



**TexITE District 9 Board Meeting Minutes**  
**August 10, 2009 at 10:30 am**  
**Henry B. Gonzalez Convention Center, Room 7-B**  
**San Antonio, Texas**

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

**Guests and Committees:** Jim Williams, District Administrator; Richard Smith, Greater Houston Section President; Melissa Finley, Future Engineers/Awards Committee; Rebecca Bray, Membership Committee; Dale Thompson, Highway Products Group; Wayne Kurfees, Past Presidents Committee Chair; Dave Carter, Special Meetings Committee Chair; Paul Luedtke, Technical Committee Chair; Susan Langdon, Database; Robert Saylor, Student Chapter Coordinator; John Friebele, San Antonio 2009 LAC Chair; Sharmon Owens, Lubbock 2009 LAC Chair.

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

Meeting called to order at 10:29 am by Brian Jahn.

**2. Approval of June 1, 2009 Board Meeting Notes (Jahn )**

Motion by Gaston and seconded by Moen to approve. Motion passed unanimously at 10:32 AM August 10, 2009.

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

Gary Thomas presented several of the key issues facing International ITE:

- The ITE Board met last week in College Station and had a very productive meeting. The meeting included a social event at the Bush library.
- Economic impacts – six (6) positions were eliminated by Tom Brahms, and ITE will likely lose money in 2009 for the first time ever.
- Board meeting – held several breakout sessions to discuss vision for the ITE Annual Meeting (not just San Antonio).
  - Continue to think outside the box.
  - Need to generate new ideas to get people to come to the meeting.
  - Suggestion to possibly get away from the technical sessions format.
  - The meeting purpose is to learn something new – maybe a technical session format isn't the way to accomplish that. ITE may need to consider more training sessions without the extra fee.
  - Considering discussions with other outside agencies to help brainstorm ideas.
  - D. Carter pointed out that the webinars are a great way to get people involved.
  - More information to come from the October board meeting.
  - From a profitability/attendance standpoint, the San Antonio meeting ranks 21<sup>st</sup> out of the last 24 meetings. Tom Brahms was able to reduce some of the hotel attendance penalties on the room block.
  - G. Thomas will provide minutes of the breakout sessions to Jahn.

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

Jim Williams reported the following:

- TextITE still needs to reconcile the books for the Winter meeting in Lubbock. Jim will coordinate with Sharmon.
- To date, there has only been one (1) payment for the newsletter advertising.
- TextITE received the CCTexITE income to offset the cost of student meals, but this meeting we are not reimbursing for meals. Jim also noted that the CCTexITE 2008 student support payment will be paid out in 2009.
- Outstanding Student Chapter support was budgeted at \$150, but the correct amount should be \$200. TextITE will pay \$200 in 2009 and make adjustment to next year's budget.
- TextITE will likely need to pay for a portion of the ITE Annual meeting costs. Waiting to find out the cost after the meeting close out.
- Taxes for TextITE are due by August 17, 2009. TextITE's accountant is working on them now, and Jim will submit them once they are complete.

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

Brian Shamburger presented a brief update on the 2009 Budget and Meeting Account summary as prepared by Jim Williams. Mentioned that the Board is considering an annual dues increase from \$20 to \$50 to help offset meeting costs.

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

Gilmer plans to place call for abstracts for the Winter 2011 meeting in Frisco.

#### **7. 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.

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

- Lubbock
  - Need to finalize meeting. Sharmon will coordinate with Jim Williams.
  - Based on Sharmon's math, the meeting lost money approximately \$352. Jim Williams thinks the meeting profited approximately \$800. Sharmon and Jim will finalize over the next several weeks.
- Frisco
  - The LAC is waiting to finalize the budget numbers and meeting events.
  - Planning for approximately 150 room nights from Wednesday – Saturday.
  - Registration numbers – proposing 175-200.
  - Registration fee of \$200 – pending transportation options. Considering use of local senior center transportation bus to help reduce costs.
  - D. Carter commented on the proposed student rates. TextITE needs to consider raising student rates from current \$20. Historically, the typical cost per student is approximately \$100 per student. If the meeting numbers are high for students, then that could have a significant impact of meeting expenses.
  - B. Ullman stated that the student chapters are subsidizing the registrations, so she doesn't think it has a big impact whether we raise the fee.
  - G. Thomas suggest that we should consider charging student a percentage of the member registration fee similar to what TextITE does for retirees (50%). Gary suggested 25%?
  - G. Gaston stated that TextITE needs to reduce risk for the LAC. There is currently too much uncertainty when it comes to student attendance.
  - D. Carter feels the student rates should be increased, but not to a point that we don't lose student attendance.
  - R. Saylor suggested we require an early registration to receive the reduced student fee. Late registration would be much higher.
  - G. Gaston mentioned that the meeting numbers are already set, and we need to be able to plan for it.

- R. Saylor is ok with the student rate increase as long as it's not too high. He's concerned we will negatively influence student participation.
- B. Moen mentioned that the cutoff for the hotel room block is January 4<sup>th</sup>, 2010.
- The meeting dates for the Frisco meeting are January 28-30, 2010.

*Motion by Gary Thomas to amend the TexITE Meetings Manual to set early student registration fee at 25% of the member early meeting registration fee; 50% for late walk up. The Meetings Manual should also be amended to include a reduced registration fee of 50% for the retired members (if the Meetings Manual doesn't already establish it). Second by Charlton. Motion passed unanimously.*

- Sugarland Summer 2010 (Richard Smith)
  - The LAC has been established and the Section Board is considering LAC chairs. They currently have two (2) candidates.
- Winter 2011 Invitees (Shamburger)
  - The City of Fort Worth plans to submit an invitation at the Business Meeting.
- G. Thomas – ITE is entering into an agreement with a firm to help with LAC arrangements. The firm will assist ITE and the Districts at no cost to the agency. Gary will provide more details to the Board.

**9. Section Reports / Issues or Action** *(no reports other than the written reports provided in the Board packets)*

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

**Highway Products Group (Thomson)** – Technical sessions with HPG have been well received. Dale wants to get better responses from HPG members, and he plans to fill a technical session for the Winter 2010 meeting in Frisco. Dale also wants to make sure the presentations have very little marketing.

**Special Committee on Technical Meetings (Carter)**

- Working on providing better tools to help the LACs plan meetings.
- Looking to amend the Meetings Manual / spreadsheet to help eliminate confusion.
- The committee has developed a historical spreadsheet to refer back to attendance numbers by time of year/geography/etc.
- B. Jahn – How does the 3<sup>rd</sup> party assistance company fit into this equation?
- Thomas – Need to get a better understanding of the agreement with ITE.
- Seems to be some confusion on how we pay TTI for their services.
- R. Charlton doesn't want the LAC to lose their autonomy to put their personal spin on a meeting.

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

- G. Thomas – George Human is having problems reinstating his membership.
- Bray – fax number was incorrect on the website. Rebecca will work with George to get his membership reinstated.

**11. Bylaws Conflict Regarding Section Membership/Residency (Kurfees)**

- There are concerns about Section charters regarding membership eligibility based on where you live and work. It is likely that the Section charter language needs to be revised to address this issue.
- B. Jahn wants to develop charter language that will address this issue for all Sections. This could potentially have an impact on ITE billing.
- Paul will coordinate assembling the various section bylaws and charters and develop a proposed language / amendment (i.e., guest membership, voting rights).

**12. District 9 Dues Increase (Gaston)**

- Gaston asked the Board if we should rescind the proposed dues increase to \$50. Gilmer asked if the increase is too steep, given the change in climate/economy.
- D. Carter stated that the dues increase does not help us for the upcoming Frisco meeting.
- J. Williams mentioned that we should receive some amount from the ITE Annual Meeting.
- R. Saylor stated that the membership would rather increase the dues once rather than two (2) times.
- B. Moen and B. Shamburger said they have discussed the increase with the Dallas and Fort Worth Sections and there has been no negative feedback.
- NO ACTION. The 2010 dues will remain at \$50.

**13. Future Cities Competition (Langdon)**

- FCC is a great outreach opportunity, and other organizations are highly involved.
- Events are currently held in Arlington and Houston.
- Plan to use our current Future Engineers budget to sponsor both regions.
- Committee plans to find out more information and help get ITE involved.

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

**15. Other Business (Jahn) – none**

**16. Adjourn**

Meeting adjourned at 11:56 AM, August 10, 2009.