



ILLINOIS SECTION  
*Institute of Transportation Engineers*

## MEETING MINUTES

## ILLINOIS SECTION ITE BOARD MEETING

Tuesday, February 16, 2016, 5:00 PM

Kimley-Horn - 111 West Jackson Boulevard, Suite 700, Chicago, Illinois 60604  
Teleconference Call-in: 1 (919) 238-4499 Guest code: 53167017

### Attendees:

- Katelyn Bleach – Director, Operations Group
- Jenna Brose – Director, Technical Group
- Ryan Jacox – Secretary
- Craig Jakobsen – Director, Student Affairs
- Mike Phan – Immediate Past President (phone)
- Brian Roberts – Treasurer
- Tracy Shandor – President
- Monica Shei – Director, Public Affairs Group
- John Wirtz – Vice President

### Absent:

- Sanjay Joshi – Director, Activities

## 1. CALL TO ORDER

5:18 PM

### TOP ISSUES:

1. Review the Status of Outstanding Action Items (Ryan)

#### All

- Update Officer Guidebooks  
**Officers should update the guidebooks on the Google Drive. Let Tracy know when it is done.** So far, one guidebook has been updated. This will remain an action item for next month. The time commitment is likely less than 20 minutes for most of us, so let's finish this up.
- Committee member updates to Katelyn  
No one has sent anything to Katelyn. Craig stated he has Cody Wittenkeller acting as Deputy Student Affairs Director. **Katelyn will reach out to Sanjay and confirm that Jenny Gantumur is on his Activities Committee.** Monica has no changes to her committee member list.

#### Vice President

- Create a “what to expect as a Board member” document.  
**This document has not been started; will remain an action item for John.**



- Begin work on Annual Report.

**This document has not been started; will remain an action item for John.** Tracy said that a template is on the Google Drive. April 15<sup>th</sup> is the due date for submittal to the Midwest District. Discussion included the fact that we need to get Annual Reports from the Student Chapters as well. Craig noted that he had also already submitted the ILITE Student Paper Award Recipient's paper to MWITE.

#### Secretary

- Send referendum election results to Shawn Leight  
John noted that he sent the results to Shawn today via email. When we receive a response back from Shawn that shows general support of our election and the results, we should include this email in future meeting minutes, to properly document it.

#### 2. Student Day Updates (Craig)

So far 7 students have registered for Student Day. Two companies (HR Green, Hanson) have registered; Dama is interested. Notifications went out to all sponsors that have free tables as part of their benefits as well. **Craig will email reminders to students, faculty, and prospective companies and professionals within the next couple weeks.** Brian indicated that many students often do not RSVP to the event until the last week before it.

No companies thus far want to sponsor Student Day. Some outreach was done and no one has stepped up. Civiltech was asked and declined. It was discussed that it was of more benefit to companies to become annual sponsors of the Section versus spend the money to be a sponsor of this sole event. If a company approaches us to sponsor, we can decide to let them, but no further outreach to companies for sponsorship will be done.

#### 3. Budget Review 2016/2017 (Brian)

Brian ran through the draft proposed 2016/2017 Section budget with the Board, and a line-by-line discussion was done as appropriate. The budget can be worked on as necessary over the next month, with the plan being to finalize the budget prior to the March 2016 meeting. At that meeting, the Board will vote and seek to approve the budget. Following are highlights of this meeting's budget discussion:

- Dues from International/District – need to talk to International about how much money they are giving us per each of our members. **Brian will talk to Colleen Agan at International and any necessary budgetary revisions made.**
- A discussion regarding officer election cost (\$350) occurred. Some feel it is high. Are there other options? Ballot security is a major concern for the program we select. **Ryan will look into other options and the line item in the budget updated accordingly.**
- Investigation into the tax exempt fee and process provided recently by International should be done now, to get the process started. **Brian will investigate and the line item in the budget updated accordingly.**



- Section insurance – can International cover us under their policy or should we still carry our own insurance? **Brian will discuss this with Colleen Agan at ITE International and will potentially update the budgetary line item for this depending on the outcome.**
- How scholarship funds get distributed from International must also be investigated. If we go through the tax exempt process, can we cut our own scholarship checks as a not-for-profit agency as the Section alone? **Brian will discuss this with Colleen Agan at ITE International and will potentially update the budgetary line item for this depending on the outcome.**
- Regarding purely social events versus events our members attend with PDH/CEUs awarded, it was decided to show a slight loss in the budget for the purely social events. The Board is willing to find ways to subsidize these sorts of events, since the events that carry or are associated with PDHs are more likely to be subsidized by members' employers.
- A discussion on the point of the IL Traffic and Safety Conference line in Public Affairs. Mike Phan explained that it was for travel/lodging for the president. The line item could stay in Public Affairs (trying to have that person have more responsibility with respect to this conference) or move up to the President's section.
- A discussion of the PreTrans Program occurred. The number of students was low (only 4) versus the 5 to 10 or so students they project. As in recent years, the Board is unsure of what the money is being used for and how many students it will be benefitting. Tracy suggested that we lower the budget for the line item to \$1,000 from \$1,500 based on the uncertainty of the fund usage. Further investigation of the materials provided by IIT discussed the money was being used for research internship consulting services. The discussion then went to whether or not the Section's money should be spent to benefit very few students. Some were in full support of this program being useful in attracting students to the profession. Some were a bit skeptical whether or not it fully benefitted the Section itself. Others stated that it still benefitted the profession as a whole, which is part of the goal and mission of ITE's existence. Ultimately, no one was specifically against spending at least some amount for supporting the program, but the amount then became the discussion point. The amount was tabled (budget not being approved today). **Monica agreed to contact Ji at IIT to get more information regarding the program and where the Section's monetary participation is being spent.** That way the Section has more information to use to approve a budgetary amount for this program.
- Brian discussed the Young Member Award and that he would like to see it become a general Member Award versus an award for a member who is under 35 years of age. Some discussion occurred, but it was decided to table this issue, since it will not affect the budget because no monetary award is currently associated with this award.



## 2. STUDENT AFFAIRS GROUP (CRAIG JAKOBSEN)

- > Student Day Event (March 11) (See top issues)
- > Student Chapter Award Timeline and Requirements  
The student chapter award was not given out last fiscal year (2015/2016). A discussion ensued regarding eligibility and whether or not we should give it out. UIC was not awarded the award even though they had the most scholarship application submittals, because they do not currently have an active ITE Student Chapter. Craig's interpretation is that the school must have an actual ITE student chapter. Brian does not believe that the number of submitting students from a given school is indicative of the quality and participation of a given student chapter. He recommended we review the annual student chapter reports and award the best chapter at that point based on their report's content on what was accomplished over the past year. The original reason for the student chapter award was to entice student chapters to have their students submit scholarship applications. However, it has been observed that it was never received that way by the student chapters. Many agreed that it may make sense to make the award based on the annual student report quality. The amount of the award was then discussed. Brian suggested \$300.
- > New Student Chapters  
Brian and Craig discussed a new line item in the draft 2016/2017 budget for student chapter outreach initiatives to get schools without ITE student chapters to start a chapter. The amount in the budget is set at \$1,000 and assumes \$500 each for two new chapters. The University of Illinois at Chicago (UIC) is one school that currently does not have a chapter that may benefit from assistance from the Section in getting a chapter set up and sustained.

Monica discussed the viability of Northwestern having an ITE student chapter, since it currently does not have one. The Transportation Center is large and is the primary focus of the school, and there isn't much incentive for students to also have a separate ITE student chapter. They would be competing on events and on limited resources. Therefore, it is not likely that Northwestern would be a good candidate for the Section to focus on for student chapter implementation.

## 3. TECHNICAL GROUP (JENNA BROSE)

- > March Event Update  
Jenna would like to do a Scalability of Roundabouts webinar on March 24<sup>th</sup>. The slated time is 1pm-2:30pm, which is off the typical lunch webinar schedule. Jenna asked about the PDH policy. Tracy said that each paying person usually can be assigned a PDH. Tracy said to double-check with Josh Harris regarding the policy to ensure what we end up doing it as we have done in the past and that it is correct. She also said to possibly ask TRB about the policy. **Jenna will follow up with both Josh and TRB and determine a suitable PDH policy.**
- > Potential webinar/technical seminar events  
Jenna discussed a tentative transportation-related seminar. A few potential timeslots were offered (Aug, Sept, Oct, Nov). Jenna was concerned with some companies' fiscal years ending in September and, as a result, budgeting for such an event to be cumbersome for some members. Tracy offered potential conflicts for Aug, Oct, and Nov. **Jenna decided to focus on September**



and will continue developing this potential opportunity, with an update at next month's meeting.

#### 4. PUBLIC AFFAIRS GROUP (MONICA SHEI)

- > Coordinate Bylaw Amendments  
Tracy suggested that the Board talk about the bylaws line by line at the next meeting to make changes/approve the bylaws together.
- > E-Week Events/Participation  
Monica asked about the e-week check. Ryan confirmed that he had paid it in December and the check cleared in early January. **Monica will call Laura Burke and verify that they have all the information they need from us and that she is aware they cashed the check.**
- > Erik to send the most recent tracked changes version of the Bylaws to Monica.  
**Monica will get the tracked-changes version of the Bylaws from Erik and onto the Google Drive.**
- > Follow up with ITE International in February to find out who volunteered on liaison committees.  
**Monica should reach out to Jennifer Childs at ITE International and ask if they have a document that states who from our Section is on the various ITE International liaison committees.**

#### 5. OPERATIONS GROUP (KATELYN BLEACH)

- > ITEms Contributions due to Ashley 2/26  
The group discussed that Ashely sent a reminder email out to the Board to request that articles be sent to her by February 26<sup>th</sup>. Ryan recalled that he had done a Future Cities Competition article last year and wondered if Craig and Brian had planned to do an article. Katelyn thought that they had, and said **she would reach out to them to verify this.**
- > Website Updates
  - Cook County Job Posting
  - 2016 Sponsors and Officers
  - Photo Shuffling
- > 2016 Affiliate Member Invoices & status of registration update 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.  
Katelyn developed some member logistics "text" that could be sent via email, posted on the website, or posted in the next issue of ITEms. She also discussed the fact that some members have unsubscribed to our emails. The idea of removing the unsubscribe email option is a possibility, replacing it with a "Not getting our emails? Re-subscribe [here](#)" option. Tracy said that when we update the website, we should put a link to the Constant Contact website and ask members to update their contact information.



Katelyn discussed the affiliate member invoicing process. She would like to use Constant Contact because her affiliate membership list is already within it/associated to the account. Tracy suggested to send the initial invoice through Constant Contact. Anyone Katelyn does not get a response from, a PayPal invoice could be generated and sent to follow up.

**Katelyn will continue to refine the member logistics text and the invoicing process over the next month and will update the group on the progress in the meantime and at the next meeting.**

- > Streamline of affiliate member process/Bylaw changes needed

## 6. ACTIVITIES GROUP (SANJAY JOSHI)

- > Working on developing MOU for future event partnerships  
The group discussed the upcoming activities and the fact that an MOU has not yet been developed. **Sanjay will work on the draft MOU and will present it to the Board, so that the group can discuss and likely approve it at the next meeting.**
- > Review of 2016 Schedule of Events  
Sanjay provided a rough outline of planned events for the 2016 calendar year to Tracy, who went over the items for the group. Based on the fact that there is Student Day and a webinar already planned for late March, the group suggested that Sanjay should likely focus efforts on an April event. Katelyn indicated that since there are three platinum sponsors, we need to make sure to start to get some events underway and planned, so that we can avoid the potential for infighting between any co-sponsors regarding introducing and sitting with the speakers. **Sanjay will continue to add more information and refinement on these events over the coming months and will coordinate with the Board outside this meeting, as well as at the next meeting.**

**Sanjay should look into hosting the summer social event in July at Lagunitas Brewing.** See discussion in Secretary Section regarding additional insurance options that would be required for this event.

- > Sanjay to contact Jenny about volunteering with the Student Affairs Group.  
It is likely that Sanjay has already coordinated with and confirmed that Jenny Gantumur will work with him on the Activities Committee. As discussed in Top Issues, **Katelyn will reach out to Sanjay and confirm this.**
- > Sanjay to create draft MOU for future discussion. (See first point)

## 7. TREASURER (BRIAN ROBERTS)

- > Budget Review 2016/2017 (see top issues)
- > Treasurer's Report  
Based on the time spent on the draft budget review, a treasurer's report was not provided to the Board or discussed at this meeting.



- > Leadership ITE Budget – Unrestricted contribution to Leadership ITE  
The Section last contributed to Leadership ITE when a Section member was in the current class, back in 2013. A budgetary line item will be kept on the budget, although no funding will be budgeted for the 2016/2017 fiscal year for this contribution.

## 8. SECRETARY (RYAN JACOX)

- > Review the Status of Outstanding Action Items (see top issues)
- > Update on Call for District/Section/Chapter Leadership  
Ryan gave a quick overview of the Leadership call that occurred on February 2, 2016, at 11am Central. The overview of the call was to introduce new ITE International staff and to discuss International's intent to implement changes to improve ITE for its members and to grow the membership. The meeting was a kickoff meeting of sorts to get the ball rolling on this new initiative across the membership. Ryan discussed that a survey should have been received by ITE members recently, and that this is part of International's new initiative to learn about what the membership likes and dislikes and where improvements can be made. **Katelyn stated that she would put a notification in ITEms regarding the survey. Post meeting clarification: the survey is due Friday, February 26<sup>th</sup>, prior to the issuance of the next issue of ITEms. Therefore, no ITEms notification is necessary.**
- > Update on Email Votes (none)
- > Meeting Minutes  
John (Immediate Past Secretary) motioned that the Board approve the December 2015 and January 2016 meeting minutes. Brian seconded the motion. The approval was unanimous among all present Board members.
- > Additional Insurance Options for Events Update  
Ryan discussed a conversation he had in mid-January with The Hartford, the insurance provider for the Section's current general liability insurance policy. Discussion last year had indicated the Board's curiosity about hosting an event at Lagunitas Brewing Company, where the Section would be provided beer for free as a not-for-profit organization, but would be required to staff the serving of the beer themselves. Ryan explained this hypothetical event to The Hartford, who indicated that someone supervise the beer at all times, and that a ticket system could even be used to help control its dispersal to members and guests in a controlled and managed environment. In terms of insurance, The Hartford indicated that such an event would cost an additional one-time premium of approximately \$225. This amount may fluctuate a bit and would need to be confirmed once the Section was sure that they were hosting such an event. Tracy suggested that the Section could look into Lagunitas as a potential venue for the 2016 summer social outing. The Section could discuss the idea of potentially covering the cost of the insurance premium and charging each attending member and guests a set fee that could offset the cost of the insurance. Jenna recalled calling Lagunitas last year and noting that the space books quickly. **Sanjay should have his group reach out to Lagunitas yet this month and determine the viability of hosting the summer social event at Lagunitas. Further coordination with The**



Hartford can occur if and when an event is set, and the Board approves use of funds to cover the additional insurance premium.

## 9. VICE PRESIDENT (JOHN WIRTZ)

- > Annual Activity Report - April 15<sup>th</sup> to District?? (see top issues)
- > New member applications
  - Matt Verheyen (posted to website 1/29)  
Tracy motioned that we approve Matt Verheyen as an affiliate member; John seconded the motion. The approval of the motion was unanimous amongst those present. John briefly described how the affiliate membership process works. **Once Matt has been posted on the website for 30 days, he will be notified of his affiliate membership status and John and Katelyn will work together to get the remainder of the process complete for his membership.**
  - Any Others (Brian Sheridan)?  
It was discussed that someone from Quality Counts was looking to become an affiliate member. Ryan indicated that Adam Graytock of Quality Counts had reached out to him a few weeks prior regarding the membership process for a Chicago employee of his (Bill Sigel). Ryan provided the membership information to him and Adam said they would work to getting it completed and submitted. This is a potential upcoming affiliate membership application that the Section may be receiving in the near future.

## 10. PRESIDENT (TRACY SHANDOR)

- > Thank you from Fred Schattner  
Tracy wanted to reiterate that the Section had received a thank you from Fred Schattner, former Director of Engineering for the Village of Skokie. Fred and his wife were very pleased with the 2016 Annual Section Banquet and wanted the Section to know they were thankful they attended.
- > District, Section and Chapter Leadership Community on ITE
- > Emails from ITE International - Possible Unsubscribe?  
See Operations Section for more discussion regarding removing the unsubscribe ability. Tracy discussed her recent email issues. **Katelyn will continually work to streamline the email issues for the Section and will coordinate with the District/International as necessary. Future abilities to subscribe and unsubscribe can be discussed at future Board meetings.**
- > Non-Renewals – Do we want to contact them?  
Tracy discussed ITE member non-renewal members and whether or not we want to contact them. There are 65 people listed (John said 45 people unsubscribed). The list needs to be cross-checked against affiliate members. Tracy suggested the list be made a Google Doc and we assign proper people to reach out and talk to these people.
- > Traffic Safety Merit Badge – John Davis



Tracy said she had been talking to John Davis regarding the Boy Scout Jamboree. One of their merit badges is for transportation safety. At the jamboree, scouts go from booth to booth and learn about transportation, allowing them to get their merit badge. Tracy said that Girl Scouts likely also have such a badge for transportation/traffic safety. The idea would be to get our Section involved with a troop or many troops and try to help them get their transportation badges. She thought this would be an initiative that our section could claim as our own, versus only monetarily and personally supporting the initiatives others have started.

- > Continue to work on new initiatives from Board Members:
  - Improve public sector involvement – Outreach/Investigation Committee?
  - Improve our connection to ITE International – Any Ideas?

### 11. PAST PRESIDENT (MIKE PHAN)

- > District News
- > Lifetime Member Awards
- > MOU Update

The MOU for the MWITE/GLITE conference between the Section and MWITE is still in process. MWITE is still reviewing. There is a conference call on Feb 26<sup>th</sup>. John Mick has assured Tracy that he will guide MWITE to uphold the best interests of the Section.

### 12. OLD BUSINESS / NEW BUSINESS

- > Monica discussed the potential concept of moving the responsibility for the Section website to the Public Affairs group, since Operations already has a lot of other responsibilities to focus on. Google Sites has an older format and may be a difficult program to use to manage/design the website. Katelyn said she agreed to move it over to Public Affairs and that it could then be “co-teamed” between Katelyn and Monica. The motion and approval for this move will be tabled until next month. **Monica will look at other website options for design/management.** Mike Phan also agreed to assist in reviewing what other ITE sections and districts are doing for their websites and what services they are enlisting.
- > Jenna discussed the existence of a local consortium of professional engineering societies (Chicago Engineering Collaborative) that works together to consolidate and/or ensure events do not overlap with others. Jenna is on the email distribution list and noted that she had added Sanjay to the list as well. **Sanjay should coordinate further with Jenna, reach out to this consortium, and report back to the Board to learn more about it and potentially represent the Section’s involvement.**

### 13. NEXT BOARD MEETING

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



## 14. ADJOURN

8:12 PM

### BOARD MEETING ACTION ITEMS

- All
  - Update officer guidebooks. Notify Tracy when complete.
  - Begin working on sections for the ITE Section Annual Report. Coordinate as necessary with the past position holder to ensure the responsibilities for this are covered by the proper person.
- Immediate Past President
  - Work with Monica to research website service options in terms of what other sections and districts are doing.
- President
  - Send a doodle poll to schedule next Board meeting.
- Vice President
  - Create a “what to expect as a Board member” document.
  - Begin work on Annual Report.
- Secretary
  - Complete meeting minutes for this meeting and circulate for review.
  - Request publication of approved meeting minutes on website (this may be postponed based on what is decided regarding the future of the Section website).
  - Research other options for the annual election to manage and ensure the election process is being done in a manner that is as cost-effective and secure as possible.
- Treasurer
  - Reach out to Colleen Agan at ITE International regarding the following:
    - Scholarship fund account status, pay-in process/timeline
    - Not-for-profit status and process
    - Section insured under International’s policy?
    - Disbursement of dues from International to the Section.
  - Further refine and finalize budget for 2016-17 before end of March.
  - Prepare a Treasurer’s Report for review at the March Board Meeting.
- Activities
  - Let Katelyn know if there are changes to committees.
  - Sanjay to create draft MOU to be presented to the board prior to the March 2016 Board meeting.
  - Refine activities list and coordinate with the board as more information is available on future events, with primary focus being on an upcoming April event to start.
  - Contact Lagunitas Brewing to determine whether or not the Summer Social event can be held at the brewery.
  - Reach out to the Chicago Engineering Collaborative (coordinate with Jenna) to ensure that our events do not overlap with those of other organizations.
- Operations
  - Notify Matt Verheyen of affiliate membership status after the 30-day period.
  - Provide website updates to committee members to Garrett.



## ILLINOIS SECTION ITE BOARD MEETING

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- Reach out to Sanjay to confirm Jenny Gantumur is assisting his committee.
  - Ask Garrett if website can shuffle through a directory of pictures.
  - Verify with Craig and Brian that a Future Cities article is being written for the next issue of ITEms.
  - Continue to refine the “Membership Logistics” text and invoicing process for members.
  - Streamline email issues for the Section and coordinate as necessary with the District and International. Work on future subscribe/unsubscribe process for members as appropriate.
  - Provide input on Bylaw updates to Streamline Affiliate Membership Process
- **Public Affairs**
  - Contact Ji at IIT regarding obtaining more information regarding the PreTrans Program and where the Section’s monetary contribution would be spent.
  - Contact Laura Burke to ensure she has all the information she needs from us for E-Week, and that she is aware that someone has cashed our check we sent.
  - Erik to send the most recent tracked changes version of the Bylaws to Monica, who will put it on the Google Drive.
  - Follow up with Jennifer Childs at ITE International to find out who volunteered on liaison committees.
  - Research options for website hosting companies to determine if better options exist. Coordinate with Mike Phan as necessary.
- **Technical**
  - Coordinate with Josh and TRB as necessary to ensure a suitable PDH policy for the upcoming webinar (and for other future events if possible, as applicable).
  - Continue working on a potential seminar for September 2016.
  - Work on a draft schedule as applicable for other upcoming technical events that the Section can host.
- **Student Affairs**
  - Continuing working on Student Day logistics as necessary; send out reminders to appropriate groups over the next couple weeks.