

Southern District ITE (SDITE)
Annual Board Meeting Minutes
Renaissance Ross Bridge Golf Resort & Spa
Birmingham, Alabama
April 19, 2009

I. Call to Order

- a. The meeting was called to order by President Karen Mohammadi at 3:05 PM.

II. Agenda Review and Self Introductions

- a. President Karen Mohammadi reviewed the agenda with everyone and then each person in attendance introduced themselves.

III. Tribute to Deceased Members

- a. Tribute to Gene Arnold of VASITE and two Georgia Section members, one of which was a faculty (Dr. Manuel Voscula) and one was a student (Richard Yeager)
- b. Bob Stammer discussed Gene's accomplishments and contributions to SDITE

IV. Approval of Minutes from 2008 Winter Business Meeting in Portsmouth, VA

- a. Minutes were reviewed and no corrections were noted.
- b. John Van Winkle made a motion to approve the minutes and Bill Seymour seconded. The minutes were approved.

V. District Officer Reports

a. President (Karen Mohammadi)

- i. Biggest challenge - impacts of the economy on attendance at Annual meeting
- ii. Key challenge to maintain membership
- iii. Continue to rethink committee structures
- iv. Board is communicating monthly with conference calls – will hopefully help to transition leadership
- v. Operations Manual is being revised by Craig Hanchey
- vi. Electronic voting transition
- vii. Updating new website
- viii. Engage younger members whenever possible
- ix. Old business to update our logo

b. Vice President (Jim Westmoreland)

- i. Budget report review
 - 1. Ending balance for 2009 is \$81,041.56
 - 2. Largest outlays
 - a) Annual Meeting advances
 - b) Printing and postage
 - 3. Spent about \$8k more this year than last year
 - 4. Cash balance basis for the financial tracking
 - 5. District is in strong financial strength
- ii. Dale Privette made a motion to approve the budget report and Mark McDonald seconded. The budget report was approved.

- c. Secretary-Treasurer (Tim White)
 - i. No report made.
- d. Past President (Craig Hanchey)
 - i. Craig updated the Operations Manual and brought 25 copies of it with him.
 - ii. He asks that the Committee Chairs and Officers use this document for the rest of this year and make comments on it by this fall, so it can be finalized and adopted by the Board.
 - iii. Jim Westmoreland publically thanked Craig for revising the Operations Manual on behalf of the Board.
- e. Local Arrangements Committee (Scott Rumble and Becky White)
 - i. 340 registrations with 211 members, 45 students, 35 ABD, and 45 spouses
 - ii. 40 people are signed up to participate in the Technical Tour
 - iii. Opening reception to start at 6 PM
- f. International Director (Bob Stammer)
 - i. Conduit to international – attended 3/20-21 meeting in Phoenix
 - ii. Working on strategic planning
 - iii. Mega issues at ITE
 - 1. Workforce Development
 - 2. Safety
 - 3. Management and Operations
 - 4. Designing for all users
 - 5. Public image/public relations
 - iv. Strategic Planning
 - v. Membership increase in 2008 was 2%
 - vi. Membership director and two others were laid off
 - vii. ITE is reviewing its current lease for office space now
 - viii. ITE student reception at TRB meeting was canceled last year, which was not received well, so this will happen in future years
 - ix. ITE president is using Facebook to communicate with the younger members
 - x. Bob is a member of the International Traffic Bowl task force and the Climate Change and Energy task force
 - xi. 2010 ITE Technical Meeting will be held in Savannah, GA on 3/14-3/17
 - xii. SDITE members are encouraged to become more involved in Council activities and to assume leadership positions
 - xiii. Three year tour – plan to visit at least one meeting at each section
 - xiv. Bob asked the section representatives to provide him the name and phone number of the President, SDITE Representative(s), and the Webmaster. He also asked to be added to section email distribution lists and asked to receive copies of the newsletters.
- g. Additional comments from ITE President (Ken Voigt)
 - i. If there are hardship cases with members losing their job, have them call Tom Brahms so that the annual dues can be waived
 - ii. Headquarters will be moving across street by the middle of next year
 - iii. Need to identify 10 “rising stars” in District that are less than 35 years old

VI. District Committee Reports

- a. Awards Committee (2008 Steve Strength / 2009 Kinton)
 - i. Five awards will be presented (Herman J. Hoose Distinguished Service Award, Marble J. Hensley Outstanding Individual Activity Award, Joseph M. Thomas Young Member Award and the John F. Exnicios Government Employee Outstanding Service Award), not including two awards for the outstanding sections for Group 1 and Group 2
 - ii. The new award, Excellence in Transportation Engineering Education, will be awarded at the dinner.
- b. Education/Student Chapters (Dyan Damron)
 - i. New student chapter added this year at South Carolina State University
 - ii. Out of 20 active student sections, 15 annual reports were submitted
 - iii. Four student winners are in attendance at this meeting and will be presenting a poster session on Monday
 - iv. Thanks to Craig Hanchey for his support with this effort
 - v. Three graduate student papers and five undergraduate student papers were submitted
 - vi. Better communication and increased awareness with the universities has increased the student interest in student paper competitions
- c. Historical Records (Bob Stammer)
 - i. Received two more boxes of materials this year, increasing the total to eight
 - ii. The six older boxes have been inventoried, sorted and documented in a spreadsheet
 - iii. Please save hardcopies versus electronically scanned files especially the annual and year-end meeting reports
 - iv. Thanks to Craig Hanchey for preparing the history of the Southern District
 - v. Not started making PDFs yet, but will do so now
- d. Membership (Tim White)
 - i. Overall membership dropped from 1,925 in 2007 to 1,893 in 2008, which is about a 2% reduction – most of this drop occurred in the non-voting members, which includes students
 - ii. 1460 total voting members in SDITE at the start of 2009
 - iii. Total voting members versus non-voting members ranges from 53% to 89% in the different sections
 - iv. Esteemed colleagues information needs to be reviewed and updated for each Section
 - v. Only one officer has access to membership information at ITE, so SDITE made a decision to allow Secretary-Treasurer to access this information
 - vi. Jim Westmoreland has taken on the task of developing a plan to maintain membership levels in this challenging year
 - vii. Ken Voigt added that ITE is up 2.5 percent in 2009 when compared to 2008, but it is expected that this year's year end totals will be 10% under the goal membership. This reduction is much better than many other professional organizations, which is positive.
- e. Nominations (Colin Kinton)
 - i. Jim Westmoreland is nominated as President
 - ii. Tim White is nominated as Vice-President
 - iii. Tony Lewis and Becky White nominated as Secretary-Treasurer

- f. Professional Development (No Chair)
 - i. No chair at this time, but Strategic Planning could have a role in this committee, so Karen asked Bill Seymour to discuss his thoughts.
 - ii. Bill deferred this discussion until his report on the Strategic Planning Committee.
- g. Publications (Jeff Hammond)
 - i. Three newsletters will be completed in 2009
 - ii. Discussion continues about the need to produce the SDITE yearbook in its current form
 - iii. 2008 yearbook is now available on the website
- h. Safety (No Chair)
 - i. The Board has been discussing whether to continue with this committee
 - ii. The floor was opened for discussion, since it was the Board's thought that the Committee is no longer needed
 - iii. VASITE created a Safety Committee to be in line with the SDITE Safety Committee and they have done a good job of getting safety presenters at the various meetings
 - iv. Bob Canfield has asked to not be reappointed as the Chair of this committee
 - v. Karen Mohammadi thanked Bob Canfield for his service as this Committee Chair
 - vi. It was decided that the Safety Committee should be eliminated and rolled into the Technical Knowledge Committee – no action was required by the Board
- i. Site Selection (Scott Mohler)
 - i. Three locations are being considered for the Georgia meeting in 2014– Jekyll Island, Savannah and Atlanta.
 - ii. The first choice of the committee is Jekyll Island
- j. Strategic Planning (Bill Seymour)
 - i. Committee met four times in 2008 – three by conference call
 - ii. Committee 2008 Accomplishments
 - 1. 2010 Strategic Plan was formally adopted
 - 2. Committee was restructured
 - 3. Draft Strategic Plan prepared for Board review
 - 4. Roles and responsibilities for Strategic Planning Committee members were revised
 - iii. Teams include (followed by their 2008 accomplishments):
 - 1. Workforce Development (Jo Anne Tingle and Jeff Moore)
 - a) Conducted a professional development session at the 2008 Annual meeting in Charleston
 - b) Student member survey completed and results were shared at 2008 Annual meeting
 - c) Annual meeting attendance summary report was presented at 2008 Annual meeting
 - 2. Leadership Development (Brent McKinney)
 - a) Arranged two Professional Development Sessions at the 2008 Annual meeting: “Who are your leaders?” and “Developing Leaders for our industry: A Case Study”
 - b) Training modules have been developed in two areas: Leadership Development and Effective Meetings – a third module on Relationships could be ready soon

- c) Prototype Leadership training for the Georgia Section will be rolled out in 2009 – to be discussed in New Business
 - d) Information on Effective Meetings was provided to ITE International for consideration as an ITE webinar – no response to date
 - 3. Technical Knowledge (Martin Bretherton)
 - a) Coordinating efforts with IC&O team
 - b) On-line technical forum was set up on the website, but ITE has dropped this feature from the website
 - 4. Information Communications and Outreach (John Van Winkle)
 - a) Continue to work on District/Section Directory
 - b) Working on email network
 - c) Obtained 66 responses to member survey to determine what section outreach activities were being used to introduce school children to engineering
 - d) IC&O session will be included in the 2009 Annual meeting technical program in partnership with the Workforce Development team.
 - 5. Annual Meeting (SPAM) (Cindy Pionke) – added last year
 - a) Goal is to improve Annual meeting consistencies and efficiencies from year to year
 - b) Began review of the LAC Manual in 2009
- iv. Need to update our 2010 plan since next year is 2010 – like to accomplish an update to the plan in 2009 for five to six years out
- v. Developing training modules for leadership development in cooperation with the Georgia Section
- vi. Thanks to Craig Hanchey for printing and folding the tri-fold 2010 Strategic Plan
- vii. IC&O Website Overhaul Initiative – John Van Winkle and Doug Robert
 - 1. Website upgrade is underway and backbone is completed – finished first payment
 - 2. On March 19, Board approved the initial website construction at an estimated cost of \$7,600-\$8,300
 - 3. Initial website construction was completed in early April
 - 4. Committee members tested the designed members-only area and the on-line voting system
 - 5. Each committee will provide text for website
 - 6. IIR was chosen to be the consultant to assist with the development of the new website – Mike Reese and Doug Robert working with consultant
 - a) Committee chairs need to review the website and provide text for their committee
 - 7. A survey was distributed to Sections to determine the needed outreach efforts
- k. Traffic Bowl (James Foster)
 - i. Publications used for 2009
 - 1. MUTCD 2003
 - 2. ITE Traffic Engineering Handbook, 5th Edition, 1999
 - 3. ITE Urban Street, Geometric Design Handbook, 2008
 - 4. ITE Transportation Planning Handbook, 1999
 - ii. Suggested changes
 - 1. ITE Traffic Engineering Handbook, 6th Edition, 2009

2. ITE Transportation Planning Handbook, 6th Edition, 2009
 - iii. Tremendous commitment from students, since this meeting falls during finals week
 - iv. Thanks to all of the judges who will be working the bell
 - v. Special thanks to Tommy Lee for being the MC of the event
 - vi. 9 teams in attendance
- l. Technical Council (Craig Hanchey)
 - i. Coordinate with Technical Knowledge Team
 - m. Website (John Van Winkle / Mike Reese)
 - i. Need specific dates for the website text to be submitted
 - ii. Include on-line voting tests – simulated vote results
 1. Grinch won President
 2. Moby Dick won Vice-President
 3. Blondie won Secretary-Treasurer
 4. Incredible Hulk won International Representative
 - iii. Use the same password ID as required in the Member's Only section on the International ITE website
 - iv. Asked the Awards Committee to consider the amount of outreach that is being done by the Section as a factor for the section awards
 1. Keeping website information up-to-date
 - v. 5/8/09 consultant completion date with updates
- VII. Section Reports
- a. Alabama (Richard Caudle)
 - i. Richard welcomed everyone to Alabama and stated that anyone with a yellow name tag will be glad to assist you
 - ii. 130 members
 - iii. Annual meeting at the Beach Club at Gulf Shores on the ocean
 - iv. 2 active student chapters – Auburn University and University Alabama Birmingham
 - v. 2 student scholarships provided each year for a total of \$6,750
 - vi. Scholarship fund balance – approximately \$122,000
 - vii. Two unique things done by the Alabama Section
 1. 2nd Annual bass tournament – raises dollars for the scholarship program
 2. SALTEENS program – visit new and used car dealerships and give them driver safety information
 - b. Deep South (Bob Mabry)
 - i. Officers and committee members listed on the front page of the annual report
 - ii. One of our members is a candidate for the International Vice President, Hibbett Neel
 - iii. Proud of our students involvement in the Mississippi Traffic Bowl won by Mississippi State and University of Louisiana Lafayette
 - iv. Gave out five student scholarships last year worth \$3,200
 - c. Georgia (Todd Long)
 - i. Update since Year End Board meeting – use February 2009 Newsletter as the Annual Report

- ii. Annual Business meeting separated from Annual Meeting to provide a better experience for spouses
 - iii. Awarded five student scholarships worth \$7,500
 - iv. Murder mystery dinner theater for the Awards Dinner
 - v. Design competition for Georgia Section logo was conducted last year
 - vi. Legislative involvement with Legislative Committee – active member of Georgia Engineering Alliance (includes ASHE and ASCE) to provide an information conduit about legislative issues the ITE membership – no lobbying is done, but lots of information is shared with the membership
- d. Kentucky (Bill Seymour)
- i. Involved in Engineering Day at the University of Kentucky
 - ii. Updated the website in 2008
 - iii. Created a KYSITE Strategic Plan – aligned with SDITE Strategic Plan
 - iv. Updated the KYSITE Logo
 - v. Updated email system to distribute information electronically to membership
 - vi. Conducted a KYSITE on-line membership survey to determine member needs
 - vii. Supported safety belt legislation
 - viii. Annual meeting – held traffic bowl and University of Kentucky won
 - ix. Continuing education webinars on Traffic Demand Management and on updates to the MUTCD
- e. North Carolina (Stephanie Privette)
- i. Maintained \$15 new member fee (reduced from \$35 to attract more new members)
 - ii. Contacted new members to extend invitations to meetings and other activities
 - iii. John Davenport was recognized as recruiting the most new member to NCSITE this year with four new members
 - iv. Over 650 members
 - v. Hired a web design consultant to develop a new log-in system – members can update their own information on line and payments are taken using PayPal
 - vi. 22 Council meetings held throughout the year
 - vii. 3 active student chapters – NC State won the Traffic Bowl
 - viii. Updated the scholarship program – three tiers for six scholarships worth \$11,000 (increased from \$6,000)
- f. South Carolina (Jeff Moore)
- i. Thanks to Craig Hanchey for coming to SC State University to welcome the new student chapter into SDITE
 - ii. 2009 School Outreach Initiative started to get as many people as possible to give a talk or presentation to a group of students about traffic engineering.
 - iii. Awarded three student scholarships – each of the students wrote a thank you note to SCITE for their award and these notes were included in their annual report
- g. Tennessee (Jeff Hammond)
- i. Highlights of the year was a joint meeting with the Alabama Section
 - ii. Website allows the members to update their information, which has reduced postage
 - iii. There are 336 members
 - iv. Four student member chapters

- h. Virginia (Bill Cashman)
 - i. VASITE represented on the VDOT Access Management Policy Advisory Board and VASITE also worked with VDOT to implement the new Chapter 527 Regulations pertaining to traffic impact studies
 - ii. A membership survey was conducted to determine membership needs
 - iii. Continuing education included a traffic signal design course, a roundabout analysis course, and bicycle and pedestrian safety course
 - iv. Total membership – 406 members, including 247 affiliates
 - v. Looking forward to hosting everyone in Portsmouth in April 2010

VIII. ABD Report (Jim Stewart)

- a. Please visit ABD exhibits during lunch
- b. ABD party – Walker Motorsports Museum with 4 buses
- c. Scholarship Challenge Traffic Bowl

IX. Future Meetings

- a. Portsmouth 2010 represented by John Yorks
 - i. Meeting to be held in Portsmouth on April 11-14, 2010
 - ii. Using Annual meeting team feedback to assist the team with planning the meeting
- b. Lafayette 2011 by Tony Trammel
 - i. No report

X. International ITE President Report and Vice Presidential Candidates' Comments

- a. Traffic signal maintenance handbook being developed
- b. 2 panels with guidance to be released in 2010
 - i. Speed management
 - ii. Clearance intervals
- c. Need to identify 10 “rising stars” in District that are less than 35 years old
- d. Traffic bowl rolled out and District champs to compete in 2010
- e. Due to travel restrictions, daily news briefs will be provided for the Technical and Annual meetings
- f. Pool of talent needs to be identified for special task forces so that future leaders can be groomed early on
- g. Vice Presidential candidates expressed their gratitude to the District for hosting them and decided to delay their comments until later in the Annual Business meeting

XI. Old Business

- a. SDITE logo update
 - i. Referenced 3/30/09 letter from Craig Hanchey
 - ii. Board decided to conduct a logo competition among members

XII. New Business

- a. Three resolutions – Vice President Jim Westmoreland reported that the Board approved all resolutions and the reading of these resolutions would be deferred until the Annual Banquet
 - i. Resolution of Appreciation - LAC
 - ii. Resolution of Appreciation - ABD
 - iii. Resolution of Appreciation - Sponsoring firms

- b. Motion to approve the resolutions was provided by Bob Stammer and seconded by John Van Winkle. Resolutions were approved.
- c. Tellers Committee
 - i. Colin Kinton agreed to serve as the committee chair
- d. Date of Year-End Board Meeting in Lafayette – December 13, 2009
- e. Other New Business
 - i. Leadership training (David Lowe)
 - a) Body of Knowledge modules (10-15), includes topics such as management theory and management practices
 - b) Two 24-hour sessions to be held in Georgia
 - c) Request for \$2,000 from District to support the training initiative and GAITE will also provide \$2,000 to match SDITE funds
 - d) Ken Voigt also mentioned that ITE is developing leadership training with a management certificate
 - e) Hibbett Neel stated that the personnel management training offered by ITE was excellent
 - f) Jim Westmoreland recommended that SDITE Board should approve the \$2,000 for development and delivery of leadership training. SDITE President should appoint an oversight committee to monitor and evaluate the effectiveness of the training
 - g) Motion to approve the expenditure of \$2,000 for the leadership training along with the creation of a Board-appointed oversight committee was made by Bob Stammer and seconded by John Van Winkle. Funds for this training were approved.

XIII. Announcements

- a. No announcements were made.

XIV. Adjournment

- a. Meeting was adjourned by President Karen Mohammadi at 5:45 PM.