

SDITE 2010 YEAR END BOARD MEETING MINUTES
Hilton Lexington / Downtown
Lexington, Kentucky

December 5-6, 2010

Sunday, December 5, 2010 (4:00 to 6:00 PM)

I. Call to Order

The meeting was called to order by President Jim Westmoreland at 4:05 p.m.

II. Agenda Review and Self Introductions

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

III. Section Reports

A. Alabama (Richard Caudle reported for Chris Reeves)

- The Alabama Section continues to work on SALTEENS, a service project to disseminate information to teen drivers on safe driving practices. In 2010, the Section prepared a PowerPoint presentation for use by members for speaking engagements. The Section also led a break out session at a safe driving conference in Montgomery and assisted with a Safe Driving Summit sponsored by Children's Hospital of Alabama.
- The Section's Scholarship program has a fund balance of approximately \$144,000. In 2011, ALSITE Scholarships Inc. anticipates giving \$11,000 in scholarships.
- With regard to Leadership Development activities, the Section used grant money from the District to host a leadership program for fourteen participants from Alabama and two participants from Deep South during the summer of 2010. On December 10-11, the Section will present the first of two sessions to sixteen young leaders from Alabama DOT.

B. Deep South (Travis Smith reported for Brian Fulton)

- Membership in the Deep South Section has increased 86% since 2009. Current total membership (Members and Students) is 288.
- The Section's winter meeting was held in Hattiesburg, MS and included a presentation of the charter for a new student chapter at Jackson State University.
- The fall meeting was held in Hammond, LA in late October. Several DSITE awards were presented at that meeting.
- The Section's scholarship fund balance is approximately \$20,500. The Section hopes to award up to ten scholarships totaling \$7,500 in 2011.
- Arrangements for hosting the District in Lafayette in April 2011 are going well. The Section is looking forward to hosting the annual meeting. The LAC has engaged several universities to assist with planning for the meeting.

C. Georgia (Keith Strickland)

- Georgia added 35 new members to the section roll this year.

- The Section had a strong financial year, raising over \$8,000 in scholarship funds. The Section gave out three scholarships this year.
- The Section has continued a monthly meeting program with attendance varying from 61 to 112. Georgia also added two half-day technical workshops.
- The Section's summer seminar was successful with 170 registrants.
- John Karnowski, the Section's Secretary/Treasurer, has started a bi-monthly email blast which has been successful. Also popular is the bi-monthly newsletter by John Edwards.
- The Section has emphasized trying to recruit new public sector members and encourage current members.
- Georgia is in its second year with a mentoring program that was led by participants from the previous year's program. The Section is also in its second year with hosting the Leadership Training Program. This year the program was led by prior year participants and was very successful.
- The Section leadership is investigating trying to start a new chapter on the Georgia coast.
- Another major two-day technical workshop is scheduled for January of 2011.

D. Kentucky (Scott Walker)

- The Kentucky Section hosted a strong spring meeting that looked at updated KTC policies.
- The Section has also hosted webinars in partnership with local agencies to split costs.
- The Section's annual meeting was held in November and went very well.
- The Section is revisiting how it chooses a traffic bowl team and when. Section members are meeting with the team regularly to coach them on preparation for the bowl.
- The incoming Section President is setting an aggressive agenda for next year. One item under consideration is to start an electronic newsletter template like Georgia's.

E. North Carolina (Jim Westmoreland reported for McDonald/Privette/Lacy)

- The North Carolina Section continues to stay active in scholarship provision for students and support of student chapters.
- The Section has reinstated a couple of user groups that were advertised to both public and private sector employees.
- The Section successfully sponsored the Leadership Development Program for section members.
- The Board has updated their Operations Manual for the section and is looking at proposing changes to section charter and bylaws. The Section will need to get input from the District on the process for updates.

F. South Carolina (Jeff Davis)

- South Carolina had a 30% increase in membership in 2010 for a total of 165 members including students.
- The Section's great quarterly newsletter has energized members.

- An emphasis on student chapters has yielded officer leaders that were former students.
- Quarterly meetings were held in Greenville, at the state port authority terminal in Mount Pleasant, and at the USC campus in Columbia. A Scholarship Golf Tournament held in September raised \$7,000 for scholarships.

G. Tennessee (Becky Bottoms)

- Tennessee's quarterly meetings were held in Knoxville, Jackson, Chattanooga, and Knoxville. The UT Student Chapter hosted the winter meeting in Knoxville.
- The summer meeting in Chattanooga meeting was great and included a tour of construction on the Chickamauga lock. This meeting raised \$4,000 for scholarships and another \$2,000 was contributed after the meeting.
- The fall meeting in Knoxville was a joint meeting with the Tennessee Chapter of APA.
- A Technical Committee has sponsored several webinars for Section members.
- The Section developed a traffic impact study brochure to help leaders in small communities understand the benefit of TIAs.
- The Inaugural TSITE traffic bowl will be held in March to choose the Section's representative school team for the District traffic bowl.
- The Section now has a face book page to help engage younger members.

H. Virginia (Bill Cashman & Kathryn Brown)

- The highlight of the year for Virginia was hosting the District annual meeting in Portsmouth.
- The Section's summer annual meeting was held in Virginia Beach in late June. It was well attended.
- The Section fully implemented electronic voting this year.
- Virginia now has an active student chapter at Old Dominion University. Wes Parker is the chapter liaison.
- The Section was provided a \$15,000 grant from VA Department of Motor Vehicles to cover instructor fees, reproduction of training materials, and registration costs for hosting technical training. The grant requires matching funds from the Section. This year the Virginia Section had several firms host ITE webinars for members in various locations around the state. Getting high enough attendance to satisfy the grant requirement has been a challenge.
- The Section's traffic bowl competition was held at their fall meeting at Wintergreen. The team from VA Tech won.

IV. Future Annual Meetings

- A. 2011 in Lafayette, LA (4/10/11 – 4/13/11 – Hilton Lafayette – Smith/Tramel)
Hilton is the host hotel and the theme is "Back to the Basics". Registration information will be issued on January 1. All major venues are booked and ready.
- B. 2012 in Lexington, KY (4/15/12 – 4/18/12 – Hilton Lexington Downtown – Scott Walker)

The LAC chairs are working on getting section members interested and excited about hosting the meeting. The hotel contract is finalized. ABD event coordination is done and a meeting logo design contest was conducted. The meeting theme will be “The Changing Face of Transportation”. This will be a joint meeting with District 3 (Great Lakes District --- Ohio, Indiana, Michigan). The LAC chairs are working now to schedule a coordination call with the planning folks from District 3. The Section has had three LAC meetings so far.

C. 2013 in Charlotte, NC (Danny Pleasant)

North Carolina is starting to put together an LAC and get key positions filled. The LAC chair is working on a budget for the meeting. The chosen hotel is Westin Charlotte which is located in center city Charlotte near the NASCAR museum. The LAC has a draft contract in hand which needs to be reviewed by the SPAM committee. Dates for the meeting are April 7-10, 2013. The hotel room rate should be approx \$169 and early meeting registration fee should be approx \$280. The meeting theme will be “Investing in Transportation to Build Communities”.

D. 2014 in Georgia (Keith Strickland)

Georgia is in the very early stages of planning for 2014. Site negotiations are underway for a contract with Ritz Carlton Reynolds Plantation, located between Atlanta and Augusta. The normal room rate is \$330/night. The LAC and Helms Briscoe have negotiated a room rate of \$179/night. Food and beverage costs will likely be higher at this facility. The LAC’s goal is to get a draft contract negotiated in a couple months. Dates for the meeting will likely be March 30-April 2, 2014.

E. 2015 in Mississippi (Brian Fulton)

The Deep South Section is looking at the gulf coast as a site for the meeting and has looked at a couple of locations in Biloxi. No location decision has been made yet.

F. 2016 in Tennessee (Becky Bottoms)

The Section has not made any plans yet. They will discuss it at the section’s year end meeting.

V. District Officer Reports

1. President’s Report (Jim Westmoreland)

2010 was a terrific year for the District. Some of the highlights and noteworthy items include:

- Connections 2010 was a good way to improve communications between Section and District leadership. Quarterly conference calls helped highlight good work going on at the Section level.
- Webcasts for student chapters were hosted by the District. Many thanks are due to Dyan Damron, Scott Walker and Craig Hanchey for their work on setting up the webinars. Response was positive and these were a good way to engage students.

- Good work was done in strategic planning this year. The plan has driven the District's priorities. A great thank you and debt is owed to Bill Seymour for his work in leading the strategic plan.
- The Leadership Development Program has continued to drive the District forward at many levels. Three states have piloted the program and International has now created a task force to look at hosting a leadership program at the international level. Jim Westmoreland will chair that task force.
- Having a District Administrator has been a great resource for the District this year. Craig has provided excellent leadership in that role.
- A budget review committee was established to look at the finances and budget priorities of the District. We continue to face challenges to balance income and expenses.
- A Public agency initiative was put on hold this year and will be re-activated next year.
- Craig Hanchey led an effort to review Section best practices in this area and summarize them for reference by other Sections.
- Bi-monthly leadership coordination calls were continued again this year to facilitate communication between officers and District leaders.
- Jim commended members of the Virginia Section for their great job hosting the annual meeting in Portsmouth.
- Martin Bretherton will be stepping down as leader of the Technical Knowledge committee as he takes on Secretary/Treasurer duties for the District.
- Dyan Damron will be stepping down as head of the Education & Student Chapter committee. Dyan is recognized for her excellent leadership and service to the District.
- John Van Winkle will step down as IC&O committee chair. John has provided great leadership to the District in this role.
- The District and several individual members contributed close to \$6,000 to ITE's anniversary fund.
- The new SDITE website is complete. A report will be given tomorrow.
- Two challenges going forward for the District will be to 1) look at prioritizing and funding programs, and 2) look at the role of Section Representatives to better define their responsibilities and opportunities to contribute meaningfully.
- Other accomplishments are noted in the President's written report.
- Jim concluded his remarks by thanking the group for the opportunity to serve the District as President.

2. Vice President's Report (Tim White)

- A budget review committee met in April to discuss ways to reverse a trend of deficit spending. An increase in dues from \$13 to \$20 will yield an increase of \$7,000-8,000 in funds annually. The budget recommendation that will be presented tomorrow will include some cuts to help move the budget towards a balance of income to expense.
- Several key leadership positions will be open this coming year. The District will need other leaders to step up and say yes when asked to serve.

3. Secretary-Treasurer's Report (Becky White)
 - A year-to-date budget report, expense summary, and income summary were provided for reference.
 - The District had approved a deficit budget for 2010 in the amount of -\$22,075. As of November 17, 2010, the actual encumbered deficit was \$2,299.11. Some additional expenses are anticipated for December that will increase the deficit, but it appears we are tracking to have a smaller deficit than was budgeted.

4. Past President (Karen Mohammadi)
 - No report other than the nominations which will be given under "District Committee Reports"

5. International Director's Report (Bob Stammer)
 - The International Board of Directors meets three times per year. The October meeting was hosted in ITE's new headquarters building.
 - Strategic Planning has been discussed a lot at the International level.
 - ITE's annual budget is approx \$8 million. Targeted reserve needs to be approximately \$6 million or 75% of budget. The Board has been cutting expenses in an effort to avoid dipping into reserve funds.
 - International has approved raising member dues by \$5.00.
 - The spring Technical Conference will be held in Buena Vista, FL and the 2011 annual meeting will be in St Louis in August.
 - The goal for the ITE anniversary fund was \$200,000. As of the date of my written report, receipts are just over \$100,000. Anniversary fund contributions are used for the technology in the new building.
 - ITE really likes the training modules from the SDITE Leadership Training Program. Subcommittees are at work as part of the Task Force. Jim Westmoreland did a great job on his presentation in Vancouver.
 - The Board is looking at the issue of non-members serving as Student Chapter advisors. We would love for all advisors to be members.
 - Two candidates this year for International Vice President will be Ray Davis and Zaki Mustafa, both from Western District. Next year, no one from the Western District will be allowed to run.
 - Bob asked SDITE leaders to let him know of any ways ITE can help student chapters. He will pass your ideas on to the Board.
 - The International ITE website will be re-designed. Bob will check on the anticipated launch date.
 - International is considering a proposed policy on climate change. Nothing is decided yet --- stay tuned for more later.
 - ITE's new Learned Journal had 30+ submissions. Review of submissions has been slower than anticipated. First publication will be in early 2011.
 - The Board decided a name change will not happen. The name will stay ITE but may include a tagline that describes the breadth of participation.

- The Traffic Bowl in Vancouver was very successful. Tom Brahms was very pleased. It will be carried forward to St. Louis with only minor tweaks.
- ITE Members will be given the opportunity to belong to two Councils this year. Members are strongly encouraged to actively participate in Councils.

The meeting was adjourned at 6:00 p.m. for dinner and was resumed the next morning.

Monday, December 6, 2010 (8:00 AM to 12:00 PM)

I. Call to Order

The meeting was called to order by President Jim Westmoreland at 8:11 a.m.

II. Approval of Minutes from 2010 Annual Board Meeting (Becky White)

A change in the minutes was requested to correct the spelling of Tim White's name on page 3, item f, from "Tin" to "Tim".

A motion to approve the minutes as corrected was made by Bob Stammer and seconded by Kathryn Brown. The corrected minutes were approved by voice vote.

III. District Committee Reports

A. District Administrator Report (Craig Hanchey)

- The operations manual update was completed this year. The updated manual is on the website for download.
- The District held electronic elections for the first time this year. For the most part everything went smoothly. We need to decide how voting will be done this next year with the new website.
- ITE international is looking at a blanket exemption that would cover all of ITE and its sub-groups for tax exempt status. They have asked us to hold off on doing anything at the District level for now, pending their investigation.
- Regarding liability insurance, other Districts have it and the premium cost for their policies have gone up substantially. District 5 does not have liability insurance. A question was asked as to whether this could be something that is investigated for application as a joint policy between the District and Sections. President Westmoreland recommended that Craig establish a work group to investigate options and bring a recommendation to the Board. Karen Mohammadi suggested that insurance be purchased before the annual meeting. Craig will appoint a committee and bring a recommendation by the end of January.

B. 2011 Annual Meeting / Local Arrangements Update (Travis Smith)

- Meeting dates are April 10-13 at the Hilton Hotel in Lafayette.
- A regional airport is located 2-3 miles from the hotel.
- The meeting theme is "Back to the BASICS".
- A request for presentations was sent out on November 4. The deadline has been extended to December 18. The LAC is looking for 40 presenters and has only 28 now.

- Registration will begin January 1 on the meeting website. Early registration will extend to March 1. Registration fees are \$250 for early registration and \$350 for late registration.
 - The golf tournament will be held at The Redlands.
 - The ABD chair is Jeff Smith. The ABD has booked Vermillionville, a Cajun folk life center for the Monday night ABD event.
 - Spouse program planning is underway.
 - The hotel block deadline is March 19. Room rate is \$132. Some Government rates are available at \$109.
- C. 2010 Annual Meeting Statistics (Tynch/Yorks/Foster – by written report)
- A written report was provided.
 - A check is in the mail to repay the annual meeting advance with approx \$1500 in additional revenue.
- D. Audit (Becky White)
- A report on the 2010 audit was provided at the last annual meeting.
 - The next audit will be in April 2011.
 - Secretary/Treasurer White suggested that we appoint the committee earlier and transmit records to the committee chair for review prior to the annual meeting so that a more detailed review can be accomplished.
- E. Awards (Craig Hanchey)
- 2009 award recipients are listed in the written report.
 - Craig Hanchey and Karen Mohammadi (vice-chair) are soliciting nominations for 2010 awards. Responses to the solicitation are due Jan. 21.
 - Every section is encouraged to submit a nomination.
- F. Education/Student Chapters (Dyan Damron – by written report)
- A detailed report of committee activities is included in the written report.
 - Jim Westmoreland noted that Dyan Damron is stepping down as chair of the committee. The Board does have a candidate yet to lead that committee. Tim White will finalize that appointment.
 - The Board will need assistance from this committee next year in looking at budget priorities for student related initiatives.
 - Bob Stammer noted that liaisons from each Section are very important to provide support to faculty advisors in supporting the student chapters.
 - Jim Westmoreland asked Sections to communicate to this committee the names of individuals in their Section that have a passion for student chapters so that we can recruit them as members of the committee. The committee only has three members right now and needs to have at least five members.
- G. Historical Records (Bob Stammer)
- Bob Stammer continues to sort records. His goal is to scan records to .pdf format and eventually return original records to the various Sections.

H. Membership (Tim White)

- Total membership in the District is 2,184, up from 2030 in the March 2010 report.
- Some cleanup of the Esteemed Colleagues roster has been done since the last meeting.

I. Nominations (Karen Mohammadi - 2012)

- In preparation for identifying nominees for this year's election, the committee looked at the home Section of past presidents to assess representation across the District. Deep South and Virginia were the least represented on the Board in the last 13 years.
- Potential nominees for Secretary/Treasurer are Tom Swanson (Deep South) and Kirsten Tynch (Virginia).
- Potential nominees for International Director are Dan Turner (Alabama), Bob Mabry (Deep South), and Rick Day (South Carolina).
- Karen Mohammadi suggested that we provide a standard format for candidates to use to prepare their candidate resume. She will take the lead in preparing questions and format guidelines, working with Becky White and Bob Stammer for input.
- The Board approved the candidate nominees and gave authorization to the committee to move forward.
- The group discussed posting candidate resumes on the new website. Because of timing of website updates, it was suggested that an email blast be sent out.

J. Publications (Jeff Hammond – by written report)

- One newsletter has been published since the annual meeting. An additional newsletter will be published in early 2011.

K. Student Scholarship Traffic Bowl (Richard Caudle)

- Richard Caudle has enlisted assistance from several individuals to accomplish the work of the Traffic Bowl. Rod Turochy (AL), Valerie Holmes (SC), and Dyan Damron (TN) were recruited.
- Traffic bowl preparation for 2011 has begun. An announcement was sent out in October. Several Sections have already selected their team for the April 2011 competition.
- The Committee has approx 375 new questions authored thus far. Questions will be significantly shorter and easier than in recent years. There will be more stratification in question difficulty related to point value.
- Updated International ITE rules for 2011 will be distributed next week to Sections.
- A list of needs for the 2011 annual meeting setup has been provided to Lafayette LAC and the SPAM committee.
- Richard Caudle made the following requests and recommendations:

1. Will the District continue to provide travel reimbursement at the mileage schedule previously used, and will the LAC waive registration fee for three contestants for each team?
 2. Will 2nd and 3rd place prizes be provided again for the April 2011 competition?
 3. Will travel allowance for the International Traffic Bowl be provided? \$2000 will be provided by International to each District team again in 2011. The group agreed to bookmark \$1500 in District funds to cover any travel expense overruns that aren't covered by the \$2000 from International.
- A discussion ensued about ways to simplify and clarify the District's role in providing travel support for the traffic bowl. Jim Westmoreland asked Richard Caudle to chair a work group to look at process and recommendations. Cindy Pionke (SPAM), the yet to be named Student Chapter chair, Becky White (Secretary/Treasurer), Martin Bretherton (Secretary/Treasurer Elect), Bob Stammer (Faculty Advisor), Kathryn Brown (VA Section), and Greg Judy (TN Section) should serve on that work group. A recommendation to the Executive Board should be provided by the end of January.

L. Strategic Planning (Bill Seymour)

(Report covers Leadership Development, Technical Knowledge, Workforce Development, Annual Meetings. and Information Communications and Outreach Teams)

- Bill Seymour thanked the group for the opportunity to serve as Strategic Planning Chairman. Bill Seymour, Martin Bretherton, and John Van Winkle will rotate off the committee at the end of the year.
- Accomplishments for this year include:
 1. Website overhaul was completed
John Van Winkle has suggested a "scavenger hunt" competition to encourage members to explore and get familiar with the new website.
 2. Leadership Development Oversight Team completed preparation of training materials for the LDP
 3. LDP was picked up by International ITE for advancement
 4. Substantial progress has been made on updating the annual meetings manual. Completion of the new manual is anticipated within the next year.
- The Strategic Planning Committee submitted a recommendation to continue offering \$2,000 grants for implementation of the LDP at the Section level. Two states have expressed interest in hosting the program next year.
- Alabama has submitted a request for \$1,840 in matching funds to support their initiative to provide the LDP to ALDOT.
- Workforce development would like to continue some sort of outreach activity in 2011.
- John Van Winkle and Mike Reese conferenced in by phone and provided a preview of the new District website. The website is functionally complete but still not "live". The anticipated date to go "live" is end of December. The location for the site in "preview" mode is noted in the written report. It will be available at that location all of this week. All attendees were encouraged to spend

some time this week exploring the website. Original contract fee is not fully paid yet --- \$830 remains to be paid on that contract. Another invoice is forthcoming in the \$3,000-4,000 range to cover the cost of updates since March. In order to host electronic voting on the new website, the web consultant will need to have election information by early January (roster with member numbers of eligible voters, candidate names). An engine to cover electronic voting was already built into the website as part of the setup costs. Expectation for continued maintenance costs in 2011 is \$1,000 to cover updates. Jim Westmoreland requested that Mike Reese get the consultant to submit their final invoice to Becky White as soon as possible. The \$830 that remains in the original contract can be paid now, it will not show up on the next invoice since it was part of the original invoice.

IV. Other District Reports

- A. ABD Report (Blair Temple reported via telephone)
Arrangements are underway for the 2012 Kentucky meeting. The ABD is looking at hosting their party at The Red Mile.
- B. SDITE Budget Review Committee (Tim White)
This item was covered in the Vice President's report.
- C. "The Connector" (Terry Snow)
A written report was provided. One final issue is planned for this year. Jim Westmoreland thanked Terry Snow for his assistance.
- D. Student Chapter Webcasts (Scott Walker)
Two webinars were done this year. They are archived on the SDITE website and can be viewed by interested members. The next issue of the Connector will provide a link.
- E. Section Scholarship Program Best Practices (Craig Hanchey)
Craig's summary of Section best practices is included in the notebook. The summary should be helpful to all Sections to see what others are doing to support student scholars. There are a variety of processes in place across the District. Keith Strickland noted that GASITE participates in a program jointly sponsored by GDOT and GA Tech to provide a scholarship and guaranteed employment to a selected graduate student.

V. Old Business

- A. Website Update (John Van Winkle and Mike Reese)
This report was given under the Strategic Planning Committee Report
- B. SDITE Non-Profit Exploration (Hanchey)
This report was given under the District Administrator Report

VI. New Business

A. 2011 Budget (Tim White)

- Vice President White presented a proposed budget for 2011. The budget was prepared with the goal of reducing the District's deficit spending.
- The group reviewed each line item in the proposed budget and clarification was provided as needed.
- Bill Seymour made a motion to include a budget item of \$1,000 grant money for the Alabama Section initiative to provide the LDP to ALDOT. The motion was seconded by Bob Stammer. Clarification to the motion was provided by Bob Stammer to state that this is a non-continuing initiative intended to reach out to a state DOT and encourage membership and understanding of ITE. Following discussion, Bill Seymour withdrew his original motion and proposed an amended motion to provide \$1,000 in a one-time demonstration grant for the Alabama Section to provide the LDP training to ALDOT young leaders. In exchange for the grant, the Alabama Section shall agree to provide a report to the District with a recommendation for possible transferability to other state DOTs and a summary of whether additional membership or participation in ITE can be accomplished through this type of initiative. The Alabama Section shall further agree to promote ITE during the workshop. The amended motion was seconded by Bob Stammer. The motion was approved by voice vote.
- Bill Seymour made a motion that the District provide funds in the amount of ½ registration fee (\$125) for the Lafayette meeting to one winner in a website scavenger hunt. The motion was not seconded. An alternative motion was made by Jim Westmoreland to budget \$100 for the IC&O committee to use to fund a prize of their choice. Mr. Westmoreland's motion was seconded by Bill Seymour. After lively discussion about the merits and timing of a scavenger hunt, the motion to provide \$100 to IC&O was approved by voice vote.
- Jim Westmoreland made a motion that the District provide \$1000 in the budget for an annual meeting incentive that would provide \$125 per Section for assistance to one person (a Student Chapter President, Faculty Advisor, or a Section President) to attend the annual meeting. The incoming Secretary/Treasurer would be responsible for administering the distribution of annual meeting incentive funds in coordination with each Section Board. The motion was seconded by Karen Mohammadi. The motion was approved by voice vote.
- The following changes were suggested based upon the discussion as well as 2010 spending levels and planned activities for 2011:
 - Increase the Annual Meeting Advance to \$3,500
 - Increase International Director Travel to \$3,000
 - Reduce Executive Board Travel to \$500
 - Increase Student Paper Awards to \$800
 - Reduce Website Maintenance to \$1,000
 - Increase Traffic Bowl Expenses to \$2,400 to include prize money
 - Increase Traffic Bowl Team Travel to SDITE to \$5,000
 - Reduce Traffic Bowl Team Travel to ITE to \$1,500 since the annual meeting will be in St. Louis rather than Vancouver

- Increase Strategic Planning to \$6,000 to be divided between Annual Meeting Incentive (\$1,000), Leadership Development Program Grants (\$4,000), and ALDOT LDP Grant (\$1,000)
- With the suggested changes, the revised expense total would be \$31,325. Income is projected at \$27,600, leaving a deficit budget of \$3,725.
- A question was posed from the group. When looking at the amount of reserves that should be kept for operation of the District, should the Board also consider the liability associated with the annual meeting? The annual meeting budget has traditionally been kept separate from the District's operational budget, but it does represent a liability for the District. The Board agreed to take this question under advisement.

A motion to approve the 2011 budget as modified was made by Kathryn Brown and seconded by Brian Fulton. The budget was approved by voice vote.

B. Other New Business

President Westmoreland presented a Past President's plaque to Karen Mohammadi in appreciation of her service to the District.

C. Installation of Officers

Past President Karen Mohammadi administered the oath of office to the 2011 Officers.

D. Passing of the Gavel

President Westmoreland presented the gavel to incoming president Tim White.

E. Comments from President-Elect, Tim White

Tim White articulated his SDITE 2011 Coordination Goals to include:

- Executive Board Bi-Monthly Coordination Conference Calls
- Leadership Bi-Monthly Coordination Conference Calls
- Membership Communications Committee
- Section Presidents and Section Representatives Coordination Conference Calls
- Student Chapter Webcasts
- 2012 Strategic Plan Implementation
- District Representation Involvement Committee
- Leadership Training
- Budget Review Committee

The meeting was adjourned at 11:51 am for lunch and a tour of the hotel facilities.



Becky White, Secretary-Treasurer

SOUTHERN DISTRICT ITE

12/5/10

WINTER BOARD MTG

LEXINGTON, KY

	<u>NAME</u>	<u>ROLE</u>	<u>EMAILS</u>
1.	TIM WHITE	VP SDITE	tim.white@kimley-horn.com
2.	BOB STAMMER	INTER'L DIR.	BOB.STAMMER@VANDERBILT.EDU
3.	JIM KRAMER	STATE PRES.	JKRAMER@SCAMP.ORG
4.	Craig Hanchey	District Administrator	craig.hanchey@neel-schaffer.com
5.	TRAVIS SMITH	ANNUAL MTG 2011	tsmith@lafayette-la.gov
6.	Bill CASHMAN	Virginia Section Rep	bill-cashman@uescorp.com
7.	Scott WALKER	KY Section Rep/2012 LAC	WALKERSC@pbworld.com
8.	Bill Seymour	Chair. Strategic Plan. Com.	bill.jan.seymour@bellsouth.net
9.	Karen Mohammadi	Post President	Karen.mohammadi@neel-schaffer.com
10.	JEFF MOORE	WORKFORCE DEVELOPMT, STRAT. PLAN	JEFF.MOORE@KY.GOV
11.	Keith Strickland	GA Section Rep	kstrickland@hntb.com
12.	CINDY PIONKE	TEAM LEADER - SPAM	CINDY.PIONKE@KNOXCOUNTY.ORG
13.	Becky Bottoms	Tennessee Section Rep.	bbottoms@cannon-cannon.com
14.	Kathryn Brown	VA Section Rep.	kbrown@clarkwexsen.com
15.	JEFF DAVIS	SC Section Rep.	jeff.davis@citadel.edu
16.	RICHARD CAUDLE	TRAFFIC BOWL	richard@skiaperinc.com
17.	Danny Pleasant	2013 Annual Mtg - Charlotte	dpleasant@charlottenc.gov
18.	MARTIN BRETHERTON	2011 Sec-Treasurer	wbretherton@hntb.com
19.	Becky White	Secretary Treasurer	bwhite@sain.com
20.	BRIAN FULTON	DEEP SOUTH SECTION REP	brian.fulton@neel-schaffer.com