

**Southern District SITE  
Year-End Board Meeting Minutes  
Renaissance Ross Bridge Hotel  
Hoover, AL  
December 3, 2007**

**I. Call to Order**

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

**II. Introductions**

- A. All in attendance introduced themselves and were asked to add their name and contact information to the sign in sheets. (List attached.)  
B. Colin asked members to update their contact information provided in the notebooks handed out and give the new information to Jim Westmoreland.

**III. Approval of Minutes from 2007 Annual Board meeting in Knoxville**

- A. Bob Stammer approved. Cindy Pionke seconded.

**IV. District Officer Reports**

A. President

- a. President Colin Kinton announced that he would like to see a more permanent committee structure and financial plan for the Traffic Bowl. He would also like to see the nominations process change although it would require a vote from the membership.

B. Vice President

- a. Vice President Craig Hanchey chose to postpone his report until the Membership Committee report was presented.

C. Secretary-Treasurer

- a. Secretary-Treasurer Karen Mohammadi reported that the SDITE website is now completely under the District's authority now that all contact information has been updated from Street Smarts staff SDITE officers and Website Chairperson, Mike Reese. She has also established the procedures for updating the checking account each year so that the current officers have authority to write checks and review statements.  
b. Craig Hanchey prepared the budget this year and addressed questions and concerns. One problem with the budget each year is the number of student sections who either do not request their checks or do not cash them on a timely basis which make closing the year for tax purposes more difficult. This includes money for reports and Traffic Bowl expenses. About \$900 is left in the budget for Traffic Bowl expenses. Craig and Karen are working with Dyan Danrom to improve this process.

D. Past President

- a. Past President Steve Strength had no report.

E. International Director

- a. International Director Kenny Voorhies announced that he had met twice with the International Director since the last board

meeting. Some of the highlights of his announcements included the following:

1. The PR committee is looking for committee members.
2. Safety certification will be delayed until there is more training available.
3. LED Degradation and Yellow Clearance Interval Time are two technical activities being developed by ITE International.
4. The National Report Card went out recently increasing from a D minus to a D.
5. International staff is updating the website including a place for sections to post ideas.
6. ITE District boundaries in West Virginia and Puerto Rico were reevaluated and final decisions are being made. SDITE is very interested in the fate of Northern Virginia and would like them to be part of the District. Kenny will prepare a letter for International stating this interest. In addition, the members of Northern Virginia were recently surveyed but the VASITE members were not. Kenny will request that the members be surveyed,
7. International has set up program to recognize Young Transportation Professionals each year. This may be something for SDITE to consider. At the very least SDITE should be nominating candidates,
8. Kenny presented the list of Annual Meetings and Conference to the attendees. Both the 2010 and 2014 conferences are planned to be in SDITE states. Changes are being planned for the Anaheim meeting included cancelling the theme party.
9. Tom Brahms has reduced International meeting costs by getting bids from hotels based on bundling the meetings. This has resulted in a savings of over \$500,000 in the next five meetings.
10. A senior staff succession plan is also being developed by International since three of the key senior staff could potentially retire in the next 5- 10 years.
11. Kenny reminded the attendees that all ITE members get one free committee membership with International.
12. Kenny was asked to encourage international to send members updates on items such as website updates, legislative changes, and national political candidates' views on transportation. The group was reminded that Hibbett Neel services on the Reauthorization Committee and has asked for comments.

## **V. District Committee Reports**

### **A. Charleston Meeting**

- a. The ABD Party will be held at the Citadel Beach House. Other activities will include a boat bridge tour of Cooper River Bridge and Charleston Port Facility. The solicitation for papers is completed. Colin expressed concern about estimating

consultant expenses. The LAC is looking to add continuing education options on Sunday. The hotel room rate will be \$175.00. Deadlines for room reservations are February 28<sup>th</sup>.

- B. Annual Meeting Statistics
  - a. Cindy Pionke gave a recap of the Knoxville meeting. It was attended by 356 people and resulted in approximately \$6,900 profit being returned to the SDITE. Cindy noted that the LAC did receive some last minutes donations.
- C. Awards
  - a. There was a lot of inconsistency in reports. The criterion for the awards limits them to 3 pages. The Chair needs to count on sections to improve compliance. (We follow International criteria). The list of criteria is on ITE's web page. Craig will email all section representative regarding changes to website and location of changes. That said, "embellished" section reports have won in international competition.
- D. Education and Student Chapter
  - a. Some checks have not been cut because we don't have an account name or contact. Jon VanWinkle suggested adding Chapter Advisor to student chapter list.
- E. Historical Records
  - a. Bob is getting more info onto CDs. Bob commended Cindy and Colin for providing everything in electronic format. He may need funds to purchase CDs.
- F. Membership
  - a. Numbers are very similar (slightly higher) than last year. International gave lost membership list to sections so they could follow up with members. ITE International has flatlined in membership. Spring report should compare to previous years.
- G. Nominations
  - a. Steve Strength presented the list of candidates for Secretary-Treasurer. Steve moved to accept and Kenny seconded the motion. It was suggested that the President appoint a committee to check if we should change procedures so committee only recommends one person as Secretary-Treasurer. If approved, we may need to change the accepting of new candidates from the floor. Colin and Craig will form a committee to look at this and bring recommendations to spring board meeting.
- H. Professional Development
  - a. No report. Colin presented for Mike Ridgeway who is looking at "Improving Client Relationships" plus a couple of Technical Ideas with SC Professors. Brent McKinney's Leadership Committee could also do something at that time.
- I. Publications
  - a. The committee would like to reformat newsletter to better reflect website image. They asked for continued support in terms of articles. Send section articles to Jeff. He emails Section Representatives and editors for information. It is very easy to get mailing labels from International. Sections were asked to forward message to all their members. It was requested that

yearbook be published before annual meeting. Craig and Jeff Hammond to resolve. Committee reviewing option that yearbook could be incorporated into webpage.

- J. Safety Report
  - a. None
- K. Site Selection
  - a. None
- L. Technical Council
  - a. Two workshops are planned.
- M. Website
  - a. Craig has 70-80% of the new website completed. He will mail link to board to review site. Committee looking at on-line voting through site. TN and GA sections already use it.
- N. Student Scholarship Traffic Bowl
  - a. About 22 students participated with 7-8 alternates. Clemson won twice in a row. Plaque being presented by Colin to Clemson at SC annual meeting. The committee will be dropping music category, adding more on MUTCD signs. James needs names of students with university as soon as possible. Kenny stated that we are well-known for Traffic Bowl in International ITE.
- O. Strategic Planning
  - a. Shared observations were made on status of committees' work. We are aligned with National purpose and vision statement. Richard read resolution to Accept and Implement the SDITE 2010 Strategic Plan. Richard made motion to approve. Bill Seymour seconded. A detailed plan of steps, person responsibilities, when to be achieved and resources will be provided at the spring meeting.
  - b. The committee is requesting \$200 for Technology, \$2700 for Workforce Development, and \$2500 for website (carrying over from old budget). A second module is due from the Leadership team. Brent would like someone to review the programs/script. They may present to board only in April. It will also be available on DVD.
    - 1. Review Program
    - 2. Review script
    - 3. Determine type of program at meeting

Third model likely to be on strategic planning. Bob Stammer, Colin Kinton, Mike Ridgeland and Keith Strickland volunteered to be on committee to review.

Richard expressed interest in stepping down as chairperson, but will stay involved. Bob moved to acknowledge Richard in form of card. Seconded and approved. Board thanked Richard for service. Richard added member services will be part of ...

Incoming President will assign a committee chair. Bill Seymour has tentatively approved. If so, Bill will need to be replaced on the Workforce Committee.

## **VI. Section Reports**

- A. Alabama – Richard Powell (incoming Section Representative) presented major initiatives. They are implementing Highway Safety plan with ALDOT as well as Safe Route to School (providing consulting to schools), also 2009 SDITE meeting. Their scholarship has \$120k and gives 2 \$2500 per year. They match Traffic Bowl winnings plus pay them to attend. They have a job shadowing program as well.
- B. Deep South – Bob Mabry presented. There are 131 student members – more students than regular members. They are trying to add Jackson State section. They also have 17 esteemed colleagues and were surprised by the large number.
- C. Georgia – Mike Holt presented. They have over 400 members. They have separated their business and annual meetings to make more entertaining for spouses.
- D. Kentucky – Bill Seymour presented. They have revamped their website and newsletter.
- E. North Carolina – Bill Martin stated that they have hired Executive Assistant for about \$7-\$10k, revamped scholarships by both amount and type. They expressed pride in having Jim Westmoreland serve as incoming Secretary/Treasurer of SDITE. They stated that Keith Lewis has been their Treasurer for 4 years which provides continuity.
- 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 – Cindy Pionke presented. They are raising scholarship to \$2,000 each.
- H. Virginia – Tim White reported that they had the largest meeting attendance ever this year. They also updated their Operations plan and are looking to improve scholarship program.

Keith Strickland spoke on GDOT's new program – fellowship for graduates in transportation engineering which creates stipends of \$15,000 for graduate school using leftover SASHTO funds. The GA section is making \$3,000 donation per year to this program. The goal is to have at least 5 fellowships per year. The student must work for GDOT for 3 years afterwards. VDOT has similar program.

Bob Stammer added that the Southeast Transportation Consortium gets money to help schools give transportation scholarships (30-40).

## **VII. ABD Report**

ABD – no report was submitted but the ABD expressed their gratitude to the Board for their support

## **VIII. Future Annual Meetings**

- A. 2008 in Charleston, South Carolina was covered. They will have a nice golf course for about \$100. The meeting dates are March 30-April 2.

- B. 2009 in Birmingham, Alabama – The meeting will be April 19 – 22 in Hoover. Jim Meads presented. All committees are in place. Birmingham has world class motocross museum and track which could be used for ABD party. Golf course is site for Senior PGA event. Two other championship courses adjacent (4 courses total). They had 2 proposals for hotels – Sheraton downtown and Ross Bridge. Rate is \$195 but working toward \$175 with 20-25 government rate rooms which was \$86 for December meeting. (By comparison, Savannah was \$164 and Charleston will be \$172.) Downtown parking would be about \$16 + \$134 for the hotel. It was suggested the hotel be paid to keep the rates down (like \$2,000 to drop rates \$10 for example). Registration rate is less important than hotel rate due to government subsidies. Keep hotel rates down and raise registration if needed.
- C. 2010 in Portsmouth, Virginia – have prepared budget which is based on large sponsorship contribution. Contract signed with hotel. Rooms about \$155.
- D. 2011 in Lafayette, Louisiana – Steve Strength – city has new conference center so looking at hotels near there. Baton Rouge would be a back-up location.
- E. 2012 in Charlotte, North Carolina – Jim Humphrey is chair but will likely retire and turn over to Donny Pleasant.
- F. 2013 in Kentucky – no location determined.

**IX. Old Business – none reported**

**X. New Business**

- A. 2008 Budget - Craig handed out and discussed new budget differences from 2007. Traffic Bowl Team Travel reduced. Newsletter cost reduced (now electronic). As we expand services we are reducing/spending down balance but do not want to do that forever. Need long term review. Online voting could substantially reduce postage costs but requires bylaw changes. GA section just changed bylaws with international support. The \$9,000 for strategic plan includes workforce development costs. John Von Winkle moved to approve. Bob Mabry seconded.
- B. 2008 Year End Board Meeting – December 7 – 8, 2008.
- C. Other new business
  - University of Louisiana at Lafayette was provided a new charter. Bob motioned to approve revised charter. Steve Strength seconded. Craig H. questioned how we know status on student chapter charters. How does it become defunct? How do we revive inactive charters?
  - Attendance Incentive Proposal – would provide discounts for section presidents or vice presidents. If their fees are already paid it would go to the next level of leadership such as vice presidents. Individuals need to be approved before the meeting so LAC has that information (particularly if it is not the president using it). It was suggested that it be reworded so that it is a refund equivalent to half the meeting cost. Bob Stammer to accept motion to accept plan to provide refund. James Fosters seconded.
  - Traffic Bowl students – James Foster encouraged students to get registered before arriving.

- D. Installation of Officers
- E. Passing of Gavel
- F. Comments from President Elect. Craig expressed goals for his presidential term to include:
  - Look at updating the Operations Manual
  - Look at committee structure/ may want to restructure
  - Look at bylaws beginning to end
  - Strategic Plan – well underway but want to make sure it continues to be implemented
  - Budget – look closer at it
  - Nomination – will look at this with Colin and determine how to proceed, recommendation in spring
  - Agenda for spring and year end meetings – will consider updating, maybe more work sessions.

**XI. Appointment of Tellers Committee – Tim White volunteered to serve in this capacity.**

**XII. Announcements – none reported**

**XIII. Adjournment**