

**Southern District SITE
Annual Board Meeting Minutes
Marriot Hotel
Knoxville, Tennessee
April 22, 2007**

I. Call to Order

A. The meeting was called to order by President Colin Kinton.

II. Agenda Review and Self Introductions

- A. Two pages of the agenda were not included in the handouts and were passed out to those in attendance. A list of officers was also handed out separately.
- B. All in attendance introduced themselves and were asked to add their name and contact information to the sign in sheets. (List attached.)

III. Tribute to Deceased Members

- A. A moment of silence was given for the four most recent deceased members of the section:
- a. Joe Womble, Georgia Section
 - b. Bill Kervin, Tennessee Section
 - c. Mike Howard, Tennessee Section
 - d. Robert Dodge, North Carolina Section

IV. Approval or Minutes from 2006 Winter Board meeting in Charleston

A. Bob Stammer approved. Bob Murphy seconded.

V. District Officer Reports

- A. President
- a. President Colin Kinton reported that his goals are to keep the Southern District ITE on a secure financial footing. He also wants to improve the organizational structure and noted that Richard Adkins and the Strategic Planning committee have done a lot of work and he will be looking at implementing their recommendations. He will also develop an Ad Hoc committee on the Nominations process.
- B. Vice President
- a. Vice President Craig Hanchey handed out the financial report and reviewed the figures. He noted that the balance has been growing since the budget has not been fully spent in recent years.
- C. Secretary-Treasurer
- a. Secretary-Treasurer Karen Mohammadi had no report.
- D. Past President
- a. Past President Steve Strength announced that he had brought to the Board extra copies of the 2006 Annual and Year End Board Meetings binders.
- E. International Director
- a. International Director Kenny Voorhies announced several new programs and initiatives at International ITE. He was joined in

his presentation by International ITE President Earl Newman, ITE Duputy Director Philip Caruso, and ITE VP Candidate Ken Voigt. The following items were discussed in their report:

1. The Safety Certification process has started. More information will be forthcoming.
2. The Traffic Signal Assessment was sent out last year. A second report card will be out in September.
3. ITE staff will be updating the web site soon with better search capabilities.
4. ITE is looking at better ways to improve student chapters and enhance recruitment to the profession.
5. ITE has received a request to review signal work as a peer review process. They are proceeding cautiously with this in an effort not to compete with consultants.
6. Atlanta is still being considered as a potential site for the 2012 ITE International Meeting.
7. Brian Bochner and Andrew O'Brien were elected as honorary members of ITE.
8. All sections were reminded of Kenny's earlier request for section meeting dates so that they can be added to ITE's calendar.
9. ITE District boundaries in Northern Virginia, West Virginia and Puerto Rico are being reconsidered. A committee is being formed. Recommendations will be announced at the Annual Meeting. Each areas' members will be surveyed. This could have a strong impact on the Virginia section. They would like to see the boundaries changed. Three of the four last section presidents did not reside in the section's boundaries.
10. Questions on certification should go through Kenny although the certification board is separate from the ITE board. The certification programs are self sustaining.
11. Kenny was asked if the ITE International surplus has caused a reconsideration of ITE fees. He explained that consideration was being given to using some of the funds and only keeping 75% as a rainy day fund.
12. International President Earl Newman expressed appreciation for his treatment at the meeting and asked that condolences/a moment of silent be given during the meeting to those students and faculty who lost their lives or were injured during the recent shooting at Virginia Tech. Tim Harpst, former International President, is a Virginia Tech alumnus.
13. President Newman stated that he and the Vice President candidates will be traveling for 17 of the next 21 days. Some the things he would like to share with other sections that SDITE does well includes the following:
 - a. ABD involvement
 - b. Traffic Bowl
 - c. Reaching out to new attendees
 - d. Interview room

14. Some additional staff initiatives he mentioned included:
 - a. LED Guidelines
 - b. Vehicle change and clearance interval timings
 - c. White paper on public image
 15. President Newman concluded his announcements by inviting everyone to the International Meeting in Pennsylvania and announcing that ITE is looking for International Vice President Candidates for next year.
 16. Philip Caruso provided several handouts and updated the board on ITE's mission, reorganization and connection to councils. They desire to identify subject matter experts and are looking to fill a position for a Senior Director of Planning. They also want to recognize people in the districts for awards, want to network with younger members more, and are considering scholarships to get younger members to attend meetings.
 17. Kenny concluded the International report by stating that he had a list of rising stars, not age based, but just people he thought might be ready to become more active in ITE.
- F. The District Officer reports concluded with the financial report being approved. Ken Voorhies motioned that the report be approved as submitted, Bill Seymour seconded and motion passed.

VI. District Committee Reports

- A. Annual Meeting Local Arrangements
 - a. The LAC chairs welcomed everyone to Knoxville. They had 349 people register at the meeting which included 152 people who registered on line.
- B. Annual Meeting Statistics – no report
- C. Audit
 - a. Jim Meads agreed to conduct the audit since Secretary Karen Mohammadi was not able to stay for the Business Meeting due to a family emergency in Louisville.
- D. Awards
 - a. Rick Day announced that the Awards committee consisted of himself, Gaye Sprague, Bob Murphy and Jim Meads. He reminded the Secretary-Treasurer that signatures were needed on the awards.
- E. Education/Student Chapter
 - a. Winning reports were submitted by Dyan Damron.
- F. Historical Records
 - a. Bob Stammer announced that he would accept any records that board members or other would like to submit. He is recording all electronically (for the most part). He will work with Mike Reese and the web page to get some of the records placed there, such as past meeting locations and some photographs.
- G. Membership
 - a. Craig Hanchey announced that membership numbers have not changed much from last year. He also noted that the South Carolina section's numbers are disproportional to the student

sections in that state. There are 52 professional members and 115 student members.

- H. Nominations
 - a. Bob Murphy reported on the nominations for SDITE Officers.
- I. Professional Development
 - a. The seminar this year will be an interactive ethics seminar based on a course that Cindy Pionke's husband teaches at TDOT.
- J. Publications
 - a. The committee is chaired by Jeff Hammond who could not attend the meeting. Colin announced that the most recent postcard mailing would be the last. Members will be asked to download the newsletter from the SDITE website.
- K. Safety
 - a. Bob Canfield reported that the committee is working on a project and would be ready to present it at the Year End Board Meeting.
- L. Site Selection
 - a. Colin announced that Scott Walker has agreed to look at potential sites for the 2013 meeting to be held in Kentucky.
- M. Technical Council
 - a. No additional comments were made other than what was submitted in the report.
- N. Student Scholarship Traffic Bowl
 - a. Twenty four students are anticipated to participate in the Traffic Bowl plus 7 alternates will be on hand. These students represent 9 universities. Some potential changes this year may include changing the final jeopardy so that any team with a negative score up to that point is out of the competition. Bob Stammer moved that this change be accepted and John Van Winkle second. The motion carried.
 - b. The second item includes redistributing funds so that not only does the winning team but those that place may also get a financial award. Bob Murphy suggested that the sections award the students so that the ABD does not have to give 2nd and 3rd place awards. President Kinton asked that the sections report back by the end of the year as to how they support their respective student teams.
 - c. The Deep South section has a traveling trophy and it was suggested that the Traffic Bowl could have a traveling plaque.
 - d. Complaints were received over the use of the ITE Safety Toolbox as a source for questions for the Traffic Bowl. The manuals are not currently being used as textbooks.
 - e. The final comment was in regards to how many times a student can play in the Traffic Bowl. It was determined that the sections could decide.
- O. Website
 - a. The Board officially thanked Mike Reese for his years of service. The website is continuing to be updated with links and documents.
- P. Strategic Planning
 - a. The committee sent out a survey and 411 members responded and it was determined that:

1. Better mentoring is needed
2. The website needs significant investment
3. The organizational structure needs to be improved
- b. Richard Adkins asked the committee for \$6,000 for leadership development and \$2,700 for the website development.
- c. The committee plans to develop three to four modules and PowerPoint presentations for training in key areas.
- d. John Van Winkle discussed the following regarding web site improvements:
 1. An RFP will be developed and opened to consultant firms or individuals.
 2. They have received some offers for donated services.
 3. They are requesting \$2,500 this year.
 4. Some web pages generate money on their sites to fund other activities.
 5. The RFP language has not been firmed up and they welcome assistance in drafting the document.
- e. Rick Day motioned that funding of the website development for \$2,500 be approved. Kenny Voorhies seconded and the motion carried.
- f. Jim Meads questioned why SDITE didn't just pay Mike Reese to update the website. Mike responded by saying he considers himself a hobbyist and it needs a professional at this time who will bring in new ideas.
- g. A motion was also made by Rick Day to approve the \$6,000 to develop the leadership modules. Bob Mabry seconded.
- h. Philip Caruso (ITE International Staff member) offered to work with the Strategic Planning committee to check that no duplicate efforts were being made. The committee has been working with Kenny Voorhies in this regard. ITE International is more interested in section development whereas SDITE is more interested in individual development. Philip stated that ITE would be interested in the SDITE survey results. Ken Voigt stated that he has written a white paper on this issue and feels dialogue is important but ITE should not slow SDITE down in this endeavor.
- i. Rick amended his motion to include interacting with ITE International through Brent McKinney and to increase the leadership funds from \$1,700 to \$7,700. Bill Seymour seconded and the motion carried.

- VII. Section Reports - It was suggested that all sections talk to Pete Frenz with ITE International about obtaining tax exempt status if/when their budgets are over \$50k. Other section report comments are listed below.
- A. Alabama – as submitted
 - B. Deep South – as submitted
 - C. Georgia – as submitted
 - D. Kentucky – as submitted
 - E. North Carolina – they are looking to increase the number of scholarships from 6 to 9 and increasing the annual funds to \$11,000

- F. South Carolina – the current Section Representative is likely to step down from this position since he has assumed a new position with the SCDOT
 - G. Tennessee – as submitted
 - H. Virginia – three of the four students on the Virginia Tech Traffic Bowl team who won the section contest are attending the meeting in spite of the school's recent tragedy.
- VIII. ABD Report - ABD – no report was submitted but the ABD expressed their gratitude to the Board for their support
- IX. Future Annual Meetings
- A. 2008 in Charleston, South Carolina – Jeff Davis stated that a full report would be forthcoming at the Business Meeting. He suggested that members get their reservations in early since it is a smaller hotel.
 - B. 2009 in Birmingham, Alabama – The meeting will be April 19 – 22 in Hoover which has an on-site golf course that hosts Senior PGA events. This is a new and unique resort. Becky White will be the LAC chairperson.
 - C. 2010 in Portsmouth, Virginia – they have the site and hotel determined and three LAC co-chairpersons.
 - D. 2011 in Lafayette, Louisiana – this area was skirted by the two hurricanes
 - E. 2012 in Charlotte, North Carolina – they have not formalized a location, however, the new NASCAR museum should be open by that time
 - F. 2013 in Kentucky – no report
- X. International ITE Report and Vice Presidential Candidates' Comments – it was determined by the Vice Presidential Candidates that they would postpone their comments to the Business Meeting
- XI. Old Business – none reported
- XII. New Business
- A. Motion was made to recognize the Virginia Tech students at the Traffic Bowl as well as at the start of the competition. The motion was made by Bob Mabry, seconded and approved.
 - B. Motion was made to recognize Darcy Sullivan as he started several people's careers at SDITE but cannot attend the banquet. Bob Stammer motioned, John Van Winkle seconded and the motion carried.
 - C. Jim Mead motioned to approve resolutions acknowledging the LAC, ABD and Consultants for their contributions to making this meeting a success. Bob Murphy second and the motion carried.
- XIII. Appointment of Tellers Committee – Tim White volunteered to serve in this capacity.
- XIV. Announcements – none reported
- XV. Adjournment