



ILLINOIS SECTION

Institute of Transportation Engineers

MEETING MINUTES

ILLINOIS SECTION ITE BOARD MEETING

Monday, May 2, 2016, 11:30 AM

TranSystems – 222 South Riverside Plaza, Suite 610, Chicago, Illinois 60606

Teleconference Call-in: 408-650-3132

Guest code: 730-402-517

Attendees:

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

Absent:

- Craig Jakobsen – Director, Student Affairs

1. CALL TO ORDER

11:44 AM

TOP ISSUES:

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

a. ITE Section Annual Report (John)

The Annual Report was compiled and finalized and everything went in to the Midwestern District on April 15th, the due date for the report for the Activities Award. Separate submittals for the Newsletter Award and Website Award were also made the same day.

b. MWITE Vice Chair of Student Affairs (Mike)

Mike emailed John Davis regarding the position. John is now the International Director for MWITE and needs someone to assist him with Student Affairs at the District level. The Illinois Section should try to determine if we can identify someone for this role within our Section. The ideal person would not already have a lot of other responsibilities with ITE or otherwise and would have the proper time to devote to the position.

c. Decline in ITE membership (Tracy)

Tracy discussed that ITE International has recently mentioned an overall decline in ITE membership, and a discussion followed. John and Katelyn discussed how realized membership numbers can fluctuate depending on when membership data is reviewed. It was decided that membership data should be reviewed in December each year, since this is the point of the year when all members who are going to pay and be active are doing so. The metric starts over in



January. In general, ITE International is currently working to rebrand and strengthen the organization, to positively impact membership for ITE.

d. Tax Exempt Status and other Financial Issues – Coordination with ITE International (Brian)
Since the last Board meeting, Brian reached out to Colleen Agan (ITE International) regarding several finance-related topics, such as the scholarship account, insurance, and member dues.

Regarding the scholarship funds, Colleen told Brian that fees and investments of the funds have contributed to us losing money in our account. A discussion of the situation occurred, with the Board generally expressing confusion over why the money was being handled the way it was without full transparency to the Section. It was recommended that regular statements of our scholarship fund account with ITE International should be made available to the Section on some regular basis (monthly or quarterly, for example). **Brian will contact Colleen again and ask for a full synopsis of what all the fees are, how the money is being invested and why, and to determine how we should best proceed to avoid unnecessarily losing money from this point forward.**

Brian had asked Colleen if the Section could somehow be insured under ITE International's insurance policy. Colleen responded that the Section would need to maintain its own individual insurance.

Regarding dues, Brian stated that we received \$4,100 in 2015. This is less than previous years, but Colleen was curious as to how our Section even got this much money. Brian stated that we should budget future years with much less money coming from dues. The 30-to-30 Program has prorated the dues we will be receiving and will result in less money coming to the Section. We currently have \$4,500 budgeted for dues from ITE International for 2016-2017 fiscal year. We now expect income closer to \$3,500.

2. By-Law Updates

Monica will send out individual bylaw sections to everyone later this week or next week. Each board member can then review and suggest changes to her for further discussion through email discussions and at the next board meeting.

2. PAST PRESIDENT (MIKE PHAN)

> Website research with Monica (see Monica's section)

> District News – New Position (see top issues)

> Conference MOU Status Update

The MOU was signed by Tracy Shandor, Erik Cempel, and Josh Harris as representatives of the Meeting on behalf of the Illinois Section of ITE. The signed version was sent to the Great Lakes District for signature, after which it will be sent to the Midwestern District for signature. The Illinois Section will then receive a refund check from the Midwestern District, to pay back the \$5,000 loan that the Section had initially made when it was still being considered financially responsible for the conference. **Post meeting update: Per the conference planning committee,**



the Great Lakes District has signed the MOU; John Mick is to sign it next for the Midwestern District, either the week of May 1st or May 8th.

> Other News

The Midwestern District's committee is still reviewing submittals for the Outstanding Member Award, which will be awarded at the upcoming Midwestern/Great Lakes Conference. Mike and Joel Christell served on the committee. Mike stated that we should try to do a better job encouraging our Section's membership to apply to this and other similar District awards, so that we can increase our Section's presence amongst the winners.

Regarding the upcoming Traffic Bowl at the Midwestern/Great Lakes Conference, Mike asked if we were aware of how many schools had signed up. Craig would likely have this answer based on his chairing of these efforts for the conference at the Section level, but he is absent from the meeting. John Davis would also have the information.

Mike briefly discussed the Midwestern District's recent newsletter that was emailed last week. It was apparent that some Illinois Section members received it while others did not and that it appeared to be inconsistent. **Mike will report back to the Midwestern District to let them know that our Section membership is not consistently receiving it.**

3. STUDENT AFFAIRS GROUP (CRAIG JAKOBSEN)

- > Craig was absent from the meeting. A discussion of the latest Student Affairs-related topics will resume at the next board meeting.

4. TECHNICAL GROUP (JENNA BROSE)

> Technical Seminars

- o June 26th – Roundabout Seminar

The June webinar is all set. The contract has been received for execution.

- o Week of September 5th – Traffic and Transportation Seminar

The seminar will be held on September 7th and 8th and will be held at Cook County's offices. There is no defined minimum for registrants. If needed to ensure proper attendance, Northwestern would rather work with the Section to find an alternative date. The event is capped at 25 people, and the Section will receive any profits over the \$6,000 purchase price for the seminar.

> Upcoming Event Schedule

The Integrated Speed Management is occurring Thursday, May 5, 2016 at Burke Engineering, Ltd. in Rosemont. There are 12 people registered. The webinar was free for the Section; snacks are being provided to attendees.

There is a possible June 15th webinar that is still being investigated from the Transportation Research Board (TRB). More information will be provided if that opportunity develops further.

Pace Suburban Bus Service is currently trying to publicize their Transit Supportive Guidelines. They are interested in holding a seminar to assist this effort. The group discussed the potential of this opportunity and agreed that this type of seminar could possibly be held at IDOT District 1



in Schaumburg. **Jenna will research this potential seminar opportunity further and report back to the group.**

5. PUBLIC AFFAIRS GROUP (MONICA SHEI)

- > Coordinate By-Law Updates
Monica will send out individual bylaw sections to relevant Board members later this week or next week.
- > PRETRANS Program Updates
Regarding IIT's PRETRANS Program, Monica asked the Board what monetary contribution the Section would like to give this year. A discussion ensued. Monica motioned that the Illinois Section give the PRETRANS Program \$1,000 for 2016 and will reevaluate the board's commitment to the program in future years. The motion was seconded and passed with 8 ayes, 1 not present (Craig).
- > Liaison Committee Member Status
Monica discussed the ITE International liaison members. Mark Rinnan reached out to her and shared his experience being on the Freight Mobility Committee for ITE International. The opportunity to serve as a liaison member can be included in upcoming issues of ITEms, to determine if there are Section members interested in learning more about this opportunity.
- > 2016 Illinois Traffic Engineering and Safety Conference
Chester Kropidlowski emailed Monica regarding the upcoming TES Planning Committee meeting on May 20, 2016. He is seeking three to four good ideas for conference topics and related agencies/speakers. The Committee would take the ideas and would take over the effort from that point to determine viability for their conference. If anyone in the Section has ideas, please share them with Monica prior to the May 20th meeting.
- > Traffic Safety Merit Badge
Monica reached out to a contact in Los Angeles, California regarding the Traffic Safety Merit Badge. Her contact has taught a class on the badge's specific content and has a son involved in Boy Scouts. The possibility of the Section being involved locally with a troop for this merit badge is still being researched and determined. The group discussed the idea of notifying the Section membership of our desire to participate in a merit badge program with a local Boy Scout troop, to determine if the membership can offer ideas, experience, or ideas on how this can become a reality. **Monica will report back as she learns more.**
- > Website - Squarespace
Monica reported to the Board regarding Squarespace for redesigning the Illinois Section's website. Squarespace allows a 2-week trial. She would notify the Board of the 2-week window, so that we could work together to ensure we maximize the benefit of the trial period. Monica needs to ensure the information on the current website is accurate, up-to-date, and that any duplicated references are removed. It would likely be best to start with a website map and template to make using the Squarespace trial period to our maximum benefit. **Monica will begin this process and will keep the Board update on the progress.**



6. OPERATIONS GROUP (KATELYN BLEACH)

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

Katelyn did not yet notify Matt Verheyen of his Affiliate ITE Illinois Section membership based on the fact that a free first luncheon with our upcoming May luncheon does not make sense since the affiliate membership is the same cost as the dues. A discussion followed regarding our process for welcoming new Affiliate Members versus new International ITE Members. The 30-to-30 Program was also discussed. A full analysis of how Affiliate Membership and the 30-to-30 programs affect revenue was likely not performed. Affiliate membership is prorated over the year and does not net much revenue for the Section. Katelyn proposed a motion that we no longer offer new Affiliate Members of the Illinois Section of ITE a free luncheon. The motion was seconded and passed with 8 ayes, 1 not present (Craig). **The Affiliate Membership process and stated benefits will need to be revised to remove the free luncheon.**

Katelyn updated the group on website updates. Garrett reached out to the Board and asked for updates. Katelyn hoped that those with updates responded as needed to him. The Board raised the question of whether or not Garrett knows that the Section is looking to update the website and to take back responsibility of it as individual officers for their appropriate sections and aspects of the website. Katelyn discussed the concept of a new Affiliate Member application form on our website that automatically sends the emailed application directly to the Operations Group Director. **Katelyn and Monica will work on the Affiliate Membership Form together. Katelyn will coordinate with Garrett when appropriate to let him know of our planned changes with respect to website maintenance.**

7. ACTIVITIES GROUP (SANJAY JOSHI)

- > Draft MOU Status
Sanjay received comments from a few board members. He has not yet had a chance to fully update the document or have a call to discuss it. The Section has not done any joint events recently, so this has not been an issue. The Section may not do any more joint events this year other than the scheduled Golf Outing. **Sanjay will reach out to WTS to ensure they are still onboard with cohosting the Golf Outing on August 19th.**
- > Summer Social Updates
Goose Island is no longer being considered as a potential venue, based on them going through a buy-out process and not being able to enter into a contract with the Section. Kensington was the most popular option amongst Board members as a backup venue. The event can be held outdoors, and Kensington has a backup space indoors in case if inclement weather. Kensington provided two options for party food/drink and for the \$35 per person pricing. Option A includes one drink ticket up to \$10 in value and light appetizers, allowing for two bites per person. Option B is two drink tickets and no food. A discussion followed regarding which option was best. Sanjay motioned that the Section go with Option A for one drink ticket and light appetizers. The motion was seconded and passed with 8 ayes, 1 not present (Craig).
- > Chicago Engineering Collaborative update



No current update.

> Upcoming Events

- o May 17th – IL 59 Reconstruction and DDI (Naperville)

The bus capacity was increased to 44 people. Sanjay asked for people to encourage others to register. As of the meeting, 32 people had registered for the luncheon, with 26 of those people attending the tour.

- o July Social – See Summer Social Updates

- o August 19th – Golf Outing – Bloomingdale golf Club

Sanjay has a contract from the golf course that he needs to get to Brian for execution. The APWA suburban branch is doing their golf outing on the same day, which is what they did last year as well. A discussion regarding the proper date for the golf outing occurred. The general consensus amongst the Board was that the date should be kept as is, and that there is not complete overlap in the people who would likely want to attend both outings. Therefore, this should not have a negative impact on ITE being able to hold a successful golf outing event.

8. TREASURER (BRIAN ROBERTS)

> Treasurer's Report

Brian provided the latest Treasurer's Report to the Board and stated that if there are any questions regarding the report to contact him sometime after the meeting.

> Tax Exempt Call Update/ from International regarding:

- o Scholarship fund account status, pay-in process/timeline
- o Not-for-profit status and process
- o Section insured under International's policy?
- o Disbursement of dues from International to the Section.

See top issues for information regarding the scholarship fund, Section insurance, and dues.

Brian will file the 1023-EZ form for tax exempt status for the Illinois Section by May 15th.

> Constant Contact Renewal

Brian stated that he received an annual renewal notice for Constant Contact. The renewal amount was \$937.20 versus the \$560.00 we paid in 2015. The current Section budget includes \$560 for Constant Contact. Since the Midwestern/Great Lakes Joint District Meeting is also using the Section's Constant Contact account, we have been exceeding the number of concurrent events and allowable number of contacts, which has resulted in an increased charge. Tracy stated that the Conference should pay for any overages, since there has not been an issue in the past years, when there wasn't a conference being hosted by the Section. **Brian will move forward with paying the renewal fee for Constant Contact, and Tracy will ensure the Conference reimburses the Section for the overage (\$377.20) that was caused on its behalf.**

9. SECRETARY (RYAN JACOX)

> Review the Status of Outstanding Action Items (see top issues)

> Update on Email Votes



Ryan indicated that there were no email votes since the March 2016 Board Meeting.

- > Meeting Minutes (vote)
Ryan motioned that the March 2016 Meeting Minutes be approved. The motion was seconded and passed with 8 ayes, 1 not present (Craig). **Ryan will post the approved minutes to the Section website.**

10. VICE PRESIDENT (JOHN WIRTZ)

- > Annual Activity Report (see top issues)
- > New member applications
John indicated that there were no new member applications to discuss.
- > Update on “what to expect as a Board member” document
John discussed that this document will be his next task, now that the Annual Report submittal is in for review by the Midwestern District.

11. PRESIDENT (TRACY SHANDOR)

- > Non-Renewals
Tracy discussed that one focus initiative of the Section needs to be emphasizing retaining members through continued membership renewal, as well as garnering new members. The new Section website will be used to help roll out this initiative.
- > Traffic Safety Merit Badge – John Davis
See Public Affairs Section for discussion related to this topic.
- > Continue to work on new initiatives from Board Members:
 - Improve public sector involvement – Outreach/Investigation Committee?
It was discussed that ITE members from IDOT District 3 wanted to come to the upcoming May luncheon in Naperville, but that payment is a challenge for them. Working with the public sector employees to get around these challenges would help us improve public sector involvement.

Tracy spoke with Jeff Young at the McHenry County Division of Transportation. He is unfortunately currently too busy to champion a public sector outreach initiative. Tracy indicated that once the Midwestern/Great Lakes Joint District Conference is over, she will have more time to make this a personal priority.

- Improve our connection to ITE International – Any Ideas?
Will be tabled and discussed at the next Board meeting.

Sanjay brought up the concept of fully retired people being able to receive the public sector membership rate for ITE luncheons and events. It was decided that this topic would be tabled and discussed at the next Board meeting.



12. NEXT BOARD MEETING

- > June Meeting – TBD through Doodle Poll

13. ADJOURN

1:25 PM

BOARD MEETING ACTION ITEMS

- All
 - Think of methods for increasing/maintaining Section membership and increasing public sector participation at Section events.
 - Reach out to Section membership regarding a potential candidate for the MWITE Vice Chair of Student Affairs position.
- Immediate Past President
 - Report back to the Midwestern District that not all Illinois Section members are consistently receiving their email newsletter.
- President
 - Send a doodle poll to schedule next Board meeting.
 - Further define methods for increasing public sector involvement and coordinate with relevant Board members as appropriate.
- Vice President
 - Create a “what to expect as a Board member” document
- 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
 - Request from Colleen Agan more information regarding the Section’s scholarship funds account, specifically related to fees and investment strategies. Request statements on a decided schedule, so that the Section remains current on the balance and any activity.
 - Complete and file tax-exempt status paperwork with the appropriate fee to the IRS by May 15, 2016.
 - Review Bloomingdale Golf Club contract for the August Golf Outing; coordinate with Sanjay.
 - Coordinate with Monica to get IIT a \$1,000 check for the PRETRANS Program.
 - Prepare a Treasurer’s Report for review at the June Board Meeting.
- Activities
 - Coordinate with WTS to confirm that they are still interested in cohosting the Golf Outing on August 19th.
 - Get all contracts to Brian for review/signature as necessary, and arrange for payment for any deposits on events.
 - Update the MOU document and organize a call regarding the MOU for interested Board members to attend.



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- 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.
 - 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.
 - 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**
 - Coordinate with Board members on revisions/comments on the current Section Bylaws. Send individual sections of the Bylaws to relevant Board members for discussion and review.
 - Work with Brian to get a \$1,000 check to IIT for the PRETRANS Program.
 - Continue working on improving the website based on discussions from this meeting regarding trying out Squarespace and report as necessary on the progress.
 - Continue looking into the traffic safety merit badge program.
 - Coordinate with Chester Kropidowski regarding ideas for the upcoming Illinois TES Conference.
 - Prepare an article for ITEms regarding Section membership interest in becoming ITE International Liaison Members.
- **Technical**
 - Continue researching the potential for a June TRB webinar and report back to the Board as necessary.
 - Continue coordinating on the potential September seminar.
 - Contact Pace to determine the viability of hosting a Transit Supportive Guidelines seminar.
 - Continue work on a 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.
 - Coordinate with the Midwestern District as needed, especially with respect to the Midwestern/Great Lakes Joint District Meeting coming up in June. Coordinate with Mike Phan as needed to let him know how many schools have signed up for the Traffic Bowl.