

Southern District ITE
SDITE Annual Business Meeting Minutes
Francis Marion Hotel
Charleston, South Carolina
April 1, 2008

- I. Call to Order
 - a. The meeting was called to order by President Craig Hanchey at 8:35 AM.

- II. Tribute to Deceased Members
 - a. Wayne Harrell, Virginia Section

- III. Final Call for Ballots
 - a. President Hanchey issued a final call for ballots. He then directed Jeff Hammond (Tellers Committee Chair) to collect the ballots, tally them, and return with results.

- IV. Approval of Minutes from 2007 Annual Business Meeting in Knoxville, TN
 - a. Minutes were reviewed. No corrections noted.
 - b. Kenny Voorhies moved to approved the minutes as submitted. Bill Seymour seconded. Minutes approved.

- V. District Officers Reports
 - a. President (Craig Hanchey)
 - i. President Hanchey reviewed goals for the year and highlights from the Annual Board meeting. These included:
 - 1. Support SDITE 2010 Strategic Plan implementation and initiatives. Noted Richard Atkins good work and leadership in the plan and that Bill Seymour was taking over as Chair. District needs to continue to support process and forward movement to ensure success.
 - 2. Nominations Process. Noted Steve Strength and Committee of Past Presidents Committee had reviewed nominations process (specifically examined the issue of running two candidates for the office of Secretary/Treasurer and International Director versus one). Outcome of review recommended no changes to the current nominations process but, will result in updates to the Operational Manual to ensure continued fairness and equity of officer selection/nominations.
 - 3. Reviewed revised SDITE organization chart. Noted that revisions were made to integrate work of Strategic Plan implementation and standing SDITE Committees into one structure to ensure proper coordination. Noted greater involvement of Section Representatives into operational work of the District.
 - 4. Evaluating new SDITE award for excellence in teaching. Will make final decision at year-end Board meeting. Please provide President Hanchey with any input you have.
 - 5. District finances. District is financially sound and has strong fund balance. However due to way District develops “deficit” budget, we need to evaluate to ensure we don’t run have issues in the future.
 - 6. District evaluating electronic voting. Would save money and increase voting process/efficiency. Would require by-laws change.
 - 7. Update of Operations Manual needed. President Hanchey will handle.
 - b. Vice President (Karen Mohammadi)
 - i. Vice President Karen Mohammadi commented on SDITE “deficit” budget issue. For 2008, SDITE developed budget with \$7,000 income and \$12,000 expenses. Not an issue at present (since District does not spend full budget each year) but should be looked at in the future. Also noted District cash and scholarship fund

balances. President Hanchey commented on timing of District tax return filing and on District traffic bowl expenses/reimbursement program (5 year pledge, \$3k per year, \$15k total). He noted we've only spent approximately half the funding but that the District would have to make a future decision about the program/funding.

- c. Secretary-Treasurer (Jim Westmoreland)
 - i. Secretary-Treasurer Jim Westmoreland provided update on the SDITE Annual Meeting incentive program. The program was sponsored by the Workforce Development team. Program is designed to encourage/support Section and Student Chapter Officers to attend the SDITE Annual Meeting. Long-term goal to have them stay involved in ITE and transportation profession. Five (5) individuals from Sections participated and five (5) Student Chapter Presidents/Vice Presidents participated. District will track individuals who receive stipend to gauge success of program.
- d. Past President (Colin Kinton)
 - i. Past President Colin Kinton had no report. Much applause ensued.
- e. International Director (Kenny Voorhies)
 - i. International Director Kenny noted he had just arrived from an International ITE Board meeting in Miami. Noted that International VP candidate Gene Wilson was in attendance. Some highlights of his report included:
 1. Strategic Planning work with International Board to create ITE core purpose, mission statement, goals and objectives, and started defining strategies. Kenny will send out electronically. Expectation is that the Board and staff will start working from strategic plan. Send any comments / input to Kenny.
 2. ITE International in good financial shape. Expect to make a profit in 2008 and cash position/reserves very strong.
 3. Publications this year: Planning Handbook, Traffic Engineering Handbook, Urban Geometric Design Handbook, and new Trip Generation Handbook.
 4. ITE instituted an electronic calendar process to schedule meetings. SDITE should send all future meeting dates to ITE.
 5. Effort to promote information exchange with International members/sections.
 6. Focus on young members. ITE promoting various activities to encourage young member involvement and outreach. Also noted efforts of Georgia Section. Possible idea for SDITE Annual meeting, student poster sessions. International ITE session at San Antonio meeting in 2009.
 7. ITE Professional development: Webinars with invited International speakers on various topics/items and elected leadership, ITE changing process on book writing (via RFPs versus volunteers) report.
 8. Trying to make ITE Journal more real time/on-line. And, on-line purchases of books and chapters.
 9. ITE will be sending out user surveys and conducting focus groups.
 10. Changes in the formula for affiliated agency members.
 11. Virginia Section status (i.e., efforts to have ITE members in Northern Virginia be part of the Southern District), ITE determined that Constitutional Amendment would be required to process. Current assignment is based on geographic location. So answer from ITE is no (for now). See Kenny for additional details.
 12. Created Young Transportation Professionals award. ITE will award 10 per year. For members under 35 years of age. Will start in 2009. Districts and Sections may nominate.
 13. ITE logo apparel coming soon. Items will be available on-line.

14. Kenny's last ITE business meeting report. Has been an honor and a privilege to serve International Director for the Southern District.

- VI. District Committee Reports (Jeff Davis)
- a. Annual Meeting Local Arrangements/Annual Meeting Statistics Committee
 - i. Jeff Davis commented on ABD event, recognized ABD members, and conference sponsors.
 - ii. 400 people attending (200 members registered). Will solicit feedback via e-mail after conference is over. Held two technical workshops on Sunday and poster sessions for the first time.
 - iii. Reviewed daily activities and technical/boat tour.
 - b. Audit Committee (Jim Westmoreland)
 - i. Jim Westmoreland recognized members of the Audit Committee. Tim White, Mark McDonald, Keith Lewis. District finances and account records are in good shape. Account balance over \$83k.
 - c. Awards Committee (Bob Murphy)
 - i. Bob Murphy report that Awards Committee had completed its work and awards would be presented at Annual Banquet.
 - ii. Bob noted that Allison Michelle was presented Joseph M. Thomas outstanding young member award at opening session.
 - iii. Bob recognized other committee members: Gaye Sprague, Brent McKinney, and Martin Bretherton.
 - iv. President Hanchey recognized that Bob Murphy was appointed by the SDITE Board to serve as the District representative on the ITE Consultants Council.
 - d. Education/Student Chapters Committee (Dyan Damron)
 - i. Twenty three (23) active Student Chapters, thirteen (13) chapter reports submitted, no papers submitted by graduate students, 2 submitted by undergraduates.
 - ii. Dyan is developing student chapter newsletter "Chevron". It is to be distributed twice a year in electronic form.
 - iii. Dyan also recognized a few student award winners and encourage members to support and recognize students in attendance.
 - e. Historical Records Committee (Bob Stammer)
 - i. Bob is trying to reduce all records (5 boxes) to pdf files.
 - ii. Bob asked anyone with historic records or photos to submit them to him.
 - f. Membership Committee (Karen Mohammadi)
 - i. Vice-President Mohammadi reviewed District membership total (almost 2,000 members of various categories). Current number represents 2% decline from previous year. However hopeful that numbers will increase due to focus on Strategic Plan implementation, new members, and student members.
 - g. Nominations Committee (Steve Strength)
 - i. Steve Strength reported on the nominations for SDITE Officers.
 - h. Professional Development Committee
 - i. Handle development and implementation of Wednesday morning session.
 - ii. Bill Seymour, Jo Anne Tingle, and Jeff Moore handling session.
 - i. Publications Committee (Jeff Hammond)
 - i. Jeff Hammond reported that Committee consisted of the newsletter editors of the Sections. Plan to produce three (3) newsletters this year. First will be available shortly after the meeting. Please send any articles or items of interest to Jeff or Committee. Noted format change for upcoming year.
 - j. Safety Committee (Bob Canfield)
 - i. No report provided.
 - k. Site Selection Committee (Scott Walker)

- i. Scott Walker reported that the 2013 Annual Meeting was to be held in Kentucky and 2014 in Georgia.
 - l. Strategic Planning Committee (Bill Seymour)
 - i. Bill Seymour recognized Richard Atkins for his past efforts with Strategic Plan.
 - ii. Number of surveys being conducted (to determine needs of customers). Member survey, student survey, and leadership development survey.
 - iii. Student member survey results on website. Review of responses to various questions (students want more interesting activities and less costs).
 - iv. Annual meeting attendance summary. Information on past six or seven years. Downward trend in attendance overall. State government is largest declining group. Students are largest increasing group (due to traffic bowl).
 - v. Plan to conduct survey of Student Chapter Advisors.
 - vi. Leadership Development developed mentoring guidelines and developed training program on conducting effective meetings.
 - vii. Bill reviewed five primary Strategic Plan goals and teams. Technical Knowledge team, Work Force Development team, Leadership Development team, Information Communications and Outreach team, and new Annual meeting review team.
 - viii. Recommended changes to Board regarding Strategic Planning structure changes including titles/names, drafted roles and responsibilities, how appointed, and terms of service.
 - m. Student Scholarship Traffic Bowl (James Foster)
 - i. No report provided.
 - n. Technical Council (Wayne Sarasua/Sunny Nandagiri)
 - i. Wayne reported that fourteen (14) technical sessions were planned for the meeting, seventy eight (78) presenters and moderators conducting, and over 80 abstracts submitted for presentation.
 - ii. Noted two new items for the Annual Meeting. Two technical work sessions on Sunday and new poster session (12 displays).
 - iii. Theme for conference was “Trekking through the South”.
 - iv. Sunny reported on logistics of afternoon technical/boat tour.
 - o. Website (Craig Hanchey)
 - i. President Hanchey reported on the update to the website and noted new domain name www.SDITE.org, and requested members to send updates to him.

VII. Section Reports

- a. Alabama Section (Richard Caudle) – Provided date and activities planned for annual meeting in Gulf Shores (June 4th-6th), noted planned joint meeting with the Tennessee Section, noted Section presented Meritorious Service Awards to James Foster and Temple Inc. for work with traffic bowl (nominated from outside section), reviewed scholarship awards (\$6,500) and budget, and noted highlights of Bass tournament and new tennis tournament at annual meeting.
- b. Deep South (Cyndi Pennington) – Held five (5) meetings, noted new community service project working with schools/children on seat belt safety, noted work with professors to enhance Student Chapters activity, and presented five (5) scholarships totaling \$3,000.
- c. Georgia (Carla Holmes) – Provided update on new members committee and scholarship efforts, theme is GREAT in 2008!, new program implemented to spot light difference agency each month, new logo contest, updating website, and invite to Summer Seminar on July 20th-23rd.
- d. Kentucky (Jeff Moore) – Reviewed details of Section meetings, noted award of 3 scholarships, updated KYSITE Operations Manual, developed new website domain www.KYSITE.com, planning webinars, noted golf outing, fall meeting with the University of Louisville, and annual meeting.
- e. North Carolina (Stephanie Privette) – Noted NCSITE membership numbers (almost 600!), three active Student Chapters, banked \$26,000 towards scholarship fund in 2007,

updated website and new domain www.NCSITE.org, established on-line meeting registration option, held 28 meeting with over 1000 people attending, awarded 6 scholarships for \$6,000 total, hired professional staff member to handle NCSITE administrative details, and reviewed upcoming mid-year and annual meetings.

- f. South Carolina (Hesha Gamble) – Recognized Jeff Davis for work with annual meeting, reviewed update of website and new domain name, noted work on newsletter “The Driver”, reviewed work in legislative area, conducted session on reorganization of SCDOT, reviewed accomplishments of scholarship fund raising activities and results of award winning student chapter (Clemson).
- g. Tennessee (Steve Meyer) – Noted meeting schedule, \$4,600 collected for scholarships, noted upcoming joint meeting with Alabama Section, noted ITE award to the University of Memphis Student Chapter, and work of technical committee (developing guidelines to help small communities).
- h. Virginia (Bryant Goodloe) – Thanked South Carolina Section and LAC for meeting and hospitality. Reviewed dates of annual meeting (June 25th-27th) in Virginia Beach, provide one scholarship, looking to add a third Student Chapter (Old Dominion University), noted work of Tim White and Tim Foster on state (VDOT) access management guidelines, and Section work on new legislation requiring traffic impact reviews.

VIII. ABD Report

- a. No report provided.

IX. Future Annual Meetings

- a. 2009 in Birmingham, Alabama – Becky White provided update. Planning going well, recognized LAC co-chair (Scott Rumble) and LAC committee chairs, theme for meeting is “Forging the Future of Transportation”; meeting to be held at the Renaissance Ross Bridge Resort and Spa in Hoover, room rate \$179/night, 25 government rate rooms available, dates April 19-22, 2009, and website is www.sdite2009.org.
- b. 2010 in Portsmouth, Virginia – Bryant Goodloe provided update. Three Co-chairs appointed and planning meeting details, meeting to be held at the Radisson Portsmouth, room rates are \$138/night, arrangements being made for water taxi to travel between Portsmouth and Norfolk, planning for tours with military (Navy and Air Force), and dates are April 9-16, 2010.
- c. President Hanchey noted other future meetings are 2011 in Lafayette, Louisiana, 2012 in Charlotte, North Carolina, 2013 in Kentucky, and 2014 in Georgia.

X. International ITE Report and Vice Presidential Candidates’ Comments

- a. President Hanchey reported item would be handled at the beginning of the Traffic Bowl.

XI. Old Business

- a. No old business reported.

XII. New Business

- a. Resolution of Appreciation – LAC (Karen Mohammadi)
- b. Resolution of Appreciation – ADB (Karen Mohammadi)
- c. Resolution of Appreciation – Consultants (Karen Mohammadi)
 - i. Vice President Mohammadi noted that Board approved all resolutions and they would be read during the Annual Banquet.
- d. Tellers Committee Report (Jeff Hammond)
 - i. Jeff Hammond recognized other Committee members.
 - ii. Results of elections were as follows:
 - 1. President – Karen Mohammadi
 - 2. Vice President – Jim Westmoreland
 - 3. Secretary/Treasurer – Tim White

4. International Director – Bob Stammer
 - iii. Motion by Jeff Hammond to make the results official and destroy the ballots.
Seconded by Bill Seymour. Motion approved.

XIII. Announcements

- a. John Van Winkle reported that the ICO team meeting would be rescheduled.
- b. Gene Wilson provided update on status of Paul Wong's arrival to meeting.
- c. Larry Meisner – Sign up sheet for Section breakfast to receive receipt.

XIV. Adjournment

- a. Meeting adjourned by President Hanchey at 10 AM.