



**TexITE District 9 Board Meeting Minutes**  
**June 1, 2009 at 10:00 am**  
**Texas Transportation Institute Offices Worldwide**  
**(Video/Phone Conference Call)**

**In attendance:** Board: Brian Jahn, President; Gilmer Gaston, Vice-President; Brian Shamburger, Secretary-Treasurer; Gary Thomas, International Director (Texas); Rick Charlton, Immediate Past President; Chris Hoff, Greater Fort Worth Area Section Representative; Marc Jacobsen, South Texas Section Representative; Brian Moen, Greater Dallas Section Representative; Gary Saunders, At-Large Area Section Representative.

**Guests and Committees:** Jim Williams, District Administrator; Wayne Kurfees, Past Presidents' Committee Chair; Dave Carter, Special Meetings Committee Chair; Walter Ragsdale, Legislative Committee Chair; Robert Saylor, Student Chapter Liaison; Brian VanDeWalle, Consultants Council, Chair; Praveen Pasumarthy, Newsletter Editor; John Friebele, San Antonio 2009 LAC Chair.

- 1. Call to Order Jahn Meeting started at 10:23 AM**  
Meeting called to order at 10:23 am by Brian Jahn.
- 2. Update on Andy Ballard (Thomas)**  
Gary Thomas provided a brief update on Andy Ballard condition.
- 3. Approval of October 9, 2008 Board Meeting Notes (Jahn )**  
*Motion by Shamburger and seconded by Jahn to approve. Motion passed unanimously at 10:33 AM June 1, 2009.*
- 4. International Director's Report (Thomas )**  
Gary Thomas presented several of the key issues facing International ITE:
  - Annual Meeting in SA – The projected attendance numbers are not great for the Annual Meeting. ITE Board of Directors will meet in College Station before the meeting to celebrate the partnership between TTI/ITE. ITE Board meeting starts on Thursday and will continue through Friday. TTI is hosting a reception in College Station. All delegates will then travel to San Antonio on Saturday.
  - Headquarter changes – 3 staff reductions due to economic downturn.
  - ITE is potentially moving headquarters. They are starting to outgrow their existing location and have identified a better lease deal at another location. Proposed location is much more favorable geographically (1-2 blocks from the existing location) and will save ITE expenses in the long run. The plan is to move within the next year.
  - Policy and Legislative Committee – potential changes (E-5) – supports accelerated research on climate change and mobility.
  - ITE also has plans to develop Guidelines for Neighborhood Street Design (recommended practice).

**5. District Administrator's Report (Williams)**

Jim reported that there have been very few expenses in 2009. Gary Thomas plans to submit travel expenses for the ITE SA Annual Meeting in August. Jim hasn't received any word from Robert Wunderlich regarding any travel expenses related to his International Vice Presidency campaign.

Currently, there have been no request for expenses on the Annual Meeting, but Jim will provide a check to San Antonio if they need anything. Dave Carter plans to submit for expense reimbursement from the Winter meeting in Lubbock.

**6. Treasurer's Report (Shamburger )**

Brian Shamburger presented a brief update on the 2009 Budget and Meeting Account summary as prepared by Jim Williams.

**7. Vice-President's Report (Gaston)**

Gilmer plans to place call for abstracts for the Winter 2011 meeting in Frisco. He also plans to include the ethics training as part of all future meetings. Everyone seemed to enjoy the Marsha's ethics session and was happy that she was able to keep it relevant.

**8. President's Report (Jahn)**

Jahn said that he is still looking at potential changes to some of the District committees. We need to restart some directives that have stalled, but critical to the success of the organization.

**9. Discussion of Potential Bylaws Conflict Regarding Section Membership (Luedtke)**

- This issue really applies to members in the DFW area who live in one section and work in another.
- When the District went from Chapters to Sections, the wording only mentions where you live.
- Wayne Kurfees was responsible for the changes to the bylaws when Dallas became a Section.
- Some of the language that was proposed was opposed by the Fort Worth Section.
- Final wording was at the request of the FTW Section.
- Section charters need to be amended. District Board can do that at any time.
- District Bylaws only refer to the Section Charter and they don't address this issue.
- Jahn appointed Paul L. as the chair for a task force to address this issue. Additional names will be identified. Paul will need to report back to the Board at the August Board Meeting.

**10. Local Arrangement Committee Reports**

**Summer 2009, San Antonio (Friebele)**

- So far the District 9 membership has contributed three articles to the ITE Journal.
- Technical tours have been set.
- Primarily local volunteers will be helping out, but Friebele will probably need additional help from people from around the state.
- Social event has been set – Sunday Evening Welcome to Texas Session
  - In cooperation with District 9, John is coordinating with ITE (Julie Walker)
  - No one has decided on how District 9 will participate, but District 9 will likely have to pay for something.
  - One option may be to sponsor a margarita bar, Comments? – No problems from the Board
  - Time: Sunday night at 6 pm – request to dress in theme
  - CCTexITE may want to help offset costs for the District 9 sponsorship – Friebele will talk to VanDeWalle.
- District 9 polo shirts are available for sale.
- Potentially send out an announcement via the website
- District 9 Board Meeting is scheduled for Wednesday, August 12<sup>th</sup> at 10 am.
- TTI is going to sponsor a drop by at the Menger on Monday evening
- Attendees Reception – Tuesday, August 11<sup>th</sup> and is open to everyone who is registered.
- Section Reps/Presidents – Friebele encouraged everyone to get the word out to the section membership.

- Jim Williams brought up the question regarding student support – historically District 9 has subsidized their costs. Question to the Board – Are will still going to subsidize the registration fee and travel costs for those > 250 miles? *No action from the Board.*

### **Winter 2010, Frisco (Moen)**

- The LAC/District has an executed contract in place.
- 150 room nights
- Committed \$14,500 for food / beverage
- \$139 / room night
- Government room block may be available. Attendees will need to mention TexITE as part of reservation.
- Technical Tour – Frisco EOC/Safety Town
- Moen has confirmed with Dale Thompson that the meeting space meets the HPG requirements.
- Friday night social – nothing finalized, but considering Frisco Rough Riders dinner/tour of facilities; Jr. Hockey game / broom ball.
- No transportation required to and from events, since everything is within walking distance.
- Still need to setup the golf tournament.
- Kids activities – Frisco Safety Town, rock climbing, Main Event, Heritage Museum, shopping, etc.
- Budget – we feel we can meet the 150 room to get to where we need
- Board would support an increase in student registration fee
- Gaston – Registration numbers seem high at 200.
- Moen – compared to Lubbock he doesn't think that's too high.
- Thomas – vendor badges should remain at \$15
- Moen – TTI event management fees? How are they setup?
  - Thomas – flat fee and then per registrant fee.
- Moen – needs to get the tax exempt forms.
- Charlton – HPG/CC TexITE Group – event costs should be pulled out of the meeting budget
- VanDeWalle – Revenues from Texas Hold Em will be used to help offset meeting costs
- Carter – Special Meetings committee will help coordinate efforts on budget spreadsheet template and develop policies for how we route expenses. Carter will coordinate with Brian Moen for the next meeting.

**Summer 2010, Sugarland (Jensen)** – no report

## **11. Section Reports / Issues or Action (see attached Section reports)**

***Brazos Valley, Capital Area, Greater Dallas, Greater Fort Worth, Greater Houston, and South Texas***

**Brazos Valley (Thomas)** – Luann Tice, Section President, 40 members.

**Greater Fort Worth (Hoff)** – plans to submit a written report.

**Greater Houston (Jenson)** – No written report.

**At-Large (Saunders)** – Gary is still encouraging participation with TexITE. Good support from Abilene and Lubbock. Considering a face-to-face meeting prior to the winter meeting

## **12. Committee Reports / Issues or Action (see attached Committee reports)**

**Highway Products Group (Thomson)** – no report.

**Special Committee on Technical Meetings (Carter)** – no report.

**Membership Committee (Bray)** – no report.

**District Database (Langdon)** – generated new PDF report from International ITE.

**Consultant's Council (VanDeWalle)** – looking to get more firms to join. Plans to get an additional 11 firms paid up through the end of the year to get the Council's finances in order. Council needs to sell more polo shirts. Approximately one-third of the Texas Hold 'em tournament profits go to meeting expenses. Trying to begin discussions with ITE to make CC a committee at the national level.

**Technical Committee (Luedtke)** – no report

**Newsletter (Pasumarthy)** – Praveen wants to store the old newsletters on the TTI server. Gary Thomas said that shouldn't be a problem.

**Website (Thomas)** – No additions to written report.

#### **Student Chapter (Saylor)**

- Out of nine student chapters, only five provided annual reports, which have been forwarded onto Praveen. Four out of the five seem to be doing well.
- No student paper applications were received.
- Do we want to send a late announcement? No.
- SA Meeting for Poster Sessions – submittals should go to national, and we haven't heard back from national.
- Saylor and Wunderlich – Want to find a Section sponsor for each chapter, but there may be some logistical problems associated with that. Possibly looking for alumni instead.
- Thomas – did we select an outstanding student chapter and forward that onto ITE? No. Missed ITE deadline.
- Finley stated that no one is getting the e-mails from ITE regarding announcement for awards.
- Thomas will contact ITE immediately and request that they be considered.
- Saylor mentioned that one Student Chapter stands out above the rest.
- Thomas mentioned that there is a standing committee to review the applicants.
- Kurfees suggested that Thomas should coordinate these discussions since he has more standing within ITE. Both Saylor and Thomas will contact ITE.

**Legislative Committee (Ragsdale)** – No written report. HB 300 is the primary focus of this legislative session, which includes red light running, TxDOT's Sunset review, and a proposed rail tax. Last he heard, Senator Corona will filibuster to defeat the bill. There may be a special session to address these issues

**Younger Members Committee (Butcher)** – No additions. Jennifer wants to step down and is considering Matt Sneed to take her place.

**Committee for Future Engineers (Clark)** – No report.

**Awards Committee (Finley)** – Written report provided.

- Discussion of Section Activities Award Process
  - Recommend language revisions to make submittal process for inviting from the various sections
  - Suggest that the District send out a letter to the Sections providing them the new guidelines
  - Sections are aware of what is expected from the District
    - Need to communicate to the Section officers and representative what is expected of them
    - Jahn – Bigger issue that they are not submitting reports and that the relationship between the rep and board is broken

13. **Historian (Crawford)** – no report.

#### 14. **Other Business (Jahn)**

- Future Engineers – Charlton – City of Waco is putting together a future engineers day. More information to come.

#### 15. **Adjourn**

Meeting adjourned at 12:20 PM, June 1, 2009.