



ILLINOIS SECTION
Institute of Transportation Engineers

MEETING MINUTES

ILLINOIS SECTION ITE BOARD MEETING

Tuesday, March 15, 2016, 11:30 AM

Kimley-Horn - 111 West Jackson Boulevard, Suite 700, Chicago, Illinois 60604
Teleconference Call-in: 872-240-3311

Guest code: 832-702-125

Attendees:

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

1. CALL TO ORDER

11:36 AM

TOP ISSUES:

1. Review the Status of Outstanding Action Items (Ryan)
 - a. Technical Seminars/Pricing (Jenna)

Jenna went through her continued efforts to research potential upcoming seminars.

- i. June 26th – Roundabout Seminar
This would be charged at \$75 per person, but costs \$35 per person, so \$40 per person profit. Providing food would not be necessary, but water would potentially be provided. **Jenna will continue to coordinate this event and will update the Board on the status at the next meeting.**
- ii. Week of September 5th – Traffic and Transportation Seminar
The options for this seminar are to either have each attendee pay \$350 per person (15 registrants needed, minimum), or buy the seminar for \$6,000, unlimited registrants permitted. If we purchase the class for \$6,000, would the Section be able to keep any profit above the break-even amount? There is a 30-day cutoff policy if we do the \$350 per person option, but we are not sure if the same cancellation policy is available on the \$6,000 purchase option. **Jenna will verify the policy and report back to the Board.** The group was generally hesitant on whether or not they were comfortable on securing the number of people necessary for the course. The course material and coverage suggests that it is a very introductory course, and so companies would be apt to send



younger engineers. The attractiveness potential for awarding PDHs may not be high, however, since most licensed engineers may be overqualified with respect to the course materials. After continued discussion, the Board decided that if the 30-day cancellation policy is available for the \$6,000 course purchase option, we would include the course in the budget under that assumption. **Post Meeting Clarification: Jenna coordinated further with Roy Lucke at Northwestern. The Section would be able to cancel the class at 30 days out due to lack of attendance if needed. Additionally, any profit over the \$6,000 class purchase price would be kept by the Section. The updated dates for this class are specified to be either September 7, 2016 or September 8, 2016.**

b. Website Updates (Monica/Mike/Katelyn)

Monica looked into two website design options: Square Space and Wix. She compared the two for the group. The Section currently uses Google Sites which is not user friendly and appears dated in terms of website design. Squarespace appears to be the most straight-forward, customizable, and has a current look to it. While Squarespace will allow templates to be changed, to freshen the website after some time, Wix requires you to choose a template, resulting in not being quite as flexible as Squarespace. The cost for either service is above and beyond the cost paid to the domain provider, GoDaddy. However, the Board agreed that having more flexibility and ease of adding information would allow for web updates to occur more easily and would be worth the extra money. For this year's budget the general consensus is that we try Squarespace based on its ease and flexibility of use. **Monica will work to transition the website over the Squarespace and will report to the group on the status at the next meeting.**

c. Annual Activity Report Needs - Due by Early April to John (John)

John started working on the Section's Annual Report and has already emailed some people for various information. The report is due to the Midwestern District by April 15th, 2016, and he will continue to coordinate with Board members so that he has all information from people a week or so prior to April 15th. Craig has already reached out to student chapters for their reports as well and will try to get them prior to our April 15th deadline. As in years past, reports from IIT and UIUC are anticipated. Craig will ask SIUE if they will have a report they can submit to us, although he is aware that MOVITE has basically "adopted" SIUE's student chapter due to their proximity to and influence by the City of St. Louis. **John will look into the criteria for the Section Activities Award (i.e., the Annual Report) to make sure we meet all required criteria. He will continue working on the report in time for the deadline.**

d. Elections Online Option (Ryan/John)

Ryan discussed that we currently use Electionsonline.com for our annual board member elections. The cost for using this website's service this past year was \$332.44 for a single election. Researching Electionbuddy.com, Ryan found that their service is similar in process and confidentiality but is only \$49 for an election for between 200 and 500 voter opportunities. The board felt that it made sense to pursue this option instead, since it would save the Section over \$280 for the upcoming fiscal year. The budget for



this line item will be adjusted down to \$50. **When it comes time, Ryan will set up an account with Electionbuddy.com and utilize it to carry out the 2016 ILITE election.**

2. Finalize 2016/2017 Budget and Vote (Brian)

Brian walked everyone through his revamped budget and his treasurer's report. Brian discussed that the conference is not looking to make money this year now so we should not try to spend down money but curtail our over-expenditures as much as possible. Brian discussed dues from ITE International and that we're short on them. **He will talk to Colleen Agan from ITE International about these dues.**

The group went through the spreadsheet line by line (by board position).

Tax exempt status fee to ITE International – Brian discussed the tax exemption webinar that all four Executive Board members sat in on last week. The attorney presenting discussed that all of the sections are basically in a grey area with respect to the IRS. Currently, we are likely not very visible to the IRS. If we were to complete and file the tax exemption form, the IRS likely would not come after us for back taxes from previous years, but it would at least open up the potential for this exposure. The Section discussed how best to proceed. Mike Phan indicated that at the latest Midwestern District meeting, it was discussed that the Wisconsin and MOVITE Sections already file taxes, however the Midwestern District and NCITE do not. The issue regarding Joint District Meeting funds then came into question, since ILITE currently holds the funds in a separate bank account, but is tied to the ILITE tax ID. If this additional income was realized as part of the Illinois Section's gross receipts, the Section could be required to file Form 1023 (instead of 1023-EZ) because the funds currently fall under our tax ID. It was decided that these are questions to raise to Colleen Agan at ITE International and potentially with the attorney that presented the tax exemption webinar. Filing for tax exemption status requires filing Form 1023-EZ if gross receipts are under \$50k and Form 1023 if receipts are between \$50k and \$200k. With the Joint District Meeting funds from 2015, we would not qualify below the \$50k ceiling for Form 1023-EZ. It was also noted that aside from being the legal requirement for our Section, once we file we will officially become a 501(c)3 entity. The general consensus of the Board was that we should include the \$400 filing fee in the budget. Later in the meeting, Brian motioned that we file for tax exempt status (the motion was previously skipped). Katelyn seconded, 6 ayes, 3 not-present. The motion passes. **Brian will complete the paperwork for tax exempt status.**

Website line item will be moved to Public Affairs.

The Section's GoToMeeting account was recently renewed for another year. It is not used for Technical events (need to physically attend to get PDH, etc.), but is used for some Activities events. The board should assess usage over the year and reevaluate the need to keep a GoToMeeting account for the 2017/2018 fiscal year.

Sponsorships – all line items looked good.



Activities – showing events such as December social, summer social, etc. – these events will not be showing break even or profit and should instead show a slight loss.

Regarding more information about the IIT PRETRANS Program, Craig talked to Ji (IIT ITE Student Chapter President) at Student Day about it. Craig said that he told Ji that rather than only funding the program monetarily, the Illinois Section would like to personally participate and potentially provide training. Ji explained that the money was used to pay students a small stipend to help attract students, and after several years of doing this, the hope would be that there would be enough PRETRANS Program notoriety to not need the monetary incentive for students to participate. However, the flier that IIT currently uses for the program and provides to students does not mention the money as an incentive. In the past, the Illinois Section has given \$1,500 a year, as has another organization, for total funding of \$3,000. IIT recently provided the Section with the PRETRANS Program's financials. Only \$1,900 is shown as being spent, and it is unclear where the extra money is going if it is not being spent. While the preliminary 2016/2017 budget had \$1,000 for the PRETRANS Program, the Board agreed to take the \$1,000 out of the budget for now and add it back in if discussed at a later time.

Since there are changes to be made before the budget can be finalized, it was agreed that the finalized budget could be approved at a later date via an online vote. **Post Meeting Clarification: Brian made all discussed revisions to the budget and a motion to pass the minutes was made the evening of 2/15/16. The motion passed unanimously – 9 ayes; 0 nays; 0 abstains. Therefore the 2016/2017 Illinois Section Budget has been passed.**

3. Bylaw Updates (Monica)

Monica explained that she placed the Section Bylaws on the Google Drive, in the Public Affairs folder. In the interest of time, **everyone should review the Bylaws prior to the next meeting. Monica will follow up with everyone regarding their thoughts on the Bylaws and any potential changes to discuss.**

2. STUDENT AFFAIRS GROUP (CRAIG JAKOBSEN)

> Student Day Post-Event Update

Craig provided a quick follow-up on Student Day, which occurred this past Friday, March 11th. Attendance included 21 students and 10 companies, which Craig said was down from the last couple years and was a bit disappointing. At the luncheon, Craig provided a survey for students and professionals to complete. Three professional responses indicated that the event should occur earlier in the year. There are many conflicting events in March each year with students (spring break, etc.). However, there are a lot of potential conflicts in January and February as well which is why the event has been hosted in March for the last several years. Also, a lot of firms have largely filled their internship positions by mid-March.

Most professionals attending the event were looking to fill internships, 50% of students were looking for internships. Craig proposes that we move the event up to January or February in 2017. It would be difficult for an incoming Student Affairs director to manage that schedule, but guidance could be provided. The students were nearly all graduate students; many companies are seeking undergraduate interns if they do have available positions. UIUC students indicated



that they would like to receive some financial assistance with transportation to the event. It was noted that the Section could probably assist them with the additional Student Affairs budget line items for student outreach.

- > Student Chapter Award Timeline and Requirements – Tabled this discussion for the next board meeting, due to insufficient time to cover this topic at this meeting.
- > New Student Chapters? – Tabled this discussion for the next board meeting, due to insufficient time to cover this topic at this meeting.

3. TECHNICAL GROUP (JENNA BROSE)

- > March Event Update – Scalability of Roundabouts
 - PDH Credits? Jenna decided not to ask TRB about PDHs because the Section has historically managed the PDH distribution internally and kept track on the Google Drive. We have always matched what TRB would do in terms of PDH allotment.
- > Technical Seminars (see top issues)
 - June 26th – Roundabout Seminar
 - Week of September 5th – Traffic and Transportation Seminar
- > Upcoming Event Schedule – Jenna indicated that she currently has no other events other than the roundabout seminar and traffic and transportation seminar. She is definitely open to ideas from other ITE members. John suggested that Jenna check the Google calendar because he adds items from ITE International and other agencies/organizations as he finds out about them. There are currently some ITS-related events from ITE International scheduled for April. There will be a lot going on in June with the Joint District Meeting. **Jenna will continue to research options for filling out the 2016/2017 fiscal year's technical program.**

4. PUBLIC AFFAIRS GROUP (MONICA SHEI)

- > Coordinate Bylaw Updates (see top issues) -
- > Website Hosting/Updates Research with Mike (see top issues)
- > IIT PRETRANS Program updates – See top issues, budget discussion
- > Liaison Committee member status

Monica stated that she had reached out to Jennifer Childs at ITE International to ask if anyone in the Illinois Section had ever been on an ITE International Committee. She has not yet heard back from her. The Section would like to potentially expand its involvement on these committees but wanted to first see if anyone had any relevant previous experience. **Monica will update the Board on her findings once she hears back from Jennifer.**
- > Traffic Safety Merit Badge – John Davis (Tracy to send Monica information). Discussion tabled. **Tracy will send Monica information; Monica will look into this activity further.**

5. OPERATIONS GROUP (KATELYN BLEACH)

- > ITEms Update/Feedback

Katelyn explained that ITEms was sent out last week to the membership via email. The issue included a last-minute submission that was a political article discussing the 2016 Presidential Candidates with respect to their transportation policies. Tracy notified the group that there had been positive feedback made to her regarding the article.
- > Website Updates
 - 2016 Officers
 - News is outdated



- Meeting Minutes
- Link to view ITEms
- Subscribe/Unsubscribe process

Katelyn has coordinated with Garrett. He has done certain tasks immediately, while others have taken some time. He has asked Katelyn for a comprehensive list of outstanding items.

- > Membership Logistics text
- > Streamline of affiliate member process/Bylaw changes needed

Katelyn has an issue with the affiliate member list – pulling from several lists. She wants to know when to invoice the list of past affiliate members.

Katelyn will set up a call with a few board members to address the affiliate membership process and ways for improving it.

6. ACTIVITIES GROUP (SANJAY JOSHI)

- > Draft MOU Status

Sanjay emailed out a draft version of a general MOU for Section activities to the Board for their review. **Members are asked to review it and provide him with comments.** There will be a separate call regarding the MOU in the near future; whoever is interested can listen in.
- > Summer Social Updates

Lagunitas will not work for Summer 2016. It is already booked for this year and we are also still not an official 501-(c)-3 entity, which we need to be if we would like to utilize their not-for-profit night benefits. We will try for Lagunitas in 2017. Therefore, for this year, we are currently considering holding the Summer Social at Goose Island. A discussion regarding pricing occurred: \$200 for 40 people; \$300 for 70 people in terms of a room charge; \$25 per person for open bar for 2 hours, \$20 per person for appetizers, plus fees/taxes. While the idea was generally considered favorable amongst Board members, the price could potentially add up pretty quickly. **Sanjay will present a more formalized pricing structure to the group either via email or at the next board meeting, so that a go/no-go discussion can take place.**
- > Chicago Engineering Collaborative update

Sanjay had no additional updates other than what Jenna had forwarded to him. Upon an initial review of the calendar of events he did not see conflicts for our April and May events. The Section ultimately wants to especially try to avoid ASCE, APWA, and WTS events, since they typically draw a lot of overlap attendees amongst the organizations.
- > Any Committee Changes?

Changes were provided to Katelyn for the Activities Committee
- > Upcoming Events
 - April 20TH – Fast Act Overview (Downtown – TDB)

Sanjay confirmed that Kay Batey (Illinois Division Administrator, FHWA) will be the guest speaker. The event will be held at Maggiano's downtown. **Sanjay will get the contract to Brian for his review/signature and deposit payment.** Tracy mentioned that the Section has a Lettuce Entertain You card with points on it that may be able to be spent down against the cost of the event. In any case, the account should be used when booking this event, so that the Section gets the points. Monica indicated she had a contact at Lettuce Entertain You, who could check more restaurants for availability for our events at one time, if we ever needed this inquiry done. **Post meeting clarification: Monica emailed the**



Board after the meeting and provided the contact information for her Lettuce Entertain You contact, Rickey Copley-Spivey.

- May 17th – IL 59 Reconstruction and DDI (Naperville)
Sanjay explained that Kelly Dunne with the City of Naperville is in charge of the event, which will take place at the City Hall and Administration Building. Lunch will be catered in.
The Activities Group is still researching bus transportation to the project site and will present their findings at a later date.
- July Social – See Summer Social Above.
- August 19th – Golf Outing – Bloomingdale Golf Club
Sanjay already has a contract for this event. **He will get it to Brian for review/signature and for payment of any deposit fees.**

7. TREASURER (BRIAN ROBERTS)

- > Final Budget 2016/2017 Edits and Vote (see top issues)
- > Treasurer's Report
Brian provided a monthly treasurer's report for everyone to review as they can.
- > Tax Exempt Call Update/ from International regarding:
 - 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.

Brian will be reaching out to Colleen Agan at ITE International regarding these items and will update the group once he has had the call.

8. SECRETARY (RYAN JACOX)

- > Review the Status of Outstanding Action Items (see top issues)
- > Elections Online Option (see top issues)
- > Update on Email Votes
The Memorandum of Understanding between the Illinois Section and Midwestern District regarding financial responsibility and risk was discussed through email. A motion was made by Tracy to approve the language in the MOU as was recently revised and accepted by the Midwestern District. The motion passed with 8 ayes and 1 abstention.
- > Meeting Minutes (vote)
The February ILITE Board Meeting minutes were motioned to be passed once the title on the minutes was changed from "Meeting Agenda" to "Meeting Minutes". At the time of this motion, six Board members remained at the meeting, which still represents a quorum of the Board. The minutes were passed with 5 ayes and 1 abstention.
- > Additional Insurance/Summer Social Update

9. VICE PRESIDENT (JOHN WIRTZ)

- > Elections Online Option (see top issues)
- > Annual Activity Report - April 15th to District (see top issues)
- > New member applications – None
- > Update on "what to expect as a Board member" document [Hold till after AAR]



10. PRESIDENT (TRACY SHANDOR)

- > Request to share sponsor/vendor contacts
Tracy explained that ITE International asked that we share our sponsor/vendor contacts, with the idea that this would help them achieve more sponsorship of ITE as a whole across the country. After discussing the concept of sharing this information, the Board generally agreed that the firms we all work for, and others who comprise our local membership, typically sponsor on the local level and that we wouldn't want to share the local information with International. Board members from the larger firms also stated that the person to speak to on a national level in terms of sponsorship is often someone they do not know and would not have the proper contact information for that person anyway. **Tracy will be in contact with ITE International to relay our decision to them.**
- > ITE Awards
Tracy discussed the ITE Awards Program, which was also presented in the latest issue of ITEms. She said that we need to encourage others to apply for these various awards, because it would be good to have our Section properly represented. **The Board should reach out to people regarding applying for these awards. The applications are due April 15, 2016.**
- > Non-Renewals – Updated list?
Tracy discussed ITE Section members who did not renew this year. Katelyn has a list with some people. Tracy asked if we, as a Section, want to reach out to these non-renewals? Board members generally agreed that there could be some potential opportunity there. Reaching out could be done via a quick email out to the people who are non-renewals and see if people are interested in being ITE members again. **Katelyn will research this effort further and update the Board when appropriate.**
- > Traffic Safety Merit Badge – John Davis – Tabled the discussion for this meeting.
- > Continue to work on new initiatives from Board Members:
 - Improve public sector involvement
Tracy discussed a desire to increase and improve public sector involvement in ITE. One idea is to establish an Outreach/Investigation Committee. The concept needs to be further analyzed and a potential person to lead this effort would also need to be identified. **Tracy will approach this topic at another Board meeting.**
 - Improve our connection to ITE International
Tracy is looking for ideas on this. This item was tabled for later discussion and not discussed in detail, but many of our recent and upcoming efforts with coordination with ITE International will also help. To potentially be discussed in greater detail at the next Board meeting.

11. PAST PRESIDENT (MIKE PHAN)

- > Website research with Monica (see top issues)
- > District News
John Davis chair for Midwestern District.

Mike asked if the Illinois Section would want to fill a vice chair of student affairs at the Midwestern District level. **Tracy asked that Mike provide more information regarding this opportunity and present it at the next meeting. Post Meeting Clarification: Mike had sent John Davis an email for more information.**



Regarding ITE Award reviews at the Midwestern District level, **Tracy will reach out to past presidents to determine if any have this interest.**

> Joint District Meeting MOU Status Update

No additional information other than the Illinois Section passing the motion to approve and accept the MOU language that was previously approved by the Midwestern District.

Post Meeting Clarification: Mike's phone cut out during the meeting and he was unable to provide all updates during the meeting. He offered the following via email, since it was to have been included in the discussed topics at the meeting:

- The 2017 MWITE meeting is being held at the Concourse Hotel in Madison, Wisconsin. No update yet from NCITE on the 2018 meeting site. There are discussions to have the ITE International Meeting in the Midwest District in Minneapolis in 2018 or possibly Chicago in 2020.
- MWITE is still working on the announcement and vote during the 2016 Election to split the Secretary/Treasurer position.
- MWITE is continuing to work on revising their By-Laws and Policies.
- The MW/GL ITE Joint District Meeting MOU was signed by Tracy Shandor, Erik Cempel, and Josh Harris as representatives of the Meeting on behalf of the Illinois Section of ITE. This signed version was sent to the Great Lakes District for signature, after which it will be sent to the Midwestern District for signature.

12. NEXT BOARD MEETING

- > April Meeting – TBD through Doodle Poll – Perhaps a new location.

13. ADJOURN

1:23 PM

BOARD MEETING ACTION ITEMS

- All
 - Work on individual sections of 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. John will be in direct contact with Board members as necessary.
 - Reach out to various Section members regarding applying to the ITE Awards Program.
- Immediate Past President
 - Provide more information regarding the Vice Chair of Student Affairs at the Midwestern District Level.
- President
 - Send a doodle poll to schedule next Board meeting.
 - Reach out to past ILITE presidents to determine their interest in potentially reviewing awards at the Midwestern District level.
 - Respond to ITE International that the Illinois Section does not wish to share local sponsor/vendor contacts with them.



- Include a discussion about increasing public sector involvement in ITE at a future meeting or conference call.
 - Provide information to Monica regarding the traffic safety merit badge program initiative.
- **Vice President**
 - Continue work on Annual Report for April 15, 2016 deadline. Review Section Activities Award criteria to ensure our submittal is eligible and complete.
 - Create a “what to expect as a Board member” document (after the Annual Report is submitted)
- **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).
 - Long-Term: utilize electionbuddy.com for the Illinois Section’s fall election process.
- **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.
 - Finalize budget for 2016-17 before end of March. **(Completed 3/16/17)**
 - Complete and file tax-exempt status paperwork with the appropriate fee to the IRS.
 - Review Maggiano’s contract for April ILITE meeting; coordinate with Sanjay.
 - Review Bloomingdale Golf Club contract for the August Golf Outing; coordinate with Sanjay.
 - Prepare a Treasurer’s Report for review at the April Board Meeting.
- **Activities**
 - Continue researching bus transportation opportunities to the project site for the May ILITE lunch meeting at the City of Naperville
 - Get all contracts to Brian for review/signature as necessary, and arrange for payment for any deposits on events.
 - Organize a call regarding the MOU for interested Board members to attend.
 - Finalize and present a pricing structure for a summer event at Goose Island to the Board for further discussion/approval.
 - Continue to coordinate with the Chicago Engineering Collaborative to ensure that our events do not overlap with those of other organizations.
- **Operations**
 - Notify Matt Verheyen of affiliate membership status.
 - Provide website updates of committee members to Garrett.
 - Work with the concept of reaching out to non-renewal Illinois Section members to determine their interest in renewing their membership.
 - Continue to refine the “Membership Logistics” text and invoicing process for members.



ILLINOIS SECTION ITE BOARD MEETING

Tuesday, March 15, 2016, 11:30 AM

- 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.
 - Streamline Affiliate Membership Process: input on Bylaws; hold a call to address the process and how best to deal with it.
- **Public Affairs**
 - Continue coordinating with Jennifer Childs at ITE International to find out who volunteered on liaison committees.
 - Coordinate with Board members on revisions/comments on the current Section Bylaws.
 - Continue working on improving the website based on discussions from this meeting regarding trying out Squarespace and report back at the next meeting on the progress.
 - Look into the traffic safety merit badge program based on information provided by Tracy.
- **Technical**
 - Continue working on the June Roundabout Seminar as necessary and report the status at the next meeting.
 - Continue coordinating on the potential September seminar. Report back to the Board on the 30-day cancellation policy applicability to the \$6,000 seminar purchase option.
 - Continue work on a draft schedule as applicable for other upcoming technical events that the Section can host.
- **Student Affairs**
 - Continue to investigate how to assist schools in starting new ITE student chapters.