



**SDITE 2011 ANNUAL BOARD MEETING
HILTON LAFAYETTE
LAFAYETTE, LOUISIANA**

APRIL 10, 2011 in the ASHLAND ROOM

- I. **Call to Order** by Tim at 3:00 pm.
- II. **Agenda Review and Introductions** - Tim reviewed the agenda.
- III. **Tribute to Deceased Members** - None offered this year from membership.
- IV. **Approval of Minutes from 2010 Winter Board Meeting prepared by Becky White** - Jim Westmoreland (NC) motioned to approve the minutes, Kathryn Brown, (Va) seconded. Motion passed.
- V. **District Officer Reports**
 - A. President Tim White (VA) provide a written report and described his three overarching goals for 2011:
 - 1. SDITE 2012 Strategic Plan goal achievement
 - 2. Coordination with SDITE leadership and membership through regular communication
 - 3. Coordination with sections and student chapters
 - 4. Balancing the SDITE budget.
 - B. Vice-President Becky White (AL) – provided a Financial Report on the 2010 Budget, Checking Acct Expenses & Revenues for 2010 discussed. Year ended with a deficit of \$6500. The budget revenues and expenses were discussed. Bob Stammer (TN) moved to approve the report seconded by Keith Strickland (GA) seconded. Motion approved.
 - C. Secretary-Treasurer Martin Bretherton (GA) – provided a written report and discussed 2011 budget, it projects to be a \$6862 deficit but the Board will look to trim and hope revenues increase better than expected. Martin reviewed his many activities so far this year.
 - D. Past President Jim Westmoreland (NC) - Good to be past president, no report.
 - E. International Director Bob Stammer (TN) - Bob handed out his report. He discussed the Executive Director’s report from Orlando. The meeting focused on the financial health of the organization in these tough times. ITE has a cash reserve of 73% of the current year’s budget, however, the membership has

decreased by 587 voting members in 2011. Bob discussed the Strategic plan accomplishments, ITE has five current publications for the members. They are ITE Journal, Journal of Transportation, E-newsletter, ITE community and the website. ITE is changing the Spring and Annual Meeting to make them more saleable to employers and to hopefully increase attendance. ITE will be selling software as well as books. Southern District is the third largest district per the membership summary. SDITE leadership program was submitted by Jim Westmoreland and it was approved by the Board of Direction. Bob's report concluded with a few additional thoughts.

VI. District Committee Reports

- A. Annual Meeting / Local Arrangements Update (Tramel/Smith), no report.
- B. Audit (Bretherton), no written report but provided update on committee activities, committee formed, full report at Annual Business meetings.
- C. Awards (Hanchey), written report, awards were selected for this year and will be presented at Annual Meeting. Karen Mohammadi will be the chair in 2011.
- D. Education/Student Chapters (Funny), written report, 21 reports submitted by chapters out of the 26 outstanding chapters in SDITE. 20 reports were received by the deadline and will be considered for awards. Nine graduate students submitted technical papers. The winner was Yi Wen from Mississippi State University with a paper titled "Stochastic Transit Vehicle Allocation – Routing Problem in Emergency Evacuation". The runner-up was Katrina Bartman from Clemson University with a paper titled "Transit System Evaluation Process: From Planning to Realization". One undergraduate paper was submitted and the paper was considered the winner. The Best Paper was written by Jennifer Johnson, Clemson University, titled "Electric Vehicle Infrastructure Issues and Opportunities". Discussed student chapter liaisons, new student chapters (none applied this year), The Chevron, webinars, general support.
- E. Historical Records (Stammer), no written report but the committee is working on sorting the vast historical records for SDITE and developing files and copying the paper based history as .pdf files. The committee hopes to return all paper files back to the sections in the near future.
- F. Membership (B. White), Becky provided a written report. As of march 30, 2011 there are 1425 voting members and a total membership of 1929 members. There was a 5% reduction in voting members from 2010(a 4% in voting members and 8% in non-voting members).
- G. Nominations (Hanchey), Craig gave the report for Karen Mohammadi. Karen provided a written report. The committee developed a list of questions each

candidate was asked to provide to the membership instead of just submitting a resume. Photos were also requested from each candidate. Candidates were selected on the web. The 2012 candidates were:

President: Becky White (AL)
Vice President: Martin Bretherton (GA)
Secretary-Treasurer: Tom Swanson (DS)
Kirsten Black Tynch (VA)
International Director: Dan Turner (AL)
Bob Mabry (DS)
Rick Day (SC)

The winners will be announced at the Business meeting.

Jim Westmoreland will be the chair in for the 2013 committee.

- H. Tellers (Hanchey), no report. Will report at Annual Meeting.
- I. Publications (Hammond), no written report. Radha made report, the committee is working on the next newsletter.
- J. Student Scholarship Traffic Bowl (Caudle), Richard provided a written report. Traffic bowl is ready to go on the next two days. The teams are:

Alabama-University of Alabama at Birmingham
Georgia – Southern Polytechnic State University
Kentucky – University of Kentucky
Mississippi – Mississippi State University
South Carolina – Clemson University
Tennessee – Vanderbilt University
Virginia – Virginia Tech

There will be seven teams competing with two teams yet to report (NC & LA).

The committee includes Valerie Holmes (SC) and the committee has worked to prepare new questions for 2011.

The awards for the winners this year are as follows:

1st place - \$3000 from ABD
2nd place - \$1500 from SDITE
3rd place - \$750 from SDITE

Committee worked on a policy to provide a matching grant to support travel for teams to match section amounts for travel. Students traveling less than 400 miles from campus to meeting site will be matched up to \$500, 400 to 700 miles up to \$750 and over 700 miles up to \$1000. The committee developed a form for all teams, sections and SDITE to use for the administration of matching grants from sections to students.

Rules for ITE Traffic Bowl were discussed. The traffic bowl will be in St Louis. We discussed the travel allowance for the ITE Traffic Bowl. ITE will provide \$2000 for the district winning team and SDITE will also provide \$1500 in support.

(Working on omit) Details for the 2012 Traffic Bowl in Lexington are on-going.

K. **Strategic Planning (Pionke), (Leadership Development, Technical Knowledge, Workforce Development, Annual Meetings, and Information Communications and Outreach Teams)**

Bill Seymour made the report for Cindy. Cindy provided a written report. There are three new team leaders. They are Rod Turochy for Technical Knowledge, Jeff Moore for Work Force Development and Cindy at Strategic Planning Chair. One major task is to make sure all teams are fully staffed.

Leadership has four objectives for the year. They are market leadership program to all sections, clarify our leadership program for partnership with ITE, provide pilot leadership for two new sections, and investigate webinar training.

ICO has three objectives for year. They are 1) information to be published on website, 2) communication efforts and 3) outreach efforts to ITE.

Work Force Development has three objectives for the year. They are 1) cultivate opportunities for recruitment of future transportation engineering professionals, 2) connect new transportation engineering professionals with experienced members in a succession planning effort, and 3) coordinate and communicate work force development activities among fellow Strategic Planning teams, SDITE sections, SDITE Student chapters, state DOT's, and ITE.

Technical Knowledge has three objectives for the year. They are sharing technical information among the sections, establish safety committee and help develop the best possible technical program for the 2012 meeting in Lexington.

Annual Meetings has one objective for the year. They plan on publishing the first version of Annual Meeting manual by the end of year board meeting.

VII. Other District Reports

A. ABD Report (Stewart), no report.

B. SDITE Budget Review Committee (B. White/Bretherton), Becky provided a written report. The committee's task is to prioritize SDITE annual budget and to work towards balanced budgets in future years.

The committee members are Becky White & Martin Bretherton (co-chairs), Rick Day, Bob Mabry & Dan Turner. The committee will meet in Lafayette, develop a newsletter article, conduct a membership survey, review the survey results and make a recommendation for the Dec. Board meeting.

- C. Student Chapter Webcasts (Funny), no report.
- D. Representative Involvement Committee (B. White), Becky prepared a written report discussing the committee objective. The committee wants to find a way to better involve the District reps to serve SDITE. The committee is Becky and all the District reps from 2011.

The chair will Interview each rep, summarize results, prepare recommendation by October, implement by Dec Board meeting.

VIII. Section Reports

- A. Alabama - Chris Reeves provided a written report. Alabama gave out two scholarships this year, one for \$7500 and one for \$3500. Leadership training was well received in AL.

The section raises money with many different fund raisers. Annually raises about \$13,000. The section scholarship current fund balance is \$139,456.26. The current section fund balance is \$16,405.79.

- B. Deep South – Brian Fulton provided a written report for the section. Membership has increased, mostly with new students, published newsletter and brochure. Great meeting in Baton Rouge in Feb and held the traffic bowl with five student chapters, 3 from LA and 2 from MS. Awarded 10 scholarships for a total of \$6450. The section has \$26,500 in scholarship funds and \$11, 200 in the general fund. The section is happy to host the SDITE in Lafayette.
- C. Georgia – Keith Strickland provide a written report. The section has encouraged involvement of younger members with a young members committee, usually 8 social or community activities per year, over 20 committees with most active being technical, continuing mentoring program with six mentors and six protégés, developed winter workshop for younger members, government agency member involvement, joint committee efforts with GDOT, the technical committee worked with GDOT to prepare a document to explain how traffic signals are approved, the section has an government agency spotlights at monthly meetings and offer scholarships to government agencies. The section has incorporated and must file annual tax returns as a non-profit group. The section has a total of 130,002.13 in fund balance that includes general and scholarship funds.
- D. Kentucky- Scott Walker provided a written report. Activities included the ramping up for next year's SDITE Annual Meeting, focusing on public agencies, Spring meeting at KYTC central office with over forty attendees, updating the

website, provided five workshops during the year and publishing an electronic newsletter.

- E. North Carolina - Stephanie Privette provided a written report. The section President challenged the section membership to Take 10 in 2010 to promote meeting attendance and encourage involvement with nine members meeting the year long challenge, \$11,000 in scholarships among five students, supported student chapters with grants, leadership training during the year was a success, enhanced the website by providing on-line registration for all 2010 meetings, provide a section listserv for NCSITE members, provided a quarterly newsletter, scholarship balance of \$102,063 and a general fund balance of 16,441, provided a mentoring program in past years and developed signal system user group meetings that were very successful, with over 100 people at first meeting.
- F. South Carolina – Lori Mahany prepared a written report. The big SC Vendor day meeting in Columbia is May 3, 2011 and is free to attend because the vendors provide all monetary support for the meeting which encourages all the state employees to come, the section awarded three scholarships for a total of \$3000, the section general fund balance is \$14,203, developing a leadership program in 2011, provide support for four student chapters, and half of section members are students.
- G. Tennessee -Houston Dougherty provided a written report. The section is supporting a leadership program for 2011. The section general fund has a balance of \$12,386.64 and a scholarship balance of \$54,778.00. The section has quarterly meetings that are scheduled around the state, and they held technical webinars that have been very successful, with over 140 members having attended the webinars. TSITE gave out \$8000 in scholarships last year, 2011 traffic bowl was won by Vanderbilt, and the section supports four student chapters. The section had a large joint meeting with APA last year, that was very well attended, and the section gave three section awards and six student awards.
- H. Virginia – Kathryn Brown provide a written report. The Annual meeting will be at Va Beach as usual, and the fall annual conference will be at Wintergreen The section hosts a Traffic Bowl for VT and UVA and VT was the winner this year, VASITE provides PDH records for meetings, and is looking at providing planner credits for meetings but will have to pay for planner credits. The section general fund balance is \$15,378.26, and the section completed a successful SDITE Annual Meeting in Portsmouth in 2010.

IX. Future Annual Meetings

- A. 2012 in Lexington, KY (4/15/12 – 4/18/12) – Hilton Lexington Downtown, Scott Walker prepared a written report. The meeting will be a joint meeting with District 3. The section is getting ready to host SDITE in 2012 by promoting the meeting in Lafayette, setting up website for the meeting, good coordination with the LAC committee, lessons learned, and hope that all will come to the meeting in Lexington.

- B. 2013 in Charlotte, NC (4/7/13 – 4/10/14) – Westin Charlotte, Scott Putnam prepared a written report. The Westin is located in downtown Charlotte, close to many attraction and restaurants. Committees are in place, developing logo and program. The preliminary budget shows a negative balance of \$6000. The Board suggested a closer look at costs or find a way to improve revenues by the Board meeting in December.
- C. 2014 in Greensboro, GA (3/30/4 – 4/2/14) – Ritz Carlton Lodge, Reynolds Plantation - Keith Strickland made the report. The meeting will be at the Ritz Carlton at Reynolds Plantation. Contract is signed for the meeting. ABD is in the contract, a first for SDITE.
- D. 2015 in Mississippi – Brian Fulton is the chair and had no report.
- E. 2016 in Tennessee – there was no report.

X. International ITE Recognition and Vice Presidential Candidates' Comments

Each candidate will have 5 minutes during the Annual Business Meeting to discuss their candidacy.

XI. Old Business

- A. SDITE Non-Profit Exploration –Craig is working with ITE to find a cost effective way to benefit from ITE's non-profit status.. Issues are still unresolved.
- B. Liability Insurance - Craig Hanchey prepared a written report. Other District's have liability coverage. Craig is working to find the best solution for SDITE. He will provide a follow-up report in December to the Board.

XII. New Business

- A. Resolution of Appreciation – LAC

Becky reported they are complete and will be presented at the banquet. Jim Westmoreland (NC) motioned to approve three resolutions and were seconded by Keith Strickland(GA).

- B. Resolution of Appreciation – ABD (B. White)

They are complete. Jim Westmoreland (NC) motioned to approve three resolutions and were seconded by Keith Strickland (GA).

- C. Resolution of Appreciation – Consultants (B. White)

They are complete. Jim Westmoreland (NC) motioned to approve three resolutions and were seconded by Keith Strickland (GA).

- D. Date of Year-End Board Meeting in Charlotte, NC - Meeting will be at Westin Hotel on Dec 4 and 5, 2011.
- E. Website Updates - Tim White reported in March that we had over 1000 people visit the new website. To get more traffic, we had scavenger hunt, and the winner was one of 20 applications. The winner will be announced at Business Meeting.
- F. North Carolina Section Bylaws - Tim White, the bylaws will be provided to SDITE for review after they are passed by the section.
- G. Other New Business – Martin Bretherton and Craig Hanchey prepared a written report, DA responsibilities were reviewed by S/T using the ITE website as guidance and reviewed a survey by Susan Best (district 2) that looked at all DA's in ITE. Craig and Martin offered changes to the Operations Manual and Craig felt they needed Board approval. The main change is to have the DA handle the checkbook with monthly oversight by the Treasurer. Motion to approve by Bob Stammer (TN) and seconded by Jim Westmoreland (NC).

XIII. Announcements

John Funny has a meeting scheduled on Tuesday for the student chapters and has invited the ITE President to address the students. Bob Stammer suggested that the section and student chapter leadership check to insure that their student chapter websites are correct. Robert Wunderlich thanked the SDITE for the leadership program. ITE is looking at having this program utilized by all districts. He appreciated working with Bob & Jane Stammer for the past few years, and is looking forward to speaking to the students on Tuesday.

XIV. Adjournment

Meet was adjourned at 5:37pm by Tim White.

Respectfully submitted by:

**W. Martin Bretherton Jr., P.E., 2011 Secretary-Treasurer
April 25, 2011**

Attachment: Board meeting sign-in sheets (2)

SDITE SPRING BOARD MEETING
 April 10, 2011
 Lafayette, Louisiana

Name	Representing (Section, etc.)	Name	Representing (Section, etc.)
Craig Hanchey	TN Section / Dist. Administration		
Tim White	President		
Bobby White	Vice President		
W. Mark D. Doughtery	Sec / Treasurer		
Bob Stammer	SDITE Director / TN Section		
Scott Rumble	Alabama - President		
Richard Caudle	TRARK BOWL		
John J. Fanning	GA Section SAD. / EDUC. COMM. CHAIR		
BRIAN FULTON	DEEP SOUTH - Section Rep.		
Scott Pothman	2013 Charles SDITE AM		
Kathryn Brown	VA REP		
Bob Mabry	DSITE		
Rick Day	SC Section		
ERIC TRIPPI	SC SECTION		
JEFF MOORE	Workforce Development Team		
ROBERT WUNDERLICH	ITE President		

SDITE SPRING BOARD MEETING

April 10, 2011

Lafayette, Louisiana

Name	Representing (Section, etc.)	Name	Representing (Section, etc.)
Jim Westmoreland	Past Prez - SDITE		
Radha Krishna Savayampakalal	VP- NC SITE ICFO Chair		
Bill Seymour	KY SITE, Pinch hitting for Andy Penke		
Houston Raugherty	TSITE		
Keith Strickland	GA Section Rep.		
RAY DAVIS	INT'L ITE VP CANDIDATE		
Lori Mahony	SC SITE		
Stephanne Privette	NC SITE		
Scott Walker	KY Section Rep (PHYSITES)		