

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

April 11, 2010 (3:00 PM to 5:30 PM)
Amphitheater

1) Call to Order

a) The meeting was called to order by President Jim Westmoreland at 3:08 p.m.

2) Agenda Review and Self Introductions

President Westmoreland reviewed the agenda and asked the group to introduce themselves.

3) Tribute to Deceased Members

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

4) Approval of Minutes from 2009 Winter Board Meeting (T. White)

Tim White reviewed the minutes. A correction was made to the name for the reporter from the Alabama Section; the report should reference "Richard" Caudle.

A motion to approve the minutes as corrected was made by Kirsten Tynch and seconded by Todd Long. The corrected minutes were approved by voice vote.

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. Goals of SDITE Connections 2010 include:

- Creating and implementing an e-news bulletin – "The Connector"
- Hosting a quarterly forum for idea sharing through a conference call among Section Presidents
- Develop and implement two student chapter webcasts
- Implement the Strategic Plan
- Provide the SDITE Leadership Development program in 2-3 states
- Appoint and clarify responsibilities for a District Administrator
- Establish a budget review committee
- Strengthen state DOT involvement in ITE
- Document Section Scholarship Best Practices
- Conduct bi-monthly Leadership Coordination conference calls

President Westmoreland expressed his enthusiasm for the leadership that Craig Hanchey has exhibited thus far as District Administrator. He also expressed thanks to James Foster for his leadership with the Traffic Bowl. The group affirmed James Foster by acclamation.

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 election.

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. A summary of checks is attached to the Budget Report. The Year End Income Summary for 2009 which was also attached to the Budget Report does not include a deposit from the 2009 Birmingham Annual Meeting. Mr. White also noted for the record that funds originally allocated in 2006 to cover travel expenses for students to the annual SDITE Traffic Bowl competition will be fully expended at the April 2010 meeting.

A motion to accept the financial report was made by Craig Hanchey and seconded by James Foster. The financial report was approved by voice vote.

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

Secretary-Treasurer White announced that a Tellers Committee was appointed to certify the electronic ballots. The committee members are Bob Mabry, Valerie Holmes, Lindsay Walker and Sreekanth (Sunny) Nandagiri.

d) Past President's Report (Karen Mohammadi)

No report

e) International Director's Report (Bob Stammer)

Director Stammer reported that the ITE Spring Technical Conference was well received. The International board of directors may give some consideration to re-formatting the annual and technical conferences given the current economic hurdles.

International ITE is focused on four main areas: Quality of Life, Professional Knowledge, Public Policy, and The Profession. ITE intends to produce an introductory textbook and more quality articles in the ITE Journal.

6) District Committee Reports

a) Annual Meeting / Local Arrangements Update (Kirsten Tynch)

The Portsmouth LAC reported 308 early registrants for the annual meeting including 31 spouses, 22 exhibitors and 20 golfers. They expect to have 50-75 walk up registrants. There are almost 100 attendees from Virginia.

The Annual Meeting committee decided to return the state flags to each Section since they are no longer being displayed at annual meetings due to hotel restrictions.

Mrs. Tynch asked for volunteers to welcome new members at the First Time Attendees Reception on Sunday evening. Approximately ½ of attendees at this year's meeting are first time attendees.

The LAC hopes to break even on the meeting. They had over \$20,000 in donations from sponsors, which has been a big help to the budget.

b) Audit (Becky White)

An Audit Committee has been appointed to review the 2009 financial reports of the District. Committee members are Chris Kirby, David Low, Bill Metzger, and Steve Strength.

c) Awards (Colin Kinton)

The awards committee is prepared to present six individual awards and twelve other awards (Section, Student Chapter, and Paper) at the Awards Banquet on Tuesday night. Mr. Kinton thanked the members of his committee: Craig Hanchey, Stan Polanis, Slade Exley, Kenny Voorhies, and John Van Winkle.

d) Education/Student Chapters (Dyan Damron)

The District currently has 24 active student chapters. An application for charter from the University of Alabama is pending approval. A group from Tennessee State University has also expressed interest in forming a student chapter.

Ms. Damron noted that the committee has received some very good student chapter reports and papers. Five papers were received from graduate students and one from an undergraduate student. She noted that the student chapter liaisons are doing a good job with student outreach, and she encouraged members to speak to students at the annual meeting.

The Chevron is the District's outreach newsletter to students. It is posted on the District website.

e) Historical Records (Bob Stammer)

Mr. Stammer reported that all records from 1960-1990 are now organized. He is currently working on the more recent records and plans to give copies of Section records to each corresponding Section for their archives.

f) Membership (Tin White)

Mr. White reported that total membership in the District has grown to 2,030 from 1,893 at this time last year. Total membership includes Students and Institute Affiliates. There are 1,485 voting members.

g) Tellers (Craig Hanchey)

No report

h) Nominations (Craig Hanchey)

Candidates selected by the Nominations Committee for the office of Secretary-Treasurer include Martin Bretherton (Georgia Section) and Cindy Pionke (Tennessee Section).

i) Publications (Jeff Hammond)

Mr. Hammond thanked the group for sending content for the newsletter. The current newsletter is posted on the District website.

j) Student Scholarship Traffic Bowl (James Foster)

Mr. Foster noted that the 2010 annual meeting is hosting the 6th Annual Temple Scholarship Challenge. There are twenty-eight students involved in the traffic bowl, even though there is no team from Louisiana this year. This year the traffic bowl will be following rules adopted by International ITE for the competition in Vancouver.

k) Strategic Planning (Bill Seymour)

Mr. Seymour noted several major accomplishments of the Strategic Planning team:

- The website has been completed. Board members are encouraged to review it and comment.
- A student member and advisor survey is completed.
- The Leadership Oversight Team has completed fourteen modules for the leadership training program. Alabama and North Carolina will be hosting leadership training in their states during 2010. Each state applied for and received a \$2,000 grant from SDITE to assist with expenses associated with hosting the training.
- Eighty people have signed up for the professional development session on Wednesday.

Mr. Seymour asked the SDITE Board to consider at the December Board Meeting whether to extend the Leadership Training grants into 2011.

7) Other District Reports

a) ADB Report (Jim Stewart)

Mr. Stewart reported that the ABD members from Temple, Quality Traffic, Vulcan and 3M would host four hospitality suites from 7:00-10:00 p.m. The product display on Monday will include twenty-two vendors. The ABD party on Monday night at Nautilus will include dinner and a band.

The ABD is very pleased that the District is sponsoring 2nd and 3rd place prizes for the Traffic Bowl competition.

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 committee drew the following conclusions / recommendations:

- Improve revenue through a dues increase to \$20
- Explore options for a higher yielding checking account without sacrificing security
- Consider raising revenue through advertising and sponsorships
- Make a decision regarding sponsorship of team travel to the International Traffic Bowl
- Prioritize goals and associated expenses
- Pass a balanced budget for 2011

District Administrator Hanchey noted that dues cannot be raised by more than 10% unless approved by a vote of the membership. To raise dues to \$20 will require a membership vote with notification process and time for International ITE to adjust prior to dues notices being sent to members. The new Operations Manual provides a method for the Board to vote electronically on whether to take a dues increase to the membership for their vote. It was noted that average District dues across ITE are \$20.

A motion to increase dues from \$13 to \$20 was made by Bob Stammer and seconded by Todd Long. The motion was approved by voice vote. Approval of the motion authorizes the Board to begin the process for a vote of the membership. It was noted by President Westmoreland that any communication to the membership needs to clearly communicate the reasons why a dues increase is needed.

c) "The Connector" (Terry Snow)

"The Connector" e-news bulletin is designed to highlight SDITE news, Section best practices, meeting opportunities, and student chapter news. The first issue of "The Connector" was distributed to SDITE members on February 3, 2010. Three additional volumes are scheduled to be developed and distributed in May, August, and November of 2010.

d) Student Chapter Webcasts (Walker)

The development of live webcasts is intended to engage transportation engineering students in ITE and is part of the SDITE Connections 2010 initiative. Two webcasts are planned: "What's in IT for mE?" and "Choices and Options for Your Future – Public, Private, Academic". The estimated cost for hosting each session is \$300-400. Presenters would need to be at the broadcasting location at North Carolina State University. The committee has identified next steps needed to accomplish the webcasts and is moving forward.

e) State DOT Involvement in ITE (Westmoreland)

The next step for this initiative is to develop a survey for the DOTs in all Sections. Troy Peoples is assisting President Westmoreland with the effort.

f) Section Scholarship Program Best Practices (Hanchey)

District Administrator Hanchey distributed a summary of the survey responses from each Section. The survey summary was reviewed and some of the interesting differences and noteworthy practices between Sections were identified.

8) Section Reports (from District Representatives)

a) Alabama (Scott Holladay)

- 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.
- ALSITE will sponsor the SDITE Leadership Training Program in Alabama during June and August.
- The balance in ALSITE's scholarship fund is \$139,285. Two scholarships (\$6,800 and \$2,500) will be given at the Section's annual meeting in June. The meeting this year will be a joint meeting with the Deep South section.

- b) Deep South (Brian Fulton)
 - DSSITE has been focused on boosting Section membership. The membership total is now up by 20%.
 - DSSITE hosted a good meeting in February at MDOT's District 6 office in Hattiesburg. At that meeting the Section hosted a traffic bowl competition to determine which university would represent the Section at the District meeting. The winning team was from Mississippi State University. Also at the February meeting, DSSITE presented a charter to the new student chapter from Jackson State University.
 - The 2011 District annual meeting will be hosted in Lafayette, LA.
 - The balance in the DSSITE scholarship fund is \$18,000.

- c) Georgia (Todd Long)
 - The Georgia Section is focused on increasing membership, especially with public agencies and GADOT.
 - The Section is repeating the Mentoring program that they conducted last year with six mentors and 6 protégés.
 - Section leadership is discussing whether to host the Leadership Training Program again in 2011.

- d) Kentucky (Scott Walker)
 - KYSITE's spring meeting on March 15 was well attended.
 - The Section is looking at ways to engage potential members from Kentucky Transportation Cabinet.
 - 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 (Mike Reese)
 - NCSITE's Councils have been very active this year.
 - The Section's end of year meeting was a joint meeting with the North Carolina Association of MPOs and included over 500 attendees.

- f) South Carolina (Jeff Davis)
 - SCSITE has had very active leadership from young professionals at SCDOT. This participation has helped the Section tremendously.
 - SCSITE won a newsletter award from International ITE.
 - 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 raised a total of \$14,000 for scholarships last year.

- g) Tennessee (Houston Dougherty)
 - 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.

- h) Virginia (Kathryn Brown)
- VASITE is proud to host the District annual meeting in Portsmouth.
 - State budget cuts have affected attendance at Section meetings.
 - The Section is expanding continuing education through webinars at shared hosting sites. These were made possible through a grant from the State Department of Motor Vehicles.

9) Future Annual Meetings

- a) 2011 in Lafayette, LA (4/10/11 – 4/13/11 – Hilton Lafayette – Tony Trammel)
On behalf of the 2011 LAC, Tony Trammel welcomed the District to Lafayette for the 2011 annual meeting. Meeting attendees are guaranteed an opportunity to eat crawfish and have a great time in a City that has lots to offer visitors.
- b) 2012 in Lexington, KY (4/15/12 – 4/18/12 – Hilton Lexington Downtown – Scott Walker)
The 2012 LAC has secured a hotel contract. Meeting theme will be decided soon. Kentucky is looking forward to hosting the District in 2012.
- c) 2013 in Charlotte, NC (Jim Westmoreland)
The LAC contact for North Carolina will be Scott Putnam.
- d) 2014 in Georgia (Todd Long)
Georgia is considering five sites in the Atlanta region for the 2014 meeting.
- e) 2015 in Mississippi (Brian Fulton)
No report
- f) 2016 in Tennessee (Houston Dougherty)
No report

10) International ITE Report and Vice Presidential Candidates' Comments

Reports from the candidates were postponed to the Annual Business Meeting.

11) Old Business

- a) District Administrator Responsibilities (Jim Westmoreland)
District Administrator duties are documented in the new Operations Manual. Comments from the December Board meeting and officer comments have been incorporated into the final job description.
- b) Operations Manual Update (Craig Hanchey)
An update to the Operations Manual was started two years ago. Multiple reviews have been undertaken and incorporated into the final document. Housekeeping changes can be made by the Executive Board while larger revisions will need approval from the full Board of Directors.

A motion to approve the Operations Manual was made by Cindy Pionke and seconded by Tim White. The motion was approved by voice vote.

c) Website Update (Mike Reese)

The website initiative is very close to completion. A preview is available at www.SDITE.org.previewdns.com. Mike Reese requested feedback on any errors that are noticed. Updates to the website must be channeled through Craig Hanchey and Mike Reese.

d) Student Travel to the International Traffic Bowl in Vancouver

Dyan Damron asked the District to consider having a District member travel with the team in addition to the Faculty Advisor in order to help with arrangements and coordination. President Westmoreland asked if anyone who was already planning to attend the meeting would be available to help. Bob Stammer offered to help as a coordinator. Dyan Damron offered assistance as well.

James Foster suggested the District consider providing a SDITE shirt for team members competing in the Traffic Bowl.

12) New Business

a) Resolution of Appreciation – LAC (Tim White)

b) Resolution of Appreciation – ABD (Tim White)

c) Resolution of Appreciation – Consultants (Tim White)

A motion to approve all three resolutions was made by Todd Long and seconded by Cindy Pionke. The motion was approved by voice vote.

d) New Student Chapter Charter (Dyan Damron)

A request for approval of a new student chapter charter for the University of Alabama was presented with recommendation for approval from the Education and Student Chapter committee.

A motion to approve the charter was made by Scott Holladay and seconded by Jeff Davis. The motion was approved by voice vote.

e) Date of Year-End Board Meeting in Lexington, KY (Scott Walker)

The December Board meeting will be held on Sunday, Dec. 5 and Monday, Dec. 6, 2010 at the downtown Hilton in Lexington. The 2012 LAC is working on a contract with the hotel for the meeting. The room rate will be \$109. Reservations can be made by calling 859-231-9000 or 1-877-539-1648

f) SDITE Non-Profit Exploration (Hanchey)

International ITE has offered to pay legal fees and annual filing fees for SDITE to obtain tax exempt status. President Westmoreland will bring a recommendation on this issue to the December Board Meeting.

g) HelmsBriscoe Presentation (Cindy Pionke and Mark Rosendahl)

Mark Rosendahl, a representative from HelmsBriscoe, made a brief presentation to describe the services that they can offer at no cost to Local Arrangement Committees that need assistance in securing and negotiating contracts with host hotels.

h) Other New Business

Craig Hanchey asked if there was any interest in SDITE logo apparel. He has explored an opportunity to provide logo apparel through Lands End. Members of the group indicated they would be interested. Mr. Hanchey agreed to provide more details through an email.

There was an expression of interest from Stantec to sponsor a District student paper competition. The Executive Board has discussed the offer and decided that this is not something the District wants to accept at this time. Tim White may look at this offer among other options for fund raising as part of the Budget Review Committee initiative.

13) Announcements

The Officer's Breakfast will be held at 7:30 a.m. on Monday in the Madison Room.

David Low announced that the Georgia Section is planning to host a trip to London to look at roundabouts in a scanning tour. The trip is planned for September 20, 2010. If anyone is interested in participating in the trip, contact David Low.

The meeting was adjourned by President Westmoreland at 5:48 p.m.



Becky White, Secretary-Treasurer

ATTENDANCE ROSTER
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Bob Stamma

John Stamma

TIM WHITE

Becky White

Rock Miller

TODD LONG

Kathryn Brown

Kirsten Lynch

Jeff Hammond

Mike Reese

Houston Daugherty

VONG TRAMER Lafayette Louisiana

Troy Peoples

JEFF MOORE

Colin Hinton

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Jeff Davis (SC Section Rep) _____

Dylan Dameron (Ed. Comm. Chair) _____

JAMES FOSTER (TRAFFIC BOWL) _____

RICHARD CAUDLE (TRAFFIC BOWL) _____

SCOTT HOLLADAY (AL SECTION) _____

RAY DAVIS INTERNATIONAL ITC VP
CANDIDATE _____

BRIAN FULTON (DEEP SOUTH) _____

Scott Walker (Kentucky Section Rep) _____

CINDY PIONKE SPAM TEAM LEADER _____

Soren Mohammadi (Post Pres) _____

Craig Hanchay (SDITE Administrator) _____
