



ILLINOIS SECTION

Institute of Transportation Engineers

MEETING MINUTES

ILLINOIS SECTION ITE BOARD MEETING

Thursday, September 29, 2016, 11:30 AM

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

Teleconference Call-in: 1 (408) 650-3123

Guest code: 476-925-629

Attendees:

- Katelyn Bleach – Director, Operations 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:

- Jenna Brose – Director, Technical Group
- Sanjay Joshi – Director, Activities

1. CALL TO ORDER

11:46 AM

TOP ISSUES:

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

There are two candidates for Treasurer and four for Director. Bios should be provided to John by the end of the week. Ryan will send the bios out on Monday, October 3rd. The election will be held 30 days after that date, tentatively November 3rd.

Ryan indicated that Electionbuddy.com should be able to handle both the candidate voting process as well as the vote to approve the Bylaw amendments. The Bylaws will either be added into the election process on the website or a hyperlink to the document will be provided with the election email.

Later, the Board discussed how the selected candidates for Director would be able to select open Director positions. In the past, the process was usually determined each year, with seniority in ITE being one method. John's opinion was that the order of selection should be purely by the number of votes. Tracy asked if this should be an open process that could continue to be decided annually with each election, or if the Board should decide now how Directors select their positions. The decided policy would then be written and followed this election and subsequent years. After a discussion, the Board ultimately decided that a set procedure should be defined in the Bylaws moving forward. For this year, the Board will vote on how this should be handled. For subsequent years, the language will be included in the updated Bylaws that are being voted on in this year's election. Brian motioned that in this year's election, the incoming



Director preference of specific position will be determined by highest number of votes. The motion was seconded and passed with 7 ayes, 2 not present (Sanjay and Jenna).

2. Scholarship and Paper Announcements/Review Committee (Craig)

Craig has updated the announcements and notified the Student Chapters that this competition is forthcoming. The competition submittals will be due December 2nd.

Craig asked who would like to be part of the review committee, indicating that he needs four to five people total. Monica, John, and Tracy agreed to take part. Craig and ILITE member Cody Wittenkeller will round out the committee.

3. Bylaw Updates (Monica)

Monica requested that the Board look at a compare document of the Bylaws. Monica will send that document out either today or tomorrow. Once that is reviewed, Monica will revise the document to address any final comments. **Ryan can then send the finalized document out with the election details to the Section Membership on Monday, October 3rd.**

4. Website Updates (Monica)

Monica went through John's comments on the website. She also generally discussed a few revisions that are still outstanding. She is still determining how best to address some revisions using Squarespace.

The meeting pulled up the new website to quickly discuss it. A few textural changes were made as a group during the meeting. **Website revisions will continue after the meeting as it continues to be finalized.**

5. Annual Banquet Planning (Sanjay)

The Board discussed that the banquet should focus on a venue in the northwest suburbs/city (Rosemont area, Edison Park neighborhood, etc.). Ryan indicate that he provided Sanjay details for Carlucci in Rosemont, which the Section had used previously. The Board needs to start compiling ideas of venues and getting them to Sanjay. **Tracy will follow up with Sanjay on this event.**

2. SECRETARY (RYAN JACOX)

> Meeting Minutes (vote)

Ryan motioned that the August 2016 Meeting Minutes be approved. The motion was seconded and passed with 7 ayes, 2 not present (Sanjay and Jenna). **Ryan will post the approved minutes to the Section website.**

3. PAST PRESIDENT (MIKE PHAN)

> District Updates

The last Midwestern District Board Meeting was held on September 22nd. A primary discussion topic involved incorporation of the Midwestern District. They are working with an attorney who will prepare the paperwork. The process appears to be rather straightforward. The incorporation will occur in Illinois since that is where taxes will be filed.



The Midwestern District is looking for a replacement of John Davis (District Student Activities Director). John Davis would still do the Traffic Bowl at the Midwestern District Conference each year. The Director will coordinate other student activities at the District level. All ITE Student Chapters participate in a call that this Director leads on a periodic basis. Mike said that it would make sense to advertise the position vacancy in ITEms or on our Section website. Facebook and Twitter are additional advertisement options.

The 2016 Midwestern/Great Lakes Conference – Tracy mailed the checks this morning to both districts. Financials are finalized.

- > District would like us to nominate more than one person to run for Treasurer next year (Chad is interested)
The Section typically comes up with 2 candidates for the Midwestern District Treasurer position, when asked. Chad Hammerl is interested; a second candidate is needed. Mike Phan will consider his own interest in running. The Board discussed other potential candidates. There is no requirement that you need to have first served on the Illinois Section Board prior to running for a position on the Midwestern District Board. Therefore, the Section Board can select a potential candidate from the general Illinois Section Membership if desired.
- > District is hiring a lawyer to help with their Tax and 401c3 status
In addition to assisting with the incorporation, the hired attorney is also assisting with these items as well.

4. TECHNICAL GROUP (JENNA BROSE)

- > Traffic & Transportation Engineering Seminar (TTES) Workshop Update
Monica went to the workshop and provided an overview of the event for the Board. We needed 15 attendees and had 24 attendees. The Section made \$2,100 on the workshop. Monica felt that the information presented was generally most helpful for younger engineers in the early stages of their careers.
- > Upcoming Event Schedule
September 27th – TRB – Vulnerable Road User Safety
This was tabled until after the meeting, due to Jenna's absence.
- > Roundabout workshop payment
Brian received this payment from Jenna. He still needs the TTES Workshop payment from Jenna.

5. STUDENT AFFAIRS GROUP (CRAIG JAKOBSEN)

- > Scholarship and Paper Announcements/Review Committee (see top issues)
- > YPT/ITE/WTS/COMTO Speed Networking Event
This event will be occurring October 27th at the RTA headquarters. Each agency should send 4-5 people. Craig is asking for volunteers. Brian and Monica expressed interest. The Board should think about additional people that would be interested.
- > Update on Student Leadership Summit, Attendance If known



John Davis reported to Craig that there were 82 students from 13 schools in attendance and that the event was a success. Student Chapters from Southern Illinois University Edwardsville (SIUE) and University of Illinois Chicago (UIC) had members participate in the event. Craig noted that UIC now has a reinstated ITE Student Chapter. Purdue is hosting the summit next year. Tracy suggested that the Section think of how to get more involved with this event next year.

> Student Day – March 3rd

Craig verified this date for the event and said that more information will be forthcoming as the event gets closer.

Another event Craig has coming up is the UIUC Student Visit Day on Friday, November 11th. He will be looking for companies to host the group of students that will be coming to Chicago for the event. Craig will start with the Section sponsor list and will start contacting them in the near future.

6. OPERATIONS GROUP (KATELYN BLEACH)

> Constant Contact Cleanup Status

Katelyn will be doing this before the sponsorship for 2017. She needs the new list from Jennifer Childs at ITE International to cross reference for the cleanup and will continue coordinating with her to obtain this list.

> ITEms Articles due??

Katelyn will talk to Ashley about this.

> Update on Discussion with Ashley regarding ITEms

Should the ITEms format stay the same or change to a purely web-based format? A discussion about this occurred. Katelyn will see if Ashley wants to post information on the website and be part of the process for the website while remaining as editor for ITEms. The Board also discussed that since Ashley is running for a Director position, a new person may be needed for these responsibilities. Katelyn asked for the Board to help determine suitable replacements if needed.

> Sponsorship Information for 2017

Katelyn will be sending this information out in the same manner as last year, since it seemed to work well. She will speak to existing sponsors first. The beginning of November is the estimated timeframe for this to occur.

7. PUBLIC AFFAIRS GROUP (MONICA SHEI)

> Coordinate By-Law Updates (see top issues)

> Website Updates (see top issues)

> Traffic Safety Merit Badge – Any Feedback from ITEms?

Monica has not received any responses. Illinois Section member Charlotte Frei knows someone from WTS that is involved with Girl Scouts. Monica will follow up with her to get the details.



8. ACTIVITIES GROUP (SANJAY JOSHI)

- > Overview of Past Events
- > Upcoming Events
 - October – Schaumburg Area – Public Speaking
Details for this event are being finalized by Sanjay's committee. One of the speakers is still being confirmed. The event will likely be held on October 25th at Maggiano's in Schaumburg.
 - November w/ISPE in Rockford
Sanjay is still waiting to hear from ISPE regarding dates and other details for this event.
 - December – Winter Social
 - January 27th – Annual Banquet
- > Annual Banquet Planning (see top issues)

9. TREASURER (BRIAN ROBERTS)

- > Treasurer's Report
Brian went over the report for the Board and discussed the overall state of financial affairs.

The transfer of the Section's scholarship funds to International was discussed. The loss of money on the Section's scholarship account at International does not add up and is still an ongoing discussion with International. Tracy said that next time Brian contacts International via email to copy her and Shawn Leight (Incoming International President) on the email so that they are in the loop on the developments.

10. VICE PRESIDENT (JOHN WIRTZ)

- > ILITE 2017 Election and Nominating Committee Selection (see top issues)
- > Attending and Moderating Session at Illinois Traffic Engineering and Safety Conference (TES) for the IL Section
John will be filling in for Tracy at TES. Regarding transportation/lodging costs for the President/Section representative, the current Section budget does not cover this expenditure in a line item. This is likely due to past representatives' companies covering these expenses and the line item subsequently being removed from the budget. The Student Affairs Director should also potentially be in attendance and the Section should pay for this as well, since the Student-Practitioner Forum/Pizza Dinner occurs annually as part of TES. At least one Section representative is mandatory, however, and will be the focus for this year. This item will be revisited when the budget is formulated for the Section's next fiscal year.

Katelyn motioned that the Section cover John's expenses of up to \$700 for his attendance at the upcoming TES Conference. The motion was seconded and passed with 6 ayes and 1 abstention (John). In the future, if the President cannot go, the Student Affairs Director would be considered to attend in his or her place.



- > What to Expect as a Board Member Document
John recently sent a draft document to the Board. The Board should review the document and provide any comments to John.

11. PRESIDENT (TRACY SHANDOR)

- > District-Section-Chapter Leadership Call on October 19th
- > Chad will be serving on ITE International Constitutional Amendment Committee as the representative from the Midwestern District
The Midwestern District recently asked the Illinois Section through Tracy to nominate a person to serve on this committee. Tracy asked Chad about his interest and he accepted.
- > Section's Upcoming 50th Anniversary – Founded October 8th, 1966
An email should be sent to the Section membership to commemorate this anniversary milestone. This should also be highlighted at the Annual Banquet in January.
- > Relocation Logistics
 - o John will fill Tracy's duties in her absence
This is in accordance to the District Bylaws.
 - o Coordination on Bank accounts and ITE-related accounts associated with Tracy's information
Tracy will close out the Midwestern District Conference bank account and destroy the card once that process is complete.
 - o Happy to continue to help out as needed
The President's Message for the December ITEms can be written by John. Tracy's email will remain on the Illinois ITE President email address through the remainder of her term.
- > Improve public sector involvement – Outreach/Investigation Committee?
This is something we still want to investigate as a Section, but it will be tabled for now and resurrected when appropriate.

12. NEXT BOARD MEETING

- > TBD through Doodle Poll sent by John

13. ADJOURN

1:48 PM

BOARD MEETING ACTION ITEMS

- All
 - o Continue to review the new Illinois Section website as appropriate and provide comments to Monica.
 - o Review John's "What to Expect as a Board Member" document and provide comments to him.



ILLINOIS SECTION ITE BOARD MEETING
Thursday, September 29, 2016, 11:30 AM

- Review the Bylaws compare document and provide any final comments to Monica so that the document can be finalized for Ryan to email to the Section Membership on Monday, October 3rd.
 - Provide additional ideas for the 2016/2017 Program to Sanjay.
 - Determine a second candidate for Midwestern District Treasurer and provide ideas to Mike for him to communicate to the District Board.
 - Continue researching venues for the upcoming ILITE Annual Banquet – Tentative Date of Friday, January 27, 2017. Provide information to Sanjay when possible.
- **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).
 - Email the Section Membership on October 3rd with the candidates for this year's election, along with the recommended revisions to the Section Bylaws.
 - In November, utilize electionbuddy.com for the Illinois Section's fall 2016 election process.
- **Immediate Past President**
 - Transmit an additional candidate for Midwestern District Treasurer to the District Board.
- **Technical**
 - Coordinate the TTES Workshop payment and event reconciliation with Brian.
 - 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/COMTO Speed Networking Event.
 - Continue communication and other responsibilities for the ILITE Student Scholarship and Student Paper Competitions.
- **Operations**
 - Finalize the ILITE Section sponsorship information and transmit this information to the existing Section sponsors and Section Membership when appropriate.
 - 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 and posting more information to the ILITE website on a regular basis.
 - Work with the Section to determine a replacement for the ITEms Editor if needed, since Ashley is running for a Director position.
 - Coordinate with Jennifer Childs to obtain an updated membership list.
 - Continue the effort to clean up Constant Contact.
 - Continue to work to streamline the affiliate membership process for the Section.
 - Continue to work with other Board members to develop a membership status verification process for all Section events.
- **Public Affairs**
 - Coordinate with Board members on the finalization of the Section Bylaw updates.
 - Transmit the finalized Bylaw document to Ryan for inclusion in the election information email he will send to the Section Membership on Monday, October 3rd.



ILLINOIS SECTION ITE BOARD MEETING
Thursday, September 29, 2016, 11:30 AM

- Continue working on the new website based on discussions from this meeting and comments provided from Board members.
 - Continue looking into the traffic safety merit badge program. Coordinate with Charlotte Frei regarding the potential for the Section to work with Girl Scouts.
- **Activities**
 - Finalize the details for the ITE Section event for October and advertise it.
 - Coordinate with the APWA Rockford Chapter on the November 2016 event as necessary.
 - Continue developing the ILITE December Social event.
 - Make the organization and planning for the ILITE Annual Banquet in January 2017 a primary focus.
 - Continue developing the 2016/2017 Program.
- **Treasurer**
 - Work with Board members to review contracts and submit payments for upcoming events as necessary.
 - Prepare a Treasurer's Report for review at the next Board Meeting.
 - Continue coordination with ITE International regarding the scholarship account.
- **Vice President**
 - Finalize the logistics for the election as needed and provide the bios to Ryan for him to email to the Section Membership on Monday, October 3rd.
 - Continue working on the "what to expect as a Board member" as comments are provided by other Board members.
 - Attend the Illinois Traffic Engineering and Safety Conference in October, in Tracy's place.
 - Send a doodle poll to schedule next Board meeting.
 - Participate in the District-Section-Chapter Leadership Call on October 19th depending on whether or not Tracy can participate.
- **President**
 - Close out the Midwestern District Conference Bank of America account and destroy the associated bank card.
 - Transfer any accounts or other information out of her name, and wrap up any final business, to complete the transition out of the President role.
 - Participate in the District-Section-Chapter Leadership Call on October 19th.