



ILLINOIS SECTION
Institute of Transportation Engineers

MEETING MINUTES

ILLINOIS SECTION ITE BOARD MEETING

Wednesday, January 6, 2016, 6:30 PM

Kimley-Horn - 111 West Jackson Boulevard, Suite 700, Chicago, Illinois 60604

Teleconference Call-in: 1 (224) 501-3412 Guest code: 144-195-781

Attendees:

- Katelyn Bleach – Director, Operations Group
- Jenna Brose – Incoming Director, Technical Group
- Erik Cempel – Outgoing Director, Public Affairs Group
- Josh Harris – Director, Technical Group
- Ryan Jacox – Outgoing Treasurer, Incoming Secretary
- Craig Jakobsen – Incoming Director, Student Affairs
- Sanjay Joshi – Director, Activities Group (phone)
- Mike Phan – Outgoing President
- Brian Roberts – Outgoing Director, Student Affairs Group; Incoming Treasurer
- Tracy Shandor – Outgoing Vice President, Incoming President
- Monica Shei – Incoming Director, Public Affairs Group
- John Wirtz – Outgoing Secretary, Incoming Vice President

1. CALL TO ORDER

6:45 PM

TOP ISSUES:

1. Officer Transitions Status Updates (All)
2. Review the Status of Outstanding Action Items (Ryan)
 - a. Update Officer Guidebooks (All)
Officers should update the guidebooks on the Google Drive. Let Tracy know when it is done.
 - b. Obtain feedback on Conference MOU and Financial Participation from Erik and Sanjay (Mike)
Discussed at meeting under Top Issues
 - c. Post Approved Meeting Minutes on Website (John/Katelyn)
This item has not been completed yet
 - d. Miscellaneous Website Updates (Katelyn)
Garrett knows there will be updates with new officers. He expects to hear from Katelyn by the end of January, otherwise will reach out because it means e-mails are likely not reaching him again.



Directors should let Katelyn know if there are changes to committees. Two people have expressed interest in volunteering with ITE: Cody from Kimley-Horn and Jenny from Civiltech. Craig will reach out to Cody about helping with the Student Affairs Committee. Sanjay will contact Jenny about helping with the Activities Committee.

Tracy asked if there is a way to shuffle through a directory of pictures on the website.

- e. Coordinate Bylaw Amendments (Erik/Monica)
Shawn Leight suggested e-mailing him with results of the election referendum. Shawn says ITE International has no real jurisdiction, and he doesn't see a problem with the Board making executive decision. **John will send the election results to Shawn.**

Erik will send the most recent tracked changes version of the Bylaws to Monica.

3. Sponsorship Update (Katelyn)

No changes since previous meeting. Katelyn has notified sponsors about promo codes. Tracy asked if passwords could stay the same so Katelyn doesn't have to contact them regularly. That is possible, but it was noted that the reminder e-mails are helpful for the sponsors.

Katelyn asked if the Board wanted to do a banner or a foam board. Brian suggested a banner because the foam board is hard to transport. The cost of the banner is not yet known.

Tracy: Motion to allow Katelyn to spend more money on the banner than previously budgeted.

The motion was seconded by Brian

Discussion: John would like to see a limitation on the budget.

All in Favor: Tracy, Brian, Katelyn, Ryan, Erik

All Opposed: John

4. Annual Banquet Updates/Final Details (Sanjay)

The venue and time have been selected (River Roast at 315 N LaSalle St), January 22, 6:00 PM start time. The activities group will set up before the event (5:15 PM). There will be two one-hour open bar sessions: one hour before the dinner, and one hour after the dinner. There will be a cash bar during dinner. Sanjay listed the menu items for the dinner.

A draft copy of the program was distributed.

- Mike to welcome members.
- Report from John Davis. He has not registered yet, but John Mick is having a Midwestern District Board meeting earlier that day and John Davis is likely attending.
- Student paper and chapter awards.
- Installation of the new board. Is anyone assigned yet? It was suggested that it should be someone from the Illinois Section. Sara Disney Haufe was suggested, as she is leaving the ITE Board position. **Tracy will contact Sara.** Sanjay asked if there is any set language. There isn't yet, but Sara might come up with something.
- Would Erik be willing to be the MC again? Yes.



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- Tracy will present Outgoing President and Young Member awards. Can say a few words, but suggest keeping brief to stay on schedule.
- Sara will present Past President Award because she originally contacted the winner.
- Katelyn will present the Special Recognition Awards.
- Reviewed raffle and auction items. Several sports teams have donated items. Raffle tickets were \$2 last year. No 50/50 raffle to avoid confusion.
- The group thinks we have enough items for the raffle and auction.
- **Katelyn will print off signs describing the items.**

Sanjay asked if the scholarship award winners pay a registration fee? Several people don't think they do. There were questions about whether or not they can bring a guest.

5. 2016 MWITE/Great Lakes District Conference and MOU (Erik/Josh)

The last Board meeting was on the phone. There was a tie on the phone vote. Mike re-wrote the discussion in an e-mail, which raised more questions. Erik volunteered to re-word, but decided we should discuss at a meeting. Mike asked, "Do we as the Illinois Section want to be at potential risk or reward for the District conference?" There were more questions about how much revenue or risk was at stake. Erik said some people may vote yes or no conditionally, depending on the amount of the risk or reward. The Midwestern District has asked us to come to them with our proposal. The District says that they typically put up seed money to reserve hotels, etc., and don't put the Sections at risk. They also said most conferences don't make money. Branson broke even. South Dakota made quite a bit of money, but it was not shared with NCITE. In 2012, the Illinois Section had a joint conference with the TRB Urban Streets Symposium, made money, and shared the revenue with the District. Tracy has been reviewing the 2012 and 2013 Section budgets. She thinks after loans were repaid to District and Section, and \$5,000 was given to the District, the Section made \$12,000.

Sanjay asked if we are increasing our scholarships. It seems like we are bringing in more than we are spending. Mike and John noted that Conference and Section budgets are meant to break even. Historically, there was an annual deficit. The budget was balanced more last year through cuts and additional revenues. If there were an influx of revenue, we could consider funding additional scholarships, etc.

John asked about the current conference budget. Tracy said we expect to break even, based on forecasted attendees, attendance fees, and aggressive sponsorship revenue forecasts. Sponsorships are important to the financial outcome of the conference.

Brian said as a representative of the Section Board, he would like any additional revenue to go to the Illinois Section. Options were outlined as follows:

- IL ITE shares risk/reward
- IL ITE shares risk, caps Midwestern District profit at some value
- Midwestern District takes on all risk, and Illinois Section profit capped at some value
- Midwestern ITE takes on all risk/reward
- Split risk/reward



Tracy: Motion that the Illinois Section Board asks to be reimbursed by the Midwestern District for Conference seed money and asks to share in profits from the Conference (if any)

The motion was seconded

Discussion: None

Ayes: All

Opposed: None

More discussion on how much revenue to ask to share. Mike suggested splitting money based on Illinois attendees vs. other Midwestern District attendees. Tracy suggested splitting any profits above \$5,000 evenly. She doesn't think they would agree to splitting all profits evenly. Several split percentages were suggested, 25/75, 30/70, 50/50.

Tracy: Motion to allow Mike to negotiate profit sharing arrangement between Midwestern District Board and Illinois Section Board.

Katelyn: Seconded

Ayes: All

Opposed: None

2. PRESIDENT (MIKE PHAN/TRACY SHANDOR)

- > Officer Transition Status Updates (see top issues)
- > Updates to Officer Guidebooks
- > New Initiatives from Board Members:
 - Creation of a "What to Expect as a Board Member" Document (potentially John as VP)
Most agree this seems like a good idea.
 - Development of "Membership Logistics" Email (potentially Katelyn as Operations)
Describes how to log in to account, use forums, unsubscribe from e-mails, etc.
 - Work to Streamline Affiliate Membership Process (potentially Katelyn as Operations)
Part of Bylaw updates.
 - Improve public sector involvement – Perhaps form an Outreach/Investigation Committee. Some ideas for committee members: Brian Roberts, Jeff Young, other public sector members? Would be good to see what other Sections are doing; those who do not have problems with public sector involvement.
 - Improve our connection to ITE International – Any Ideas?
Think there are opportunities to use more resources that are available. Erik noted example of liaison committee. **Follow up in February and find out who volunteered on committees.** We can follow up with those people to find out what is going on.

3. VICE PRESIDENT (TRACY SHANDOR/JOHN WIRTZ)

- > Annual Report
Might be due at end of February. John to begin work.
- > Officer Email Account Updates
John to update after banquet/initiation.



- > Calendar Updates
None
- > New member applications
None

4. SECRETARY (JOHN WIRTZ/RYAN JACOX)

- > Review the Status of Outstanding Action Items (see top issues)
 - Update Officer Guidebooks (All)
 - Obtain feedback on Conference MOU and Financial Participation from Erik and Sanjay (Mike)
 - Post Approved Meeting Minutes on Website (John/Katelyn)
 - Miscellaneous Website Updates (Katelyn)
 - Coordinate Bylaw Amendments (Erik/Monica)
- > Update on Email Votes
None
- > Meeting Minutes
Need to post to website

5. TREASURER (RYAN JACOX/BRIAN ROBERTS)

- > Treasurer's Report
E-week sponsorship check was cashed. Mike presented a dues check from ITE Int'l for \$655.
- > Update on Financials for December Meeting with MWITE Board
Sanjay thinks the books have been closed on the November event. Profit of a couple hundred dollars. Will split evenly with co-hosting organizations.
- > Begin to develop 2016/2017 budget
Need to develop budget for next year before end of March.

6. ACTIVITIES GROUP (SANJAY JOSHI)

- > Annual Banquet Updates/Final Details (see top issues)
- > Development of MOU for future events with partner organizations
Sanjay asked if there is an example of an MOU. Tracy said maybe start with the Midwestern District Conference MOU as a base. Really just need to understand how costs and revenues will be divided between groups and how to account for sponsorship benefits. **Sanjay to create draft for future discussion. Josh will send the MOU for the District Conference to Sanjay.**
- > 2016 Schedule of Events



Assume first event of 2016 will be in March. Committee is helping to come up with ideas. Send Sanjay any thoughts that we have. Sara had an idea for a speaker from somewhere downstate. **Tracy will have her send it to Sanjay. Sanjay will create a draft calendar of events.**

7. OPERATIONS GROUP (KATELYN BLEACH)

- > 2016 Sponsorship Program Update (see top issues)
- > Detail how event codes will work for sponsors
- > Website Updates with 2016 Sponsors and Officers

- > 2016 Affiliate Member Invoices
Katelyn needs to invoice three Affiliate Members. Sanjay said he paid with the banquet last year.

8. PUBLIC AFFAIRS GROUP (ERIK CEMPEL/MONICA SHEI)

- > Coordinate Bylaw Amendments
- > E-Week Events
There is approved funding in the budget for E-week. Tracy is attending. There are volunteers to judge the Future Cities competition on Saturday. Does ITE want to participate this year or next year in a bigger way?

9. TECHNICAL GROUP (JOSH HARRIS/JENNA BROSE)

- > Potential webinar/technical seminar events
Josh is passing along information to Jenna about a potential seminar with Northwestern and one about roundabouts.

10. STUDENT AFFAIRS GROUP (BRIAN ROBERTS/CRAIG JAKOBSEN)

- > Status of scholarship & student paper award winners (Brian)
Every year Illinois ITE gives out three scholarships. The graduate winner is from SIUE. The undergraduate winner is not a member and needs to join. The Student Paper Award winner is not a member. The second place person is a member. Both Student Paper Award candidates are from UIC. **Brian will contact the students to find out if they have recently joined.** Future votes will be taken by e-mail to determine winners.

11. OLD BUSINESS / NEW BUSINESS

- > 2016 MWITE/Great Lakes District Conference and MOU (see top issues)

12. NEXT BOARD MEETING

- > February Meeting – Location, date, & time
Tracy will send out a doodle poll.

13. ADJOURN

9:02 PM



BOARD MEETING ACTION ITEMS

- **All**
 - Update officer guidebooks for incoming officers. Notify Tracy when complete.
- **Immediate Past President**
 - None
- **President**
 - Send a doodle poll to schedule next Board meeting.
- **Vice President**
 - Tracy to Contact Sara Disney Haufe about installing the new Board and potentially coming up with standard installation language.
 - Create a “what to expect as a Board member” document.
 - Begin work on Annual Report.
 - Update officer e-mail accounts after banquet/initiation.
- **Secretary**
 - Complete meeting minutes for this meeting and circulate for review.
 - Request publication of approved meeting minutes on website.
 - Send referendum election results to Shawn Leight
- **Treasurer**
 - Begin to develop budget for 2016-17 before end of March.
- **Activities**
 - Let Katelyn know if there are changes to committees.
 - Sanjay to contact Jenny about volunteering with the Student Affairs Group.
 - Sanjay to create draft for future discussion.
- **Operations**
 - Provide website updates to committee members to Garret.
 - Ask Garret if website can shuffle through a directory of pictures.
 - Print signs describing raffle and auction items for the Banquet.
 - Develop a “Membership Logistics” e-mail. This would describe how to log in to an ITE account, use ITE forums, unsubscribe from e-mails, etc.
 - Provide input on Bylaw updates to Streamline Affiliate Membership Process
- **Public Affairs**
 - Let Katelyn know if there are changes to committees
 - Erik to send the most recent tracked changes version of the Bylaws to Monica.
 - Follow up with ITE International in February to find out who volunteered on liaison committees.
- **Technical**
 - Let Katelyn know if there are changes to committees
 - Josh will send the MOU for the District Conference to Sanjay.
 - Josh is passing along information to Jenna about a potential seminar with Northwestern and one seminar about roundabouts.
- **Student Affairs**
 - Let Katelyn know if there are changes to committees
 - Craig to contact Cody about volunteering with the Student Affairs Group.
 - Brian will contact the students to find out if they have recently joined ITE.