

Southern District SITE
Year End Board Meeting Minutes
Renaissance Portsmouth Hotel and Water Front Conference Center
Portsmouth, Virginia
December 7-8, 2008

Call to Order

- a. The meeting was called to order by Secretary-Treasurer Jim Westmoreland at 4:05 PM on Sunday, December 7th.
- b. Jim welcomed everyone to Portsmouth. Advised that President Hanchey had experienced car trouble and was not likely to make the afternoon meeting.
- c. Jim then introduced Kirsten Tynch. Kirsten is serving as one of the co-chairs of the SDITE 2010 meeting in Virginia. She welcomed everyone to Portsmouth, provided a few details about the facility, and noted the plans for dinner later in the evening.
- d. Jim reviewed the agenda. He advised that President Hanchey has modified the traditional agenda/format of the meeting to allow more time for Section reports on Sunday and the business meeting and Strategic Planning on Monday.
- e. Next, the group discussed the state of the economy and how it was impacting member involvement in ITE activities.

I. Section Reports (from Section Representatives)

- a. Alabama Section – Report submitted. No verbal report.
- b. Deep South Section – Report submitted. Bob Mabry provided an update on Section activities. He reported that the Section had 114 student chapter members, had provided 5 scholarships totaling \$3,200, and currently had 4 active student chapters and 1 inactive.
- c. Georgia Section – Keith Hogsed provided an update on Section activities. He noted that the Section had sponsored nine (9) meetings, overviewed their spot l’ite” initiative to increase public sector involvement and participation in Section meetings, reviewed the Summer Seminar, and discussed how the Section was using its resources to underwrite the cost of their January social event to encourage greater member/guest participation.
- d. Kentucky Section – Report Submitted. Bill Seymour provided an update on Section activities. He reported that the Section was very busy/active, had recently updated their website and domain name – www.kysite.com and, had circulated a member survey to gain feedback on their services and member interest/needs.
- e. North Carolina Section – Report submitted. Mark McDonald provided an update on Section activities. He noted that NCSITE had recently determined that approximately 40 members were actively involved in Section activities (out of a total membership of 595), that the Section continued to identify ways to develop young members, and reviewed NCSITE’s new tiered scholarship program (and committed to send a copy of the new program guidelines to other Section representatives).
- f. South Carolina Section – Report submitted. Jeff Davis provided an update on Section activities. He reviewed the results of the Section’s summer meeting in Greenville and noted that the Section had awarded three (3) \$1,000 scholarships this year (an increase of one scholarship over previous years).
- g. Tennessee Section – Report submitted. Jeff Hammond provided an update on Section activities. He noted that TSITE had added one scholarship (they now provide three \$2,000 scholarships), doubled the amount of money they provide for student paper awards, noted their Technical Committee work in drafting statewide guidelines for small community TIS’s, noted strong member interest in webinars and that TSITE was now sponsoring ITE webinars for their membership.
- h. Virginia Section – Report submitted. Bryant Goodloe and Mike Corwin provided an update on Section activities. They discussed Section membership totals, work on legislative initiatives (Chapter 527 legislation/access management), conduct of a

membership survey, provided update on efforts to form new student chapter at Old Dominion University, reviewed efforts with continuing education courses and technical training.

(Note: 12/7/08 meeting recessed at 5:50 PM)

- II. Review of Spring Board Meeting Minutes (Jim Westmoreland)
 - a. President Hanchey called the recessed meeting to order at 8:05 AM on Monday, December 8th.
 - b. President Hanchey advised that a copy of the minutes from the Board meeting in Charleston, SC were in the notebook.
 - c. Bill Seymour made a motion that the minutes be approved as submitted. James Foster seconded. Minutes were approved.

- III. District Officer Reports
 - a. President (Craig Hanchey)
 - i. President Hanchey reviewed the agenda for the day and noted updates on various items.
 - b. Vice President (Karen Mohammadi)
 - i. No report provided.
 - c. Secretary/Treasurer (Jim Westmoreland)
 - i. Jim provided an overview of the District finances. Report submitted. He noted that the District was financially sound (+/- \$79k cash balance), reviewed list of checks written/outstanding, and reviewed status of traffic bowl expenses to date.
 - ii. Bob Stammer asked a question about travel reimbursement for the District's International Director. It was noted that the District budget had allocated \$3,500 for International Director Travel.
 - iii. Colin Kinton made a motion to approve the financial report. Bill Seymour seconded. Financial report was approved.
 - d. Past President (Colin Kinton)
 - i. No report provided.
 - e. International Director (Kenny Voorhies)
 - i. Report submitted.
 - ii. Kenny noted that ITE had taken a \$300k hotel room attrition hit at the Anaheim, CA meeting. ITE will make up the hit in 2016 by hosting another ITE meeting in Anaheim, CA.
 - iii. Noted that ITE had a new membership representative (Bill Baldwin) and that numerous initiatives were underway.
 - iv. Noted list of new ITE publications and availability dates and, discussed continued ITE focus on webinars.
 - v. ITE is looking for a young member from each District (under 35). Initial meeting will be held at ITE headquarters in April 2009. ITE staff will send out applications in October and each District will select representative.
 - vi. Noted that District 6 had established a facebook page.
 - vii. Reviewed summary of ITE International Board meeting from October 2008. Mega Issue – Energy, Environment, and Economy. Also discussed items by various speakers on 2009 reauthorization/activities.
 - viii. Discussed ITE budget shortfall and reductions. Tom Brahms and staff doing a good job managing.
 - ix. Bill Seymour noted that ITE/Tom Brahms have volunteered to help Districts in negotiating hotel contracts.
 - x. ITE maintaining meeting calendar. Sections and District should send all future meeting notices to ITE to publicize and help avoid conflicts.

- IV. District Committee Reports
- a. Annual Meeting Local Arrangements/Annual Meeting Statistics (Jeff Davis/Colin Kinton)
 - i. Report submitted. Jeff Davis provided a summary overview of the 56th Annual Meeting and its activities in Charleston, SC. He noted that 400 people attended, total cost for the meeting was just under \$100k, and that the LAC was returning a check to SDITE for \$2,964.19 (to cover meeting seed money).
 - ii. President Hanchey noted that several participants used the on-line registration option (pay-pal).
 - b. Audit (Jim Westmoreland)
 - i. Jim reported that the Audit Committee had completed its work at the Annual Meeting and reviewed the list of Committee members.
 - c. Awards (2007 Bob Murphy/2008 Steve Strength)
 - i. No report submitted.
 - d. Historical Records (Bob Stammer)
 - i. Bob communicated that he was still compiling the District's history into electronic format. He noted that any old pictures, history on award winners, etc., were all useful in pulling together a complete historical record of the District.
 - ii. Jim Westmoreland noted that he had a box of items for Bob.
 - e. Membership (Karen Mohammadi)
 - i. Karen reviewed the District's membership totals and advise that overall membership was down 5%.
 - f. Nominations (2009 Steve Strength/2010 Colin Kinton)
 - i. Colin Kinton reviewed report and list of 2010 officer nominees. Jim Westmoreland – President, Tim White – Vice President, Becky White – Secretary/Treasurer and Tony Lewis – Secretary/Treasurer.
 - ii. Bob Murphy made a motion to accept the list of candidates as presented. Richard Caudle seconded. List of candidates accepted.
 - g. Education/Student Chapters (Dyan Damron) – under Workforce Development
 - i. Report submitted.
 - ii. President Hanchey advised that SDITE had 19 active student chapters, that “The Chevron” newsletter was being published twice a year, and that the Committee was doing an excellent job of encouraging student participation.
 - h. Professional Development - under Work Force Development
 - i. No report.
 - i. Publications (Jeff Hammond) - under Communications and Outreach
 - i. Report submitted.
 - ii. Jeff noted that committee was looking to produce three newsletters this year, had recently coordinated with the ICO team regarding format, and would no longer publish an SDITE yearbook due to cost (however it will be placed on the web and Bob Mabry is archiving information).
 - j. Safety (Bob Canfield) – under Technical Knowledge
 - i. No report.
 - k. Site Selection (Scott Walker) – under Work Force Development
 - i. Report submitted. Location of 2013 Annual Meeting - Lexington, Kentucky.
 - l. Student Scholarship Traffic Bowl (James Foster) – under Technical Knowledge
 - i. James discussed issue with team/student participation due to current schedule/day of week. Also discussed need for enhanced communications with teams to ensure they know when/where they are needed to participate and to determine (in advance) who is competing for each team.
 - ii. Suggestion was made to move preliminary round to Sunday afternoon and to publicize traffic bowl place/time/location where teams are to assemble in Annual Meeting program.

- iii. Also discussed need for Sections to assist student chapters in purchasing ITE books for competition.
 - m. Technical Council – under Technical Knowledge
 - i. No report.
 - n. Website (Mike Reese) – under Communications and Outreach
 - i. John Van Winkle connected with Mike Reese via conference call.
 - ii. Mike reviewed the committee’s website overhaul initiative (WOI – report submitted). The effort consists of retaining services of IIR Associates to update the website and maintain it. Cost for IIR is estimated to be \$5k for initial update and \$1.5k per year for maintenance and updates.
 - iii. Jeff Hammond asked about on-line voting. Mike mentioned that it could be reviewed. Colin asked question about recent update of website and if work would be used. Mike advised that information from both websites (old and new) would be used.
 - iv. Tim White made a motion to approve committee proposal to move forward with website update (minus items #9 and #10 in proposal) and cost estimates (\$5k initial, \$1.5k annual). Mark McDonald seconded. Motion approved.
- V. Future Annual Meetings
- a. 2009 in Birmingham, AL – April 19-22, 2009 (Becky White)
 - i. Report submitted.
 - ii. Becky reviewed proposed meeting activities, draft technical program, budget, registration costs and differential for early (\$240) versus late registration (\$340), ABD event, golf event, number of room for Saturday night, spouses activities, noted that the Technical program was filled, there would be no poster session, but they were planning a technical tour of the Mercedes plant (40 attendees).
 - iii. Bob Stammer made a motion to approve the Annual Meeting budget. Keith Hogsd seconded. Motion approved/budget adopted.
 - b. 2010 in Portsmouth, VA – April 11-14, 2010 (Tim Foster/Kirsten Tynch/John Yorks)
 - i. Meeting to be held at Renaissance Portsmouth Hotel and Waterfront Conference Center, room rates are \$139 per night, preliminary budget is \$114k, proposed registration cost is \$210 early and \$240 late, and ABD event at Naticus.
 - c. 2011 in Lafayette, LA (Tim Tramel)
 - i. Meeting to be held at Hilton Towers on April 10-13, 2011.
 - d. 2012 in Charlotte, NC
 - i. No report.
 - e. 2013 in Lexington, KY
 - i. No report.
 - f. 2014 in Georgia
 - i. No report.
- VI. SDITE Strategic Planning Sessions
- a. Teleconference with those who can’t attend the meeting. Section representatives will participate in one of the groups.
 - b. Technical Knowledge Team (Martin Bretherton)
 - c. Workforce Development Team (Jo Anne Tingle and Jeff Moore)
 - d. Communications and Outreach Team (John Van Winkle)
 - e. Leadership Development Team – will not meet
 - f. Annual Meeting team – will not meet
- VII. Lunch and Summary of Strategic Planning Work Sessions (Bill Seymour)
- a. Report submitted.
 - b. Bill provided update on report and reviewed Strategic Planning goals.

- c. John Van Winkle provided update on ICO team.
 - i. Reviewed Mike Reese's work on website update
 - ii. Discussed work on developing district/section directory and officers lists
 - iii. Reviewed work on and summary of outreach questionnaire (report submitted)
 - iv. ICO has decided to use link on Sections websites for job postings
- d. Jeff provided update on Technical Knowledge team.
 - i. Explained that all but 3 Sections had been involved in work
 - ii. Were coordinating with ICO regarding website needs
 - iii. Plan to support annual meeting technical program chair with workshop needs
 - iv. Were evaluating ways to offer technical credits to engineers and planners
- e. Bill Seymour provided update on Leadership Development team.
 - i. Brent McKinney team leader
 - ii. Developing training module on Relationships
 - iii. Working with District 6 on leadership development
- f. Bill Seymour provided update on Work Force Development Team
 - i. Planning session for 2009 Annual Meeting
 - ii. Exploring results of student survey
- g. Bill Seymour provide an update on Annual Meeting team
 - i. New team created to help plan/coordinate needs of LACs and Annual Meetings
 - ii. Cindy Pionke has agreed to serve as team leader
 - iii. First tasks are to get organized and update LAC manual

VIII. Old Business

- a. Status of Organizational Changes (Craig Hanchey)
 - i. President Hanchey reviewed organizational chart and reminded those in attendance that it was aligned with the District's Strategic Plan
- b. Bylaws Change to allow Electronic Voting (Craig Hanchey)
 - i. Report submitted.
 - ii. President Hanchey reviewed report and bylaw change options to allow electronic voting.
 - iii. Some discussion regarding options, ballot/voting security, costs, timeline, process to amend bylaws, etc.
 - iv. Option #3: Approve sending the proposed Bylaws changes to the membership at the same time we send out written ballots next spring and tally the results at the (2009) Annual Meeting. This is easier but would mean we could not start electronic voting until 2010.
 - v. Jeff Hammond made a motion to implement option #3 (with caveat that SDITE Executive Committee can make minor wording changes to the bylaws as needed to allow for electronic voting). Mark McDonald seconded. Motion approved.
- c. New Excellence in Transportation Engineering Education Award (Craig Hanchey)
 - i. Report submitted.
 - ii. President Hanchey reviewed report and award implementation options. If approved, new award could be implemented by 2009 Annual Meeting.
 - iii. Option #2: Establish the award as the "Excellence in Transportation Engineering Education Award" with the criteria agreed upon and ask the Awards Committee to solicit nominations for the award. The award could be renamed in the future.
 - iv. Bob Mabry made a motion to implement option #2. Bill Seymour seconded. Motion approved.
- d. Other Old Business
 - i. SDITE Annual Meeting Incentive
 - 1. Jim Westmoreland advised the Board that they needed to approve 2009 version of Annual Meeting Incentive if desired.

2. Jim explained the details of the program, that feedback on last year's incentive was very positive, that Faculty Advisors were not include in 2008 but could be considered in 2009, and suggested 2009 budget of \$3,000.
3. Karen to address in proposed budget in new business.

IX. New Business

- a. SDITE Past President Hibbett Neel candidate for International Vice President (Kenny Voorhies)
 - i. Kenny noted first time in a long time for SDITE member candidate for position.
 - ii. Hibbett Neel provided a few remarks about candidacy, ITE service, goals, and expressed strong need for District support.
 - iii. Bob Stammer made a motion to endorse the candidacy of Hibbett Neel for International Vice President of ITE. Colin Kinton seconded. Motion approved.
- b. New Student Chapter Charter – South Carolina State University (Craig Hanchey)
 - i. Colin Kinton made a motion to approve the charter for the new student chapter. James Foster seconded. Motion/charter approved.
- c. Installation of New Officers
 - i. 2009 officers officially sworn in by Bill Seymour.
- d. 2009 SDITE Budget (Karen Mohammadi)
 - i. President Mohammadi reviewed the proposed 2009 SDITE Budget
 - ii. Amendment was made to allow \$6,000 for website work.
 - iii. Motion was made by Richard Caudle to budget \$3,000 for 2009 SDITE Annual Meeting Incentive and to include offer to Section representatives, Student Chapter representatives, and Faculty Advisors. Bob Mabry seconded. Motion approved.
 - iv. Bill Seymour made a motion to approve the proposed 2009 SDITE Budget (net - \$17,300). James Foster seconded. Motion/budget approved.
- e. Other New Business
 - i. Past President Hanchey noted that Bob Murphy was running for Director of the Transportation Professional Certification Board.
 - ii. President Mohammadi reviewed list of Committee Chairs for 2009.

X. Announcements and Adjournment

- a. Meeting was adjourned by President Mohammadi at 1:50 PM.