



ILLINOIS SECTION

Institute of Transportation Engineers

MEETING MINUTES

ILLINOIS SECTION ITE BOARD MEETING

Wednesday, August 24, 2016, 11:00 AM

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

Teleconference Call-in: 1 (646) 749-3122

Guest code: 768-644-557

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

11:16 AM

TOP ISSUES:

1. Review the Status of Outstanding Action Items (Ryan)
Reviewed as we went through other top issues and individual board member items.
2. Website Updates (Monica)
Website update is nearly complete. Need to switch existing domain information over to the new one. Needs comments on the existing website; once we switch over we lose the old information/site. A discussion was had about the type of information that we will update on the website and how we will do this update and what the frequency will be. The possibility of phasing out the newsletter over time and making the website the primary source of information was discussed. Some board members expressed concern that ITEms is an effective compiled information source that some members may be relying upon, rather than checking the website. ITEms could be minimized to highlight the major updates of information on the website, so that those members who rely upon ITEms are not missing out. More information would be provided via links to the ILITE website. Ashley Hochstatter's role as ITEms editor was also discussed, since her role would change if this type of change were to be made to how information is communicated to the membership. **John and Tracy will compare old website to new website. Everyone should review the new website and make any comments to Monica. Tracy will get Godaddy info from the Gmail account and provide it to Monica. Katelyn will talk to Ashley about the idea of potentially changing how we relay information to our membership, including future changes to how ITEms could operate.**



3. Bylaw Updates (Monica)

Monica sent requests for changes in mid-May to everyone so that they could review sections relevant to their specific roles on the ILITE Board. The Board went through the sections with comments as a group during the meeting.

A discussion took place on the existence of affiliate membership to the Section and whether or not it should continue to exist, and if it continues to exist, should any changes be made to the price structure, benefits, etc. Brian stated that if we change the cost of affiliate membership, everyone's membership dues would also increase by that amount, since the International ITE membership is a set amount and the Section membership dues are the same cost as our affiliate membership. It was decided that affiliate membership dues should remain the same but that proration of the dues over the course of the year should no longer occur. Tracy motioned that we remove the proration, it was seconded, all were in favor – motion passed. **Board should send Monica any revisions of bylaws by two weeks from today, by September 7th, and a meeting will be scheduled tentatively on September 14th to further review/approve the bylaw updates.**

4. MW/GL ITE Wrap Party – Friday, August 26, 2016

Katelyn paid for 25 people, very few people are bringing “plus ones”. Based on who accepted the invitation we can extend an invitation to the party to 7 additional people. A list of prospective people was determined, and additional people will be contacted.

5. ILITE 2017 Election and Nominating Committee Selection (John)

John discussed who the committee should be and decided that he would go to past presidents and other types of members typically selected to be committee members. The list of nominees should be provided to the Board by September 15th. Directors should consider speaking with members on their committees to determine if they have interest in running for a Director position.

Tracy asked Mike when we nominate our Section's nominee for the Midwestern District Board. Mike said that this person wouldn't need to be selected until near the end of 2017. Tracy said the Midwestern District Director position would then come up the following year. The Board should keep these positions in mind.

2. SECRETARY (RYAN JACOX)

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

> Meeting Minutes (vote)

Ryan motioned that the May 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.**

3. VICE PRESIDENT (JOHN WIRTZ)

> ILITE 2017 Election and Nominating Committee Selection (see top issues)



- > New member applications: Luke Bolezenius application received July 12 (vote)
John motioned to approve, it was seconded. Motion passed with 9 ayes.
- > Update on “what to expect as a Board member” document
John will work on a draft of this to provide to prospective board member nominees so that they have additional information about the Director positions.

4. PAST PRESIDENT (MIKE PHAN)

- > District Updates
The Midwestern District held a board meeting at the end of July. The District recently coordinated with Ellen Nightingale regarding the Iowa State Student Summit coming up in September 2016. The summit was seeking financial sponsorship; the District sponsored with \$500.

The Midwestern District is working on filing for tax exemption.

The District is also considering setting up a foundation, but the process and purpose is still in the beginning stages.

The Illinois Section will have a follow-up call on the conference financials with MWITE/GLITE.
Mike will have the Midwestern District add this to their next meeting’s agenda.

5. ACTIVITIES GROUP (SANJAY JOSHI)

- > Chicago Engineering Collaborative Update
Sanjay reached out to the Collaborative again but had not yet heard back. Sanjay decided that we should take this off our agenda for now and let this be.
- > Overview of Past Events
 - Summer Social – Around 30 people attended and it was a successful event. A discussion was had about future socials, including the potential for a December social as well. Ideas for venues include Goose Island and Jazzin’ at the Shedd for next summer.
 - Golf Outing – Was a success. This was the largest golf outing that Sanjay has assisted or led (this was his third such outing). There were 54 attendees, and sponsorship totaled \$1,950. Additionally, John Mick sold \$360 worth of mulligan tickets for the Section Scholarship Fund.
- > Upcoming Events
 - Regarding previously planned events for September and October – The speakers from Pace and the Tollway unfortunately both cancelled for both respective events. However, these speakers have not cancelled for good and are interested in speaking at an event next year. Planning for those events should start this fall.

The Board discussed the viability of still doing a September event and also what the October event should be. A general discussion took place. **John will reach out to Cook County to speak on their Long Range Transportation Plan and will push for a date for a potential meeting near the end of September.**



- > Any New Suggestions? (see attached list)
 - Kane County or DuPage on the TTS/Operations Center
 - Tollway Presentation on their current ITS/Travel Time Project (Tollway, KH, Jacobs)Tri-State Tollway Master Plan (Jacobs, TranSystems, et al) is an idea, but it wouldn't be ready until next year.

In November the Section will be doing a joint event with ISPE Rockford – Great Lakes Basin Railroad.

A discussion of the list of potential ILITE Program ideas for 2016/2017 took place to determine the likelihood, practicality, and schedule for a variety of options. Some ideas were determined to be outdated or impractical. The list was reduced down to a list of viable options for continued consideration. **Additional ideas should be offered to Sanjay.** The goal is to still have an event this September and October, if possible.

- > Annual Banquet – Shawn Leight would like to attend. He asked that we avoid the first two weekends in January 2017 due to the IBOD meeting, TRB, and the Western District Student Leadership Summit.

The Board discussed the tentative date for the banquet being Friday, January 27, 2017. This event should ideally be in a near suburb versus downtown. **It is time to start determining viable venues for the banquet.** A quick discussion of potential options was had, and this will be discussed in greater detail at the next Board Meeting.

6. TECHNICAL GROUP (JENNA BROSE)

- > TTES Workshop Update
 - 15 Registered as of Monday (includes 3 pay-at-door)Currently have 18 people but there may be caveats on whether all will definitely show. The Board decided that the event would not be cancelled and that the Section would assume any leftover financial responsibility to ensure the event could still take place. A last-minute email blast can be sent this coming Monday, August 29th to try to capture additional last-minute registrants.
 - Need 17 attendees to hit \$5,950 (the Section paid a flat fee to Northwestern of \$6,000)
 - Need numbers by August 26th to NW otherwise need to cancel/reschedule at that time.
- > Upcoming Event Schedule
September 27th – TRB – Vulnerable Road User Safety

ITS Midwest reached out to see if ITE would advertise to the membership mailing list. Capacity building training. Twitter/Facebook/ITeMS/website – the Board determined that this event can be added.

7. STUDENT AFFAIRS GROUP (CRAIG JAKOBSEN)

- > Update on Student Leadership Summit
 - Attendance from Student Chapters
 - Section Sponsorship of the Event



ITE Student Day booked for March 3rd, 2017.

Started planning ITE/WTS/YPT Speed networking event. The group is looking to hold this event at end of October 2016. The date and location is still being determined.

Regarding the Student Leadership Summit at Iowa State, Craig was told at the time of the meeting that 18 students had registered, 11 of which are from Iowa State. Craig will contact all Section Student Chapters again and will plug the event to see if more Illinois students can show up. Craig will talk to Ellen Nightingale to determine the status of their summit's funding. Craig noted that he is hesitant to offer financial sponsorship/assistance if they are not specifically requesting it from the Section. Tracy would rather sponsor someone from the Section to go to the summit versus give the money directly to the event for sponsorship.

- > Student Scholarship and Student Paper Competition
This has not been looked at yet but will be started in mid to later September, per the schedule outlined in the Guide Book.

8. OPERATIONS GROUP (KATELYN BLEACH)

- > Membership Logistics text
Working with Jennifer Childs. Ongoing.
- > Streamline of affiliate member process/Bylaw changes needed
Katelyn outlined her ideas for a streamlined process. She wants the applications to go directly to the Director of Operations and then sent to the Vice President for review, since the Director should be tracking the applications on the Section's Google Drive.
- > ITEms – New Legislative Corner Person?
Tom Gluekert volunteered to do this. Monica will talk to him regarding this role.
- > ITEms Articles due 9/2, Needs:
 - President's Message
 - Group Reports or Announcements – all group directors please provide a report or an update on group activities over the last few months or stuff coming up. Let us know what you've been up to!
 - Political Corner – Public Affairs can you pull together a few articles
 - Event announcements for September-November (and beyond if known)
 - Midwest ITE Conference article – Erik or Josh?
 - IL ITE Summer Social – brief summary and pictures
 - Did anyone attend the ITE 2016 Annual Meeting and Exhibit in Anaheim and want to provide some sort of write up?
 - ITE/WTS Golf Outing article and pictures – I can provide last years as an example
- > Katelyn brought up that the Section needs to verify that those who attend our events and specify that they are members, thereby receiving the reduced member rate for the event, truly are members.



9. TREASURER (BRIAN ROBERTS)

> Treasurer's Report

The Section is in good financial condition. Sponsorships are a primary reason for increased money as well as not spending all of the money we had initially budgeted we would spend.

> Update on Tax Exempt Call / Direction from International

ITE International said that they want the Districts to apply for tax-exempt status in 2016. They think Sections may not need to file this status (still being determined) but that if they do, they would not have to file until at least 2017. As of now, International wants the Sections to not do anything and to sit tight. This directive is against what was decided at the Section's May 2016 Board Meeting, where the Board had decided to move forward in 2016 with filing for tax-exempt status. Brian motioned that we follow International's directive instead and hold off for further instruction. The motion passed unanimously.

> New Signature Card (Ryan is removed from the account)

The necessary paperwork will be signed and submitted to complete this process.

Chase Quickpay is no longer an option for us, since we do not have a Chase account and Chase is updating their policy such that Chas Quickpay users must be Chase account holders. There are other options other than PayPal, but for now we will accept checks or PayPal until we decide on potentially using another option for payment.

Regarding the Roundabout workshop from the District Conference, Brian indicated that he still had not paid anyone. **Jenna will send Brian the information about the amount to pay and where to send it.**

10. PUBLIC AFFAIRS GROUP (MONICA SHEI)

> Website Updates (see top issues)

- Can photos be stored on the website from the District Conference?

Monica was not sure on the best way to store the pictures but will look into options and can talk to Squarespace and report back.

> Coordinate Bylaw Updates (see top issues)

> PRETRANS Program Updates

The \$1,000 check was just sent to the program at the Illinois Institute of Technology.

> Liaison Committee Member Status

The opportunity for a Section member to hold this position will again be advertised in the upcoming issue of ITEms.

> Traffic Safety Merit Badge



Monica requested that if any Board member knows any troop leaders in the suburbs, let her know. A general discussion about partnership with troops was held.

11. PRESIDENT (TRACY SHANDOR)

- > Annual Meeting Update
Tracy said the meeting went very well and that she heard from many attendees that it had a good “vibe” – even better than years past. The recent positive changes and improvements coming out of ITE International likely have a great deal to do with this improved meeting atmosphere. There was a lot of networking time. The meeting is something she recommends to ITE members to strive to attend in future years if possible.
- > LeadershipITE
Tracy will be applying this year – Kimley-Horn requested that she do so. The Midwestern District does have some funding available to assist those looking to apply for LeadershipITE who need funding beyond personal or company-based sources.
- > Non-Renewals
Tracy will look into. Ongoing issue.
- > Continue to work on new initiatives from Board Members:
 - Improve public sector involvement – Outreach/Investigation Committee?
 - Improve our connection to ITE International – Any Ideas?Tracy will work on these; still ongoing items.

12. NEXT BOARD MEETING

- > September Meeting – TBD through Doodle Poll

13. ADJOURN

1:33 PM

BOARD MEETING ACTION ITEMS

- **All**
 - Review new Section website and provide comments to Monica.
 - Review and send bylaw revisions to Monica by Wednesday, September 7th. Tentatively plan to attend a bylaw-related meeting on Wednesday, September 14th if interested.
 - Provide additional ideas for the 2016/2017 Program to Sanjay.
 - Begin researching venues for the upcoming ILITE Annual Banquet – Tentative Date of Friday, January 27, 2017.
 - Provide Monica with any Boy Scout Troop leadership contacts for local suburban chapters, regarding Section assistance for the Traffic Safety Merit Badge.
- **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).



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- Long-Term: utilize electionbuddy.com for the Illinois Section's fall 2016 election process.
- **Vice President**
 - Compare information between current Section website and new Section website for accuracy and completeness.
 - Create a draft "what to expect as a Board member" document to provide to prospective board member nominees.
 - Reach out to Cook County regarding speaking about their Long Range Transportation Plan at an upcoming ITE Event, ideally late September 2016.
- **Immediate Past President**
 - Request that the Midwestern District add a discussion regarding the 2016 MWITE/GLITE Joint District Conference financials to their next meeting's agenda.
- **Activities**
 - Determine the viability for ITE events in September and October. Coordinate and arrange the events as necessary.
 - Coordinate with the APWA Rockford Chapter on the November 2016 event as necessary.
 - Continue developing the 2016/2017 Program.
 - Begin the organization and planning for the ILITE Annual Banquet in January 2017.
- **Technical**
 - Provide Brian with the necessary information for him to pay for the Roundabout Workshop held at the MWITE/GLITE Joint District Conference in June.
 - Continue work on the schedule as applicable for other upcoming technical events that the Section can host.
- **Student Affairs**
 - Continue coordination on the upcoming ITE/WTS/YPT Speed Networking Event.
 - Determine the funding status of the upcoming Iowa State Student Leadership Summit. Determine if sponsorship of a Section student to the Summit makes sense, versus a financial sponsorship directly to the Summit itself. Keep the Board apprised of further updates as necessary.
 - Begin communications for the ILITE Student Scholarship and Student Paper Competitions.
- **Operations**
 - Talk to Ashley Hochstatter about the idea of potentially changing how we relay information to our membership, including future changes to how ITEms could operate.
 - Notify Luke Bolezenius of membership status.
 - Continue to work with Jennifer Childers to refine the "Membership Logistics" text and invoicing process for members.
 - Continue to work to streamline the affiliate membership process for the Section.
 - Work with other Board members to develop a membership status verification process for all Section events.
- **Treasurer**
 - Submit payment for the Roundabout Workshop held at the 2016 MWITE/GLITE Joint District Conference.



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- Work with Board members to review contracts and submit payments for upcoming events as necessary.
 - Prepare a Treasurer's Report for review at the September Board Meeting.
- **Public Affairs**
 - Coordinate with Board members and compile Section Bylaw comments/revisions. Arrange/attend a bylaw review meeting on Wednesday, September 14th.
 - Communicate with Squarespace regarding picture storage for the District Conference.
 - Continue working on the new website based on discussions from this meeting and comments provided from Board members.
 - Coordinate with Board members on the Section Bylaw updates.
 - Talk to Tom Glueckert regarding the New Legislative Corner section of ITEms.
 - Solicit for Section membership interest in becoming ITE International Liaison Members in the upcoming issue of ITEms.
 - Continue looking into the traffic safety merit badge program.
- **President**
 - Provide Godaddy information to Monica.
 - Compare information between current Section website and new Section website for accuracy and completeness.
 - Send a doodle poll to schedule next Board meeting.
 - Further define methods for minimizing non-renewals of existing members and increasing public sector involvement. Coordinate with relevant Board members as appropriate.