



**TexITE District 9 Board Meeting Notes - DRAFT**  
**Thursday, October 9, 2008**  
**Video Conference Facilities at Various TTI Offices Statewide**

***In attendance:***

*Board: Rick Charlton, President; Brian Jahn, Vice-President; Gilmer Gaston, Secretary-Treasurer (Arrived Late); Robert Wunderlich, International Director; Jason Crawford, Immediate Past President; Brooke Ulman, Brazos Valley Section Representative; Andy Ballard, South Texas Section Representative; Randy Schulze, Houston Area Section Representative; Kirk Houser, At-Large Area Section Representative*

*Guests and Committees: Wayne Kurfees, Past Presidents' Committee Chair; Kerri Collins, San Antonio 2008 LAC Chair; Sharmon Owens, Lubbock LAC Chair; Jim Williams, District Administrator; Gary Thomas, Website Committee Chair and International Director Elect; Robert Saylor Student Chapter Liaison and Greater Dallas Section President; Brian Shamburger, Secretary-Treasurer Elect.*

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

Meeting called to order at 10:06 AM by Rick Charlton.

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

Motion by Jahn and second by Crawford to approve, passed unanimously at 10:08 AM October 9, 2008.

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

Robert Wunderlich provided a summary of his written report that is included in the final packet.

From the Anaheim Meeting, Robert commented on ITE's Strategic Plan and noted that ITE has agreed to adopt Energy, Environment and Land Use as an ITE Mega Issue. He noted that the 2016 Annual Meeting was moved to Anaheim to make up for the conference requirements that were not satisfied during the 2008 meeting. He noted that the Intl Board will be requesting that each District identify a student and one younger member to be invited by ITE to attend a forum in Washington DC in April 2009. The Intl Board also approved a Student Traffic Bowl for the 2009 AM in San Antonio.

In closing, Robert noted that serving as the International Director for District 9 has been one of the highest of honors for him. Robert will be interviewing for candidacy as an International Vice-President on November 2<sup>nd</sup>.



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

##### State Tax Exempt Application Status

Jim Williams noted that he has met with a CPA, has answered questions and has answered more questions. He received a response from Austin and the CPA is working on the issue.

##### 2007 Federal Tax Return Status

Jim noted that the Federal Return has been filed.

##### TTI Meeting Service Reconciliation

There were discrepancies with the amount expected from TTI Conference Services in their final payment. *On October 20, subsequent to completion of these minutes, Gaston received email notice that a check in the amount of \$4,536.10 for the San Antonio Meeting is "in the mail."*

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

##### **Budget Amendment – 2008 SMU Student Support**

A budget amendment to modify the 2008 budget to include direct support for the SMU Student Chapter (\$300) was presented. The motion was made by Jahn, seconded by Houser, and unanimously approved.

##### **Budget Amendment – 2008 Texas Tech Student Support**

A budget Amendment to modify the 2008 budget to include direct support for the Texas Tech Student Chapter (\$300) was presented. The motion was made by Crawford, seconded by Houser and unanimously approved.

##### **Account Balances**

Jim Williams presented the current account balances. The checking account balance was \$15,917.92 as of September 30, 2008. The meetings account balance was \$28,418.81 subject to final close-out of both the Irving and San Antonio meetings.

##### **Adoption of 2009 Budget**

Gaston reported that the 2008 actual numbers have not been rectified and that additional time needs to be devoted to the 2009 budget prior to adoption. There is concern that we have added expenses without subsequent increases in revenue such that we are consistently eating into our reserve funds. Gaston will get budget numbers out to the board in the next few weeks.

There was discussion that TexITE has now increased our costs by adding services, increasing our number of student chapters within the District, and adding necessary items such as liability insurance. TexITE dues have not increased in years, membership has



remained relatively flat and meeting costs have increased due to inflation, as such the budget of District 9 needs a top-down review and evaluation.

Subsequent to this discussion Rick Charlton made the following two charges:

1. To the Special Meetings Committee, led by Dave Carter, review the dollars needed for meetings and provide recommendations to the board on the following:
  - a. Size of Reserve Fund for Meetings
  - b. Appropriate Methods to Fund Meetings
2. To the Past President's Committee, led by Wayne Kurfees, prepare another long-range budget forecast to determine appropriate levels of funding for organization including a review of revenue and expenses.

It was noted that District 9 dues have not increased in a long time and have remained at \$20. It was also noted that we are beyond the current window of opportunity to increase dues for 2009 as that information is transmitted to ITE International in September of each year. Increase in dues for 2010 and beyond will be considered later this year after the committees have had the opportunity to report back to the Board. Deadlines of January 15, 2009 to have the committees work on their charges so that actionable recommendations can be presented to the Board at the Lubbock Meeting.

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

### **Lubbock Technical Program Status**

Brian noted that the technical program for Lubbock is underway. There will be a call for abstracts for Lubbock put on the website soon.

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

### **Potential Request for Student Chapter at Texas Tech University**

Sharmon Owens presented the potential by-laws and charter for the formation of a new student chapter at Texas Tech. Dr. Hongchao Liu, assistant professor, will serve as the faculty advisor. A list that included more than five potential student chapter members was included in the packet.

A motion was made by Crawford to approve formation of the Texas Tech student chapter. Motion was seconded by Jahn. Motion was approved by unanimous vote making Texas Tech the ninth student chapter in the Texas District.

### **Discussion of Hurricane Ike Relief and Bearing on Meeting Invitations**

Randy Schulze noted that the leadership of the Houston Section suggested that TexITE might want to make a contribution to one of the relief agencies working in the areas affected by Hurricane Ike. It was determined that the Board will provide information to the members via the website and email to get the word out about how bad things are in



the affected areas and to provide links to relief organizations recommended by the Houston Section so that the District 9 membership can make direct financial contributions.

## **8. Local Arrangement Committee Reports (Charlton)**

### **Winter 2008, Irving - Closeout (Williams)**

Jim Williams noted that he has everything he needs to close out the Irving meeting. There was an \$849.50 additional cost for poster session display boards (8) that has been added to the Irving meeting costs. These funds were mistakenly charged and paid for by CCTexITE. With this adjustment, the Irving meeting will have a loss of -\$879.93.

### **Summer 2008, San Antonio (Collins)**

Written report and budget provided. Kerri noted that there are discrepancies in the amount received from TTI Conference Services and believes that they owe TexITE another \$4,536.10. Kerri presented a detailed report with a summary of the impacts of student participation costs on the meeting. Overall the San Antonio meeting is expected to have a loss of -\$5,688.86. Costs associated with the 70 students in attendance for meals and poster boards were approximated at \$6,562.83.

### **Winter 2009, Lubbock (Owens)**

Written report and budget provided. Meeting will be held February 5-7 2009. Hotel will be the Holiday Inn Park Plaza and rooms will be \$85 per night. Sharmon noted that the contract is in the hands of the hotel and we are waiting for them to address our last set of review comments. The technical tour will be the joint City and TxDOT Traffic Management Center.

The Board discussed registration fees and late registration fees for the Lubbock meeting, preliminary discussion considered \$150 for registration and \$180 for late registration. Overall the goal is to budget a \$2,000 profit for the Lubbock meeting. Sharmon will update the budget and send out to the TexITE leadership.

The potential for a silent auction at the Lubbock meeting was discussed. It was determined that a silent auction sponsored by the new Texas Tech Student Chapter could be held at the meeting with the stipulation that the Local Arrangements Committee not be burdened with the event.

### **Summer 2009 – Joint Meeting with ITE (Friebele)**

No report from Friebele. Wunderlich noted that representatives from District 9 had a successful meeting with ITE HQ staff at the Anaheim meeting. Brahms has accepted the Student Poster contest and will locate it in a prominent location within the Exhibit area in San Antonio.



**Winter 2010, Frisco (Moen)**

No Report.

**Summer 2010, Invitees (Gaston)**

The next area in the meeting rotation is Region 3, including south and southeast Texas. There was a discussion on whether the southeast section of the state will be able to provide an invitation to host the Summer 2010 meeting in the wake of Hurricane Ike. It was determined that the opportunity to host a TexITE Meeting may be a way to help the areas impacted by Hurricane Ike. Gaston also presented a county-by-county map of the regions to better define the locations of cities within the various regions. It was determined that definition of region boundaries is the sole responsibility of the Secretary-Treasurer. Gaston noted that he will send out Stage 1 letters to Municipal and County TexITE members including the leaders of the Greater Houston Section and South Texas Section for consideration of willingness to host the meeting.

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

**TTI Conference Services (Thomas)**

No action. Board and Special Committee on Technical Meetings are awaiting cost information from TTI Conference Services.

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

***Brazos Valley (no report), Capital Area, Greater Dallas, Greater Fort Worth, Greater Houston and South Texas***

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

**Highway Products Group (Thomson)**

No report.

**Membership Committee (Bray)**

No report.

**District Database (Langdon)**

No report.

**Consultants Council (Shah)**

No report.

**Technical Committee (Luedtke)**

No report.



**Newsletter (Pasumarthy)**

No report.

**Website (Thomas)**

Written report provided.

**Student Chapter Liaison (Saylor)**

No written report. Saylor noted

**Legislative Committee (Ragsdale)**

No report.

**Younger Members Committee (Butcher)**

No report.

**Committee for Future Engineers**

No report.

**Awards Committee (Finley)**

Written report provided along with recommendations for changes to the policy and procedures manual. Brooke Ullman presented the information for Melissa.

Board accepted the recommendations of the awards committee, a motion by Jahn to amend the District Policy Manual as recommended in the written report of the Awards Committee was seconded by Ulman and unanimously approved by the Board.

**Special Meetings Committee (Carter)**

No report.

**12. Historian (Crawford)**

(None)

**13. Other Business**

**14. Adjourn**

Meeting recessed at 12:50 PM on October 9, 2008.