

Southern District SITE  
Annual Board Meeting Minutes  
Francis Marion Hotel  
Charleston, South Carolina  
March 30, 2008

- I. Call to Order
  - a. The meeting was called to order by President Craig Hanchey.
  - b. He welcomed everyone to Charleston. Noted that a copy of the updated officers list was in the notebook and that if anyone wanted electronically, it would be placed on the website. Let Craig or John Van Winkle know if there are updates.
  
- II. Agenda Review and Self Introductions
  
- III. Tribute to Deceased Members
  - a. Wayne Harrell, Virginia Section
  
- IV. Approval of Minutes from 2007 Winter Board Meeting in Birmingham, Alabama
  - a. Colin Kinton approved. Kenny Voorhies seconded.
  
- V. District Officers Reports
  - a. President
    - i. President Hanchey reviewed report and list of goals in notebook. Excited about year and moving forward with Strategic Plan. Bill Seymour leading effort. Will discuss proposed changes to nominations process under old business. Review organizational structure to better align/integrate Strategic Planning efforts into committee structure. Continue work on and improve website. Review budget and finances. Review electronic voting options. Update Operations manual and as needed bylaws/changes. Running calendar on the website of District and Section events.
    - ii. President Hanchey reviewed Financial Report. Discussed that District was financially sound and needed to review Traffic Bowl finances/commitments soon.
      - 1. Approval of Financial Report: Colin Kinton approved. Bob Mabry seconded.
  - b. Vice President
    - i. Vice President Karen Mohammadi had no report.
  - c. Secretary-Treasurer
    - i. Secretary-Treasurer Jim Westmoreland provided an update on the SDITE Annual Meeting incentive program. This program was sponsored by the Workforce Development goal area 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.
  - d. Past President
    - i. Past President Colin Kinton had no report.
  - e. International Director
    - i. International Director Kenny Voorhies announced that he had just arrived from an International ITE Board meeting in Miami. Some of the 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. 3 years with year end profit. Always seem to run deficit mid-year but end up with profit year-end.
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. President Hanchey to provide Tom Brahms with link to SDITE website.
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 for feedback.
10. ITE allocated \$450,000 to enhance member services (due to ITE cash reserves currently exceeding 75% of annual operations).
11. Changes in the formula for affiliated agency members.
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. Review of upcoming ITE meetings.
14. District needs to appoint members to serve on ITE Consultants Council.
15. ITE logo apparel coming soon. Items will be available for order on-line.
16. Review of District questions. Answers from Tom Brahms.
  - a. Changes in District membership, Secretary-Treasurer will receive monthly from ITE.
  - b. ITE will publish transportation positions of Presidential candidates.
  - c. ITE enhancements in sharing information reviewed.
  - d. 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 for now is no.
17. Appoint of Bob Murphy to serve as District representative on ITE Consultants Council
  - a. Kenny Voorhies approved. Bob Mabry seconded. Steve Strength supported.
  - b. Kenny to find out who Bob Murphy needs to contact and advise.

VI. District Committee Reports

- a. Annual Meeting Local Arrangements/Annual Meeting Statistics
  - i. Jeff Davis welcomed all to Charleston. 400 people registered (50 less than expected/budgeted for). President Hanchey was delighted with his penthouse suite in the hotel.

- b. Audit
  - i. Jim Westmoreland is leading Audit Committee. Looking for three volunteers. Will provide report at Annual Business Meeting.
- c. Awards
  - i. Bob Murphy reviewed report and thanks Committee members, stated that Awards would be provided at the Annual Banquet, and reminded President Hanchey and Secretary-Treasurer Westmoreland that signatures were needed for the Awards.
- d. Education/Student Chapters
  - i. President Hanchey referenced report from Dyan Damron in the notebook. President Hanchey suggested to Dyan to have Committee develop student chapter newsletter. District need to do better job of encouraging students to apply for scholarship, awards, and student papers. Newsletter is envisioned to be published twice per year and in electronic form. Will contain updates and information about District awards, etc.
- e. Historical Records
  - i. President Hanchey reported that Bob Stammer was trying to move all information to electronic form. Asked if anyone is aware of photo albums with ten years worth of Annual Meeting pictures. Jim Westmoreland reported that someone had provided him with a box of photos. He would bring to Bob at next meeting.
- f. Membership
  - i. Vice-President Mohammadi reviewed District membership items. Overall membership has declined and working with Strategic Planning efforts to address. President Hanchey referenced information International ITE was providing to the District and Sections regarding unpaid members and encouraged all to contact the unpaid members to advise of status.
- g. Nominations
  - i. Steve Strength reported on the nominations for SDITE Officers. List of candidates was provided in notebook. Past President Colin Kinton will handle next year.
- h. Professional Development
  - i. No report provided.
- i. Publications
  - i. Jeff Hammond reported that Committee plans to provide three (3) newsletters this year. Encouraged Section representatives to stay on top of request for information (and to encourage Section newsletter committees to respond) and encouraged Sections to write and submit articles. Discussed efforts to develop and publish Annual year-book. Committee is working with others to determine/decide how to handle.
- j. Safety
  - i. No report provided.
- k. Site Selection
  - i. Scott Walker reported that the 2013 Annual Meeting was to be held in Kentucky and 2014 in Georgia.
- l. Strategic Planning
  - i. Bill Seymour referenced report in the notebook and reviewed the following highlights (also cited Richard Atkins work as past chair):
    1. Past efforts, member survey, Strategic Plan explanation DVD, etc.
    2. Effort to reorganize titles/names of focus areas to goal area teams.
    3. Student member survey conducted and results on website. Review of responses to various questions (students want more interesting activities and less costs). International ITE already provides reduced membership rate for students upgrading to new members.
    4. Annual meeting attendance summary. Information on past six or seven years. Downward trend in attendance overall. State government is

- largest declining group. Recommendation for Board to adopt/agree on categories to track and LACs track going forward.
5. Plan to conduct survey of Student Chapter Advisors.
  6. Leadership Development developed Mentoring guidelines and developed training program on conducting effective meetings.
  7. Information, Communications, and Outreach goal area team secured web domain for SDITE and worked with President Hanchey to update website.
  8. Recommending changes to Board regarding Strategic Planning structure changes including titles/names, drafted roles and responsibilities, how appointed, and terms of service.
  9. Referenced draft Strategic Plan document. It includes vision, mission, and five specific goals. President Hanchey explained the autonomy of the Strategic Planning Committee and actions of the Board. The plan is a road map of where we are headed.
- m. Student Scholarship Traffic Bowl
- i. James Foster reported that there were 30 students representing eight universities participating. Discussed issues on use of dated publications. Requested direction from the Board on list of future publications to use and/or use of only ITE publications. Board discuss transpired. Kenny Voorhies provided update on publication schedule of various ITE reports. Issue is not number of questions but quality of resource documents. Recommendation will be discussed at year-end Board meeting.
  - ii. Kenny Voorhies thanked James Foster for his service and leadership. Noted that SDITE was known throughout the country for the traffic bowl. It was also noted that the Alabama Section recognized James Foster and the members of the Traffic Bowl team for meritorious service (award nomination came from outside Alabama Section). President Hanchey also thanks and recognized the ABD for their leadership and strong support.
- n. Technical Council
- i. Bob Murphy reported on the process for the Technical Paper Awards and paper review. Noted that the process is supposed to be handled by the Technical Chair of the LAC and was not performed. President Hanchey noted that this item needed to be reviewed and updated in the Operations Manual.
- o. Website
- i. President Hanchey reported on the update to the website and noted new domain of [www.SDITE.org](http://www.SDITE.org) and, requested that members send update needs or comments to him.
  - ii. Additional discussion on the schedule and form of the year-book. President Hanchey suggested it was an item for the Information, Communications, and Outreach goal area team to address and develop recommendation. Once decided, the new guidelines should be shared with the Board at the year-end meeting and placed in the Operations Manual.

## VII. Section Reports

- a. Alabama Section – Report submitted. Update by Richard Caudle on activities. Highlights Bass tournament and scholarships/fundraising.
- b. Deep South – Report submitted. Update by Bob Mabry on activities. Highlights student chapters and proposed new student chapters (Jackson State University).
- c. Georgia – Report submitted. Update by Bayne Smith. Highlights strong finances/scholarships, DOT scholarship for Masters Student (\$3k donation), electronic registration and balloting, webinars, PTOE exam support, and GREAT in 2008!
- d. Kentucky – Report submitted. Update by Bill Seymour. Highlights meetings, topics, and silent auction for scholarships. [www.KYSITE.com](http://www.KYSITE.com) web domain and updated website, newsletter and work on Strategic Plan.

- e. North Carolina – Report submitted. Update by Mark McDonald. Highlights increased membership, improved website and meeting registrations, mentor program, involvement in statewide legislative activities, meetings, and scholarship awards, and hired Executive Associate to perform administrative functions.
- f. South Carolina – Report submitted. Update by Heshia Gamble. Highlights included massive work and preparation for SIDTE annual meeting, also reviewed current Section work activities, proud of Clemson for all success in SDITE activities and awards, and welcome to SC!
- g. Tennessee – Report submitted. Update by Jeff Hammond. Highlights included strong meeting schedule, work of technical committee (work guide to help small communities), technical information, enhancements and use of website, and participation in webinars.
- h. Virginia – Report submitted. Update by Bryant Goodloe. Highlights included access management assistance to VDOT, information development for legislature, good meeting schedule, trying to form new student chapter with Old Dominion University.

VIII. ABD Report

- a. President Hanchey reviewed an issue from ABD regarding a consultant’s request to display in ABD exhibit area. ABD members have typically been the only groups to display in the exhibit area while consultants have typically sponsored the meeting in other ways. Follow-up discuss with ABD to decide what to do.

IX. Future Annual Meetings

- a. 2009 in Birmingham, Alabama – Becky White provided update. Planning going well, all Chairs appointed, meeting to be held at the Renaissance Ross Bridge Resort in Hoover, room rate \$179/night, 25 government rate rooms available, and dates April 19-23, 2009. President Hanchey advised to get ABD leadership involved in hotel negotiations early on to help with hospitality suites.
- 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, and dates April 9-16, 2010.
- c. 2011 in Lafayette, Louisiana – Steve Strength provided report. Reviewing possible meeting location options, plan to meet with ABD, and report by year-end Board meeting.
- d. 2012 in Charlotte, North Carolina
- e. 2013 in Kentucky
- f. 2014 in Georgia – Kenny Voorhies reported that International ITE will hold a Spring Technical Committee meeting in Georgia in 2010.

X. International ITE Report and Vice Presidential Candidates’ Comments

- a. President Hanchey reported that item would be handled at Annual Business Meeting

XI. Old Business

- a. Recommendation for SDITE Office Nominations Process
  - i. President Hanchey advised that he had asked Steve Strength to assemble an ad-hoc Committee of Past Presidents to review the issue. Issue is how we select candidates to serve for District Office from various Sections.
  - ii. Steve Strength reviewed a handout and thanked Committee for their help/leadership. Three (3) options were reviewed. 1. Single nominee for Secretary-Treasurer, 2. Single nominee approved by Board when appropriate to maintain equity in Section/Officer selection and representation, and 3. Keep as is (with two nominees for Secretary-Treasurer) but update Operations Manual regarding intent for equity in Section/Officer selection and representation. Recommendation of the Committee was to retain existing process and update Operations manual (Option 3). Karen Mohammadi raised concerns about representatives from small Sections getting elected.
  - iii. Motion was made by John Van Winkle to have the Nominating Committee (or some sub-committee of the Nominating Committee) create a set of guidelines to

formalize past SDITE nominating practices (to ensure fairness/equity/and broad Section representation in future nominations for District Officers), and once developed, place the guidelines in the Operations Manual. Motion was seconded by Bob Murphy. President Hanchey noted that Bob Murphy and Colin Kinton should serve on follow-up committee. Motion was approved.

XII. New Business

- a. Authorization to Change Contacts for Bank Account
  - i. President Hanchey reviewed resolution prepared by Vice President Mohammadi. Board approval allows the current President, Vice President, and Secretary-Treasurer to access the account and receive monthly statements.
  - ii. Motion was made by Bob Murphy to pass resolution. Kenny Voorhies seconded. Motion was approved.
- b. Resolution of Appreciation – LAC
  - i. Vice President Mohammadi reviewed resolution recognizing LAC. Motion to approve made by Bill Seymour, seconded by Cindy Pionke, and approved.
- c. Resolution of Appreciation – ADB
  - i. Vice President Mohammadi reviewed resolution recognizing work of ADB. Motion to approve made by Bill Seymour, seconded by Cindy Pionke, and approved.
- d. Resolution of Appreciation – Consultants
  - i. Vice President Mohammadi reviewed resolution recognizing work of Consultants. Motion to approve made by Bill Seymour, seconded by Cindy Pionke, and approved.
- e. Appointment of Tellers Committee
  - i. President Hanchey appointed Jeff Hammond to Chair Committee
- f. Date of Year-End Board Meeting
  - i. President Hanchey advised the date was December 8, 2008 in Portsmouth, Virginia at Radisson.
- g. SDITE Logo Discussion
  - i. President Hanchey reviewed various proposed SDITE logo options with Board. Board discussion followed. President Hanchey to review with Officers and then share with membership if needed.
- h. New Excellence in Transportation Engineering Education Award
  - i. President Hanchey reviewed a proposal to create a new award to cover educators. He also reviewed his discussions with Bob Stammer about the award, thoughts that the new award would not preclude educators from receiving other SDITE awards, discussed that he developed the award criteria, and that there are many educators throughout the District that would be worthy.
  - ii. Bill Seymour made a motion that the Board create the new award and use the criteria presented for selection. Kenny Voorhies seconded,
  - iii. Discussion: Cindy Pionke asked would retired professors (versus active) be eligible, does International ITE have similar award, should this be limited to one-time only to spread recognition (versus begin able to win the award multiple times). Richard Caudle asked if this was limited to only to professors who were members of SDITE. Jeff Hammond asked is the award intended for only professors or could someone who has worked with younger people and inspired them to become involved in transportation and/or the profession be eligible as well. Bob Mabry discussed naming the award after Bob Stammer and Dan Turner and to award the first award to them. Should idea be shared with Section Boards as well for input.
  - iv. President Hanchey advised that item would be reviewed and brought back to year-end Board meeting and, Section representatives should review the idea.
  - v. Bill Seymour amended his motion to request that the item be deferred to the December (Year-End) Board meeting and until input is received from Sections. Bob Mabry seconded. Motion was approved.

- i. Consideration of Organizational/Operational Changes
  - i. President Hanchey reviewed information in notebook. Idea is to better align SDITE Organizational and Strategic Planning work efforts, resources, and committees. Current disconnect exist and new structure will better integrate (and show) how all SDITE functions to work together.
  - ii. Feedback received from both John Van Winkle and Bill Seymour on value of suggested changes.
  - iii. No objections from Board. Move forward.
- j. Other New Business
  - i. John Van Winkle raised concerns about overlap of SDITE meetings with International ITE meetings. Kenny Voorhies explained International ITE was aware of issue, both meetings had lower attendance than expected, and as soon as we have a meeting date, shoot e-mail to International ITE to best coordinate.
  - ii. Bill Seymour again asked for Board consideration regarding adopting a consistent list of attendance records/categories for future LACs to follow to enhance tracking member attendance from year to year. Bill Seymour made motion to have the Board accept the list of attendance categories developed by the Workforce Development goal area team of the SDITE Strategic Planning Committee for each LAC to use in the future to track/keep consistent meeting attendance records. Bob Mabry seconded the motion. Motion was approved.

- XIII. Announcements
  - a. Officers Board breakfast

- XIV. Adjournment