

**SDITE 2010 ANNUAL BUSINESS MEETING MINUTES**  
**Renaissance Portsmouth Hotel & Waterfront Conference Center**  
**Portsmouth, Virginia**

**April 13, 2010 (8:30 AM to 10:00 AM)**  
**Holley Ballroom**

**1) Call to Order**

a) The meeting was called to order by President Jim Westmoreland at 8:36 a.m.

**2) Agenda Review and Self Introductions**

President Westmoreland reviewed the agenda and asked the Board Members to introduce themselves. He also thanked the ABD members and consultants for hosting the evening socials on Sunday and Monday nights.

**3) Tribute to Deceased Members**

President Westmoreland called for a moment of silence in memory of Dr. Paul Cribbins, Dr. Paul Wright, Wayne Shackelford, and Mr. Doug Hefty.

**4) Approval of Minutes from 2009 Annual Business Meeting (T. White)**

The minutes were approved at Sunday's Board Meeting and will be posted on the website for approval by the membership at a later date.

**5) District Officer Reports**

a) President's Report (Jim Westmoreland)

SDITE Connections 2010 is an initiative to improve connectivity and communication within the Southern District. President Westmoreland provided the following updates on Connections 2010 activities:

- Craig Hanchey was appointed District Administrator. His duties have been clarified since the Winter Board Meeting. The duties are specified in a new District Operations Manual that was approved at the Board Meeting on Sunday.
- Electronic voting has been approved for District elections. Members need to make sure to keep their email address updated through ITE so they will receive notifications of elections.

President Westmoreland recognized James Foster for his outstanding service to the Traffic Bowl.

President Westmoreland introduced the candidates for International Vice President (Ray Davis, Rock Miller, and North Carolina Section member Troy Peoples). He encouraged all SDITE members to vote in the upcoming election.

The following Board Actions were approved on April 11:

- The Budget Committee, headed by Tim White, shall review SDITE's budgeted expenses and set some priorities for future spending.
- The Secretary-Treasurer and District Administrator will send a notification to members for a vote to raise District dues from \$13 to \$20. (It was noted that additional dues would bring in approximately \$4,000 in revenue to support the District's programs and services.)

- Adoption of the new Operations Manual
- Authorization of a Student Chapter Charter for University of Alabama

At this time, President Westmoreland suspended the agenda in order to present the 2010 Herman Hoose Award to Stan Polanis.

b) Vice-President's Report (Tim White)

Vice-President White presented the 2009 Year End Budget Report and noted that the 2009 budget was approved with expected deficit spending of \$17,350 for the year. The actual annual encumbrance was a deficit of \$11,868.49 with a final checking account balance of \$64,912.91. Mr. White noted that the budget report clearly demonstrates why the District needs to explore ways to increase revenue and prioritize expenses.

Mr. White reminded the group that the SDITE Board set up a reserve of \$9,000 in 2006 to fund travel expenses for students to the annual SDITE Traffic Bowl competition. Those funds will be fully expended at the April 2010 meeting.

c) Secretary-Treasurer's Report (Becky White)

No report

d) Past President's Report (Karen Mohammadi)

No report

e) International Director's Report (Bob Stammer)

Director Stammer provided information on the 80<sup>th</sup> Anniversary Fund established by International ITE. He encouraged members to make donations to the fund.

The term "MEGA Issues" is now out of vogue within ITE. ITE on the International level is still struggling with Strategic Planning.

A new Council membership will be provided to members next year at no extra cost.

The annual budget for International ITE is approximately \$8 million per year. ITE has been using reserve funds to meet its obligations. They are seeking to balance spending to avoid future depletion of reserve funds.

The 2012 annual meeting is scheduled for August 12-15, 2012 in Atlanta.

## 6) District Committee Reports

a) Annual Meeting / Local Arrangements Update (Tim Foster)

On behalf of the Portsmouth LAC, Mr. Foster thanked everyone for attending the meeting. He reported the meeting had accommodated 340 registrants, including spouses and ABD members.

Mr. Foster expressed special appreciation for the contribution of the ABD for their hosting of the meeting's social events.

b) Audit (Steve Strength, Chair)

The Audit Committee, consisting of members Steve Strength, Chris Kirby, Bill Metzger, and David Low, has reviewed the financial records and found that the records are in order. A copy of the audit report is attached for reference.

c) Awards (Colin Kinton)

Several awards will be presented at the annual banquet. Everyone is encouraged to attend and support the award recipients.

d) Education/Student Chapters (Dyan Damron)

Ms. Damron noted that the committee received some very good student chapter reports and papers. Three first place awards and three honorable mention awards will be presented at the annual banquet.

The District currently has 24 active student chapters. Chapter reports have been submitted by seventeen of the student chapters. The student chapter liaisons from the District have been very helpful in encouraging the student chapters. A new charter for the University of Alabama was approved at the Executive Board Meeting.

The Education/Student Chapter committee has received over 350 responses to its student chapter survey. Lack of student awareness was identified in the survey as one of our biggest challenges in reaching students.

e) Historical Records (Bob Stammer)

Mr. Stammer encouraged members to be involved and make history for the District.

f) Membership (Tin White)

Mr. White reported that total membership in the District has increased by 37 people in the last year.

g) Nominations (Craig Hanchey)

The Nominations Committee is pleased to have Cindy Pionke and Martin Bretherton running for Secretary-Treasurer. The election for officers was held electronically for the first time this year.

h) Publications (Jeff Hammond)

Mr. Hammond reported the current newsletter is posted on the District website. He encouraged members to submit articles for publication.

i) Student Scholarship Traffic Bowl (Richard Caudle)

Mr. Caudle began his report by expressing thanks to James Foster for his excellent leadership with the Traffic Bowl since inception. This year represents the 6<sup>th</sup> annual Traffic Bowl for SDITE. The 12<sup>th</sup> annual Alabama Section Traffic Bowl, which James Foster initiated, will be held in June. James is stepping down as chair of the traffic bowl committee. Richard Caudle will assume duties as chair henceforth.

Teams for North Carolina, Virginia, and Georgia Tech will compete today in the final round. The winning team will be sent to Vancouver for the inaugural International ITE Traffic Bowl in August with funds provided by SDITE. Mr. Caudle noted that for the first time this year, prizes are being awarded to the 2<sup>nd</sup> and 3<sup>rd</sup> place teams at our District competition.

j) Strategic Planning (Bill Seymour)

Mr. Seymour began by recognizing the efforts of five Team Leaders: Richard Atkins, Martin Bretherton, John Van Winkle, Jeff Moore, and Cindy Pionke. He noted several major accomplishments of the Strategic Planning team:

- The website has been completed.
- A student member and advisor survey is completed.
- The Leadership Oversight Team has completed fourteen modules for the leadership training program. The program was piloted in Georgia. Alabama and North Carolina will be hosting leadership training in their states during 2010. Deep South and Virginia are considering hosting the training in 2011.
- An update to the Local Arrangements Committee (LAC) manual is underway.

**7) Other District Reports**

a) ADB Report (Jim Stewart)

No report

b) SDITE Budget Review Committee (Tim White)

Vice President White appointed a committee including Craig Hanchey, Karen Mohammadi and Bob Stammer to review the current budget and its sustainability. The District has been operating under deficit budgets for several recent years. The committee acknowledges that the current practice of deficit budgets is unsustainable.

- The committee is exploring options for prioritizing expenses. The Executive Board will be surveyed for input on prioritization.
- The committee's goal is to establish a balanced budget for 2011.

c) "The Connector" (Terry Snow)

A report was presented at the Board Meeting on Sunday.

d) Student Chapter Webcasts (Walker)

A report was presented at the Board Meeting on Sunday.

e) State DOT Involvement in ITE (Westmoreland)

A report was presented at the Board Meeting on Sunday.

f) Section Scholarship Program Best Practices (Hanchey)

A report was presented at the Board Meeting on Sunday.

**8) Section Reports (from District Representatives)**

a) Alabama (Scott Holladay)

- ALSITE will sponsor the SDITE Leadership Training Program in Alabama during June and August.
  - ALSITE's service project to educate teens on safe driving practices (SALTEENS) has produced a video that is available for download on the ALSITE website.
  - The balance in ALSITE's scholarship fund is \$139,285. Since 1996, \$92,000 in scholarship money has been awarded to transportation students in Alabama.
- b) Deep South (Brian Fulton)
- DSSITE has been focused on boosting Section membership.
  - DSSITE's February meeting was held at MDOT's District 6 office in Hattiesburg. At that meeting the Section presented a charter to the new student chapter from Jackson State University.
  - The 2011 District annual meeting will be hosted in Lafayette, LA.
  - DSSITE awarded six scholarships last year.
- c) Georgia (Todd Long)
- The Georgia Section currently has 407 members and affiliates.
  - The Section meets monthly in Atlanta and is planning its Summer Seminar for July 18-21 on St. Simons Island.
  - Leadership training has been a big focus in Georgia. The Section hosted a pilot program for SDITE's new Leadership Training Program in October 2009.
  - The Section's Technical Committee is sponsoring a trip to London to view and study roundabouts in September 2010. Members of other Sections who are interested in participating are welcome.
  - The Section is making a concerted effort to reach out to public agencies.
  - Another initiative is underway to start a Coastal Georgia chapter. The new chapter will serve as a model for starting additional chapters.
- d) Kentucky (Scott Walker)
- KYSITE's spring meeting on March 15 was well attended.
  - The Section is looking at ways to engage members through better communication.
  - KYSITE hosted a successful PTOE review course. They plan to repeat the course this year for members planning to take the PTOE exam.
  - Kentucky will host the 2011 District annual meeting in Lexington.
- e) North Carolina (Radha Krishna Swayampakala)
- NCSITE is promoting involvement from members with a challenge called "Take 10 in 2010". Members are challenged to support the Section, expand their professional knowledge, and stay involved.
  - The Section is updating their website to accommodate online payments for meeting registrations and sponsorships as well as online PDH tracking.
  - The Section awards six scholarships each year and has a fund balance in excess of \$100,000.
  - NCSITE currently has 640 members, affiliates and students. The membership total is up by approximately 12%.

- f) South Carolina (Jeff Davis)
  - SCSITE has 127 members, of whom 40% are students.
  - The Section awarded three scholarships this year.
  - The Section hosted a Vendor Day with 165 participants. The event was very successful and included a golf tournament that raised \$7000 for scholarships.
  - SCSITE is proud to have won a newsletter award from International ITE.
  
- g) Tennessee (Chris Kirby)
  - TSITE has produced a “Did You Know” pamphlet to improve awareness.
  - The Section is sponsoring webinar programs for section members.
  - The TSITE’s membership focus is on three areas: continuing education, encouraging student participation, and increasing scholarships. The Section has increased the number of scholarships provided to students to four this year.
  - TSITE is sponsoring a joint meeting with the Tennessee Chapter of the American Planning Association (TAPA) this fall.
  
- h) Virginia (Kirsten Tynch)
  - VASITE was awarded a \$15,000 grant from the State Department of Motor Vehicles to host safety related training in Virginia.
  - The Section’s annual meeting will be held in Virginia Beach on June 23-25.
  - The October meeting will be hosted by the Section’s student members.

**9) Future Annual Meetings**

- a) 2011 in Lafayette, LA (4/10/11 – 4/13/11 – Hilton Lafayette – Tony Trammel)  
Report will be given at this evening’s banquet.
  
- b) 2012 in Lexington, KY (4/15/12 – 4/18/12 – Hilton Lexington Downtown – Scott Walker)  
Kentucky is looking forward to hosting the District in 2012. This one will be a joint meeting with District 3.
  
- c) 2013 in Charlotte, NC (Jim Westmoreland)  
The meeting will be hosted in the Charlotte city center. A meeting date is not yet determined, but it will be in April.
  
- d) 2014 in Georgia (Todd Long)  
Georgia is considering five sites in the Atlanta region for the 2014 meeting.
  
- e) 2015 in Mississippi  
No report
  
- f) 2016 in Tennessee  
No report

**10) International ITE Report and Vice Presidential Candidates’ Comments**

President Paul Eng-Wong commended the Southern District Members for active participation in ITE. He remarked that SDITE is the template for other Districts to follow. President Eng-Wong encouraged young members to get to know their peers and take advantage of the benefits of active participation in ITE. He asked the SDITE leadership to consider joint meetings with other Districts to share ideas.

International Vice Presidential Candidates Ray Davis, Troy Peoples, and Rock Miller shared their visions for ITE.

**11) Old Business**

None

**12) New Business**

a) Vice President Tim White noted that Resolutions of Appreciation for the LAC, ABD, and Consultants would be presented at the Annual Banquet.

b) Tellers Committee (Bob Mabry, Chair)

Elected officers for 2011 are as follows:

President, Tim White

Vice President, Becky White

Secretary-Treasurer, Martin Bretherton

A motion to destroy the tally of ballots was made by Richard Caudle and seconded by Bob Stammer. The motion was approved by voice vote.

**13) Announcements**

None

The meeting was adjourned by President Westmoreland at 10:10 a.m.



Becky White, Secretary-Treasurer



SDITE Audit Committee Report

To: Jim Westmoreland
SDITE President
From: Becky White
SDITE Secretary-Treasurer
Date: April 11, 2010

The Audit Committee of the Southern District of ITE (SDITE) has reviewed the financial records of the District for 2009 and has found that the records are in order. These records provide adequate documentation of expenditures and receipts for the organization.

Audit Committee: Chairman Steven C. Strang
Member M. Chris Hill
Member W. J. McFarland
Member David W. How

The committee found expenses of \$550.00 recorded in the balance sheet but not shown on the bank statements, these outstanding checks may show up in 2010 if cashed after 12/31/09 by the recipients. SCS



**TELLERS COMMITTEE REPORT**

TO: Jim Westmoreland  
SDITE President

DATE: April 13, 2010

SUBJECT: 2011 SDITE Officers Election

Listed below are the results for the election of 2011 SDITE Officers. The counted ballots were cast electronically by eligible voters (according to a provided SDITE membership list).

BALLOT for 2011 Southern District ITE Officers  
(check winner)

President:	Tim White	<input checked="" type="checkbox"/>
Vice President	Becky White	<input checked="" type="checkbox"/>
Secretary-Treasurer	Martin Bretherton	<input checked="" type="checkbox"/>
		OR
	Cindy Pionke	<input type="checkbox"/>

Ballots Voided 0 (Number of voided ballots)

TELLERS COMMITTEE: Chairman Bob J Maly  
Member Speekarth (Sunny) Mandagiri  
Member Valerie Holmes  
Member Lindsay Walker

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Craig Hanchay (TSITE)

Truy Peoples (WCSide)

PAUL ENG-WONG Int'l ITE

Rock Miller (INT VP CANDIDATE)

RAY DAVIS (INT VP CANDIDATE)

John Van Winkle (TSITE)

JIM W. BROWN (PRESIDENT)

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*Bob Stamma, SDITE Int'l Dir.*

*Scott Putnam*

*Radha K. Swayampakala*

*Russell H. Delt*

*Michael P. Reese*

*Emily B. Blount*

*Tim White*

*Becky White*

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William Metzger

Rama Chilukewi GA

Martin Bretherton

Matt Kittelson - GA

RICHARD CAVOLU

Scott Howaday

William Davis

KENNY VOORHIES - GA

Rick Day - Se

Bob Murphy - TN

CINDY PIONKE - TN

GREG  JUDY - TN

Jeff Hammond - TN

JASON CARDER - TN

Suzanne Dees - MS

Bill Seymour - KY

Alek Pochowski

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Emily Moser

ASHLEY MINETT

Paul Prideaux

Houston Daugherty

CHRIS KIRBY

Holly Loveday

Kim King

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Chris Lawrence

STEVE WHITLOCK

Tim Foster

Debrah Lencester

Howard Harris

Bob Mabry

SheelKantR (Sunny) Nandajiri

Steven Strongly  
J. H. D. D. D.

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Colin Kinton

Dylan Damron

BRIAN FULTON

Tom Flynn

Harry Strate

Slade Exley

Kathryn B Brown

Gary Sprague