaluation.

### **14. Adjourn**

Meeting adjourned at 1:19 PM.