**Board of Directors Meeting**  
**January 25, 2018  12:00 PM – 2:00 PM**  
**CONFERENCE CALL**  
**Dial in: 877-273-4202  Access Code 7496084**  

**MEETING MINUTES**

* Report or Document attached or supplied pre-meeting

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>TOPIC</th>
<th>DISCUSSION LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00</td>
<td>1</td>
<td>Call to Order/Introductions &amp; Roll Call</td>
<td>Coakley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bittner called the meeting to order at 12:05 PM</td>
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<tr>
<td></td>
<td></td>
<td>Coakley went through roll call:</td>
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<td></td>
<td></td>
<td><strong>Board Members Present</strong></td>
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<tr>
<td></td>
<td></td>
<td>Michael Bittner – President</td>
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<td></td>
<td></td>
<td>Martin Gugel – Vice President</td>
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<td></td>
<td></td>
<td>Rich Coakley – Secretary</td>
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<td></td>
<td></td>
<td>Chad Hammerl – Treasurer</td>
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<td></td>
<td></td>
<td>Rebecca Szymkowski – Past President</td>
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<td></td>
<td></td>
<td>John Davis – District Director</td>
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<td></td>
<td></td>
<td>Tom Campbell – District Administrator</td>
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<tr>
<td></td>
<td></td>
<td>Dave Mennenga – MOVITE Section Representative</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>John Wirtz – Illinois Section Representative</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Brian Porter – ITEWisconsin Section Representative</td>
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<td></td>
<td></td>
<td><strong>Board Members NOT Present</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mike Martinez – NCITE Section Representative</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mark Rinnan – Newsletter Editor (ex-officio)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andrea Bill – Web Coordinator (ex-officio)</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>2*</td>
<td>Agenda Review</td>
<td>Bittner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Changes – accepted Agenda</td>
<td></td>
</tr>
<tr>
<td>12:01</td>
<td>3*</td>
<td>REVIEW/COMMENT/APPROVE Minutes</td>
<td>Gugel/Coakley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Martin submitted the minutes from the November 16, 2017 Retreat.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No changes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accepted as submitted</td>
<td></td>
</tr>
<tr>
<td>12:03</td>
<td>4*</td>
<td>REVIEW/COMMENT/APPROVE Treasurer’s Report</td>
<td>Gugel/Hammerl</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Martin submitted the updated Treasurer Report prior to the meeting</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Report accepted as submitted.</td>
<td></td>
</tr>
<tr>
<td>12:05</td>
<td>5*</td>
<td>Communications Project Updates</td>
<td>Bittner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Strategy Team</td>
<td>Gugel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accountability Team</td>
<td></td>
</tr>
</tbody>
</table>
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Arkansas  Illinois  Iowa  Kansas  Minnesota  Missouri  Nebraska  North Dakota  Oklahoma  South Dakota  Wisconsin

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<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>12:00</td>
<td>MEETING MINUTES</td>
</tr>
</tbody>
</table>

**Branding Team**

- Strategy Team
  - A summary table and vision notes were distributed and are in the attachments
  - Items discussed:
    - How should the District Committees communicate with members
    - What is and isn’t working
    - Some of the sections recently updated their web sites
    - Reviewed web sites of other districts

**Accountability Team**

- The team looked at how often the tools should be updated
- What methods should be used
- Who is responsible for updates
- Review of communications

**Branding Team**

- It was suggested to update the logo but were not sure how to go about it.
- Make it consistent with the National ITE logo but have a unique identifier for the MW District
- More should be done to get members to look at the website like the item in the Journal – Where is this picture? We should do something different than the other districts.
- John Davis checked with headquarters to see about using the firm that did the international’s logo.
- Other ideas were to have a logo competition or see if any members companies have someone who could develop the logo.

How should members be alerted of website updates?
- What the appropriate interval to send emails to members?

Tom suggested assigning someone to write a short report of each meeting to be posted. Also provide updates during the annual meeting.
- National is planning to continue to send out their updates.

12:20  6*  REVIEW/COMMENT/APPROVE Nomination and Election of District Director

John Davis distributed the proposed amendment
- It is included in the attachments
- The change would not apply to this year’s election.
- The change to the nomination process is proposed to allow the best candidate to be
nominated and give more people an opportunity to serve as director.
With the current process of alternating sections, members only have the opportunity
to run every once 12 years.
It was suggested that a nomination committee be formed. To keep it fair and give all
sections equal opportunity the nominating committee could seek candidates from
sections other than the one the current director is a member of.
This should have further review and get feedback from the sections, so it should be
on the agenda for the next meeting.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30</td>
<td>Awards Update and Changes for 2018</td>
<td>Gugel</td>
</tr>
<tr>
<td></td>
<td>Martin sent a summary and set of flow charts to show the award process.</td>
<td></td>
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<tr>
<td></td>
<td>It is included in the attachments. The flow charts and award information will be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>posted on the website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ITE award deadlines changed to March</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Rising Star application has been submitted</td>
<td></td>
</tr>
<tr>
<td>12:40</td>
<td>Annual Meetings</td>
<td>Crawford</td>
</tr>
<tr>
<td></td>
<td>• 2018 MWITE/International Annual Meeting – Hosted by NCITE</td>
<td>Davis</td>
</tr>
<tr>
<td></td>
<td>• Annual Meeting Board Meeting Time</td>
<td>Gugel</td>
</tr>
<tr>
<td></td>
<td>• 2019 MWITE Annual Meeting – Hosted by MOVITE</td>
<td>Mennenga</td>
</tr>
<tr>
<td></td>
<td>John Crawford sent a summary of the recent LAC activity.</td>
<td></td>
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<tr>
<td></td>
<td>The MW ITE Board meeting will be split Sunday afternoon and Monday morning.</td>
<td></td>
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<tr>
<td></td>
<td>Option for a meeting with the international board</td>
<td></td>
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<tr>
<td></td>
<td>For 2019</td>
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<tr>
<td></td>
<td>LAC is narrowing hotel choices and looking at dates in early June</td>
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<tr>
<td></td>
<td>They will be visiting sites over the next month</td>
<td></td>
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<tr>
<td></td>
<td>Considering June 8-9 to avoid Father's Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is an MOU needed?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>There was not one for the last meeting.</td>
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</tr>
</tbody>
</table>
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<tr>
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<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:55</td>
<td>9</td>
<td>District Sponsorship Update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chad sent a spreadsheet of the sponsorship information from the sections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>He wants a response from each section on whether they are willing to have the additional $100 for the District added</td>
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<tr>
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<td>Timing of when the sponsorship requests is different among the sections.</td>
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<tr>
<td></td>
<td></td>
<td>The District should say what the money is being used for rather than just asking for a contribution to the district.</td>
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<tr>
<td></td>
<td></td>
<td>Action items:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Get list of companies that sponsor each of the sections to see how much overlap there is.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check whether the logos can be added to the web site</td>
</tr>
</tbody>
</table>
| 1:05 | 10   | Boards Reports | Davis  
|      |      | • District Director  
|      |      | • Student Activities  
|      |      | • Administrator  
|      |      | • Newsletter |
|      |      | Endowment committee John Mick will come next time to give an update. |
|      |      | **District Director** |
|      |      | John Davis submitted his written report |
|      |      | **Student Activities** |
|      |      | Former the traffic bowl committee  
|      |      | Preparing for Minneapolis  
|      |      | Advisors  
|      |      | Coordinate and guide student leadership summit  
|      |      | Poster competition in agenda  
|      |      | Student design competition  
|      |      | Meeting in the next month |
|      |      | **Administrator** |
|      |      | Bank transfer has been done to the new treasurer  
|      |      | Chad should get something from the bank that he is the authorized signature |

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<table>
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<tr>
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<th>Action</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1:25 | Section Reports | - ILITE
- ITEWisconsin
- MOVITE
- NCITE |
| 1:25 | Ran over time so this will be moved to the top of the agenda for the next meeting to allow for more detailed reports |
| 1:25 | ILITE | Wirtz: Annual meeting held in January
New board members
Student day in March
Will be working on Awards |
| 1:25 | ITEWisconsin | Porter: Annual meeting held on December 13th.
Working on Award submittals |
| 1:25 | MOVITE | Mennenga: Executive Board retreat in early December to complete our officer transitions for 2018.
We have modified all of our online Awards applications to reflect the new submittal deadlines required by ITE and MWITE District.
We have been working with our professional and student Chapters to obtain their Annual Report information to assemble our Section Report for the MWITE deadline of March 1st. |
| 1:45 | ADJOURN | Adjourned at 2:10
Next Board Mtg. – March 29 from 12:00-2:00 PM |

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*Arkansas  Illinois  Iowa  Kansas  Minnesota  Missouri  Nebraska  North Dakota  Oklahoma  South Dakota  Wisconsin*
Has a quarterly newsletter distributed by IT&E only. Some are posted online, but most recent is Spring 2015.

Appear to have a newsletter, but access on website is limited to members.

Not sure. E-mailed hard copy to find out. Website does not discuss newsletter, but does have a "webmaster/communications" committee position.

Easy to use online article. Designed for easy reading in a

Yes. Committee members and has a "webmaster/communications" committee position.

Can locate newsletter online. Talk for newsletter has nothing to do.

Can not find it by searching. Quarterly newsletter distributed:

Transportation Talk is archived

Website. Very professional look (pages per edition), may have professional assistance?

No newsletter available for the

District. Direct link to MANITE section "int Netzone" newsletter online homepage, which is published 3 times per year.

2 newsletters per year (spring/fall)

Four newsletters per year

Monthly IT&E Journal

Three newsletters per year

2 newsletters per year

Website

Attractive, modern website

Recent website

Looks better, mobile friendly

Nice website

Looks better, mobile friendly

Website

Mostly Great appearance

Antique, islide

Antique

Antique

Antique

Useful, modern appearance

Nice visuals and easy to use and find information. No clutter. Really like how the awards and other information is presented.

Antiquated design.

Also, modern appearance.

Great graphics on "older bar" of home page. Focus on Transportation Jobs, Students, and Volunteers "get involved" sections is good.

An antiquated "sitemap" webpage design that appears out-of-date for current practices.

Nice logo, rolling "featured news" section, advertisers and have strong presentation.

Lots of content on home page. Feels a bit overwhelming, lots of tabs to choose from on home page, lots of text.

Easy to read/browse, nice photos but nothing fancy. Content appears to be current.

To read/browse, nice photos but nothing fancy. Content appears to be current.

Website

Looks better, mobile friendly

Website

Looks better, mobile friendly

Website

Almost all best suggestions are in some of the other Districts.

First page seems out of date ("Anticipating as exciting 2017"), but event postings are current.

Out of date appearance.

Routine appearance.

No issues. Does not seem to work with Safari. Crashes also tried to click it.

No issues.

No issues.

No issues.

No issues. No issues (only if checked), seems very mobile friendly.

No issues. No issues.

No issues, not very mobile friendly. Seem to respond while browsing.

Mostly recent content, but District Board needs to be updated.

First page seems somewhat out of date ("Anticipating as exciting 2017"), but event postings are current.

Still has 2015 Board members. Most recent "past district meeting" is in 2011.

Most recent posts: November, August, April. Everything else is really out of date. 2016 Officers, 2016 Board Minutes, 2015 Annual Meetings, 2013 Awards.


Has current Executive Board officers listed and Calendar of events lists upcoming 2016 events. Sponsors list for last meeting in April 2017.

"Latest news" section of home page has 6 posts since Oct 31, 2016. Few posts, unable to tell how recent they were, though the last one was the IT&E membership drive video in early 2017.

Content appears current.

Content appears current and no signs of dated information unless specified on an archive. 5 job postings in 2017.

No content.

Has lots of content - contact info for Board, Sections, Chapters, upcoming and past conferences, awards, meeting minutes (2013 and earlier), traffic signals, library, chapters, job board, newsletters, etc.

Has officer contacts, annual meeting info, active job board, sponsors, awards, members only archives.

Has information about District Officers, how to join, Board, committees, awards, students, links to past annual meetings.

Information is only as up-to-date as last meeting. Has information about District Officers, how to join, Board, committees, awards, students, links to past annual meetings.

There are many research, project and technical articles online and in their newsletters. Great library of their own information, with direct links to IT&E Member Directory, and numerous links to other websites.

Has Google Calendar for events (email links to sections (MANITE and WICOSITE) as well as Student Chapters in District. The WICOSITE section has a members only secure section with 179 registered users. IT&E Awards link is under construction.

Very complete website with all expected features and information, plus an interesting "products and services" directory that lists all the social activities, students, chapters, strategic plans, sponsorship opportunities, awards, past events, meeting, newsletters.

Complete format of each page seems inconsistent.

Website appears complete and obvious, student chapter dates to remember is nice, list of past award winners, meetings, etc. is nice to document/history. 5 job postings in 2017.

LinkedIn

No group found

No group found

Does not link to Social Media sites.

Facebook

Seems to be set up as a personal account of an organization. No "friends."

Last post was May 27, 2015. Has one "friend".

No account found


No account found.

Yes, they had 12 posts in December 17, 231 "likes" of the IT&E page.

Social Media link on home page takes you to a Facebook account with 27 likes and 26 followers. Last post was on January 9, 2016.

2 posts since Dec 21

No social media presence

Set up as person not organization/agency. 427 followers, 47 likes, 230 followers, post a couple of times per month on average.

Twitter

@ITF_Florida account exists, has 9 followers, but hasn't tweeted.

@ITSFIT_E has 23 followers. Last tweet on 11/1/2016.

@ITSFIT_E has 927 followers. Nearly 100 posts in 2017. Extremely active during workshops. Very impressive. Good at promoting from HQ. Good hashtagging.

Only Annual Meeting account found.

Mitsite account has 438 followers, and had 30 tweets in December ’17.

No account evident on website.

10 tweets since July 31

No social media presence

None?

YouTube

No group found

No group found

Instagram [little activity], Website links to YouTube (no video), Google+ [no feed] and IT&E community (no specific community).

Has a Google+ account that is only 13 followers. Made 5 posts during December ’17.

324 members, no posts

No social media presence

6261 followers

No account identified.

Other
1. **Clean Up Outstanding Issues.**
   1. Shut down all existing social media platforms that aren’t working. No presence is better than a bad presence.
   2. Removed the spam from the Twitter page.

2. **Identify a Vision.**
   1. As a District, figure out what we are, what we want to be and how we effectively communicate this.
   2. We see the District as the bond between the sections and connection to International for the Sections. Our responsibility is to manage the Annual Meeting, Encourage Awards and Encourage and facilitate student activity between sections.

3. **Develop a Following.**
   1. Get activity on web page to 2 per month. Much more before and after Annual meeting. Need assignments of roles to keep information updated.
   2. One idea is to Aggregate information from HQ and Sections along with original information.

4. **Improve Newsletter Format.**
   1. Get the newsletter format changed. Need something that people can scan quickly and open what interests them.
   2. A good example is the Southern District.

5. **Establish Accountability Metrics.**
   1. Develop accountability metrics. If our newsletter is link based, we can track activity.
   2. Consult with the Accountability Team.
   3. One option is to tie everything back to website hits. Easy to monitor.

6. **Improve Aesthetics.**
   1. Get web presence looking the way we want as this is our primary communication tool.
   2. Consult with Branding Teaming on how to accomplish this.
   3. Discussed current pricing and assistance structures for outside consultant help.

7. **Get Social.**
   1. Select 1 social media platform to target. Be focused. 2 posts/month at minimum. Sharing information from sections of International is good too. Need responsibilities and accountability. Track activity.
   2. Should we survey members for what type they’d like to use? NCITE uses LinkedIn. Southern District has been doing great things on Twitter.

8. **Maintain and Monitor.**
   1. Have monthly update at Board meeting related to activity. This keeps our responsibilities in focus.
Proposed Amendment to the ITE Midwestern District By-Laws Article VII

A proposal concept to amend Article VII of the ITE Midwestern District By-Laws pertaining to the nomination and election of the District Director to the ITE International Board of Direction was introduced to the Midwestern District Board at its Annual Retreat, held November 16-17, 2017. The objectives of the proposal are to reduce the time that individuals must presently wait between opportunities to be nominated as a candidate for the position of District Director, so that the best qualified individuals have an opportunity to be considered in a more timely manner.

This document purpose is to present background information, rationale, considerations, and draft language for the discussion of an amendment. It is **not** a final proposal.

**Background and Rationale for the Proposed Amendment**

According to District By-Laws and Policies, the responsibility to nominate individuals for the elected leadership position of District Director is rotated every three years between the four Sections of the Midwestern District. Additionally, it is implied that only individuals who are members of the eligible Section may be nominated. However, the By-Laws explicitly state that an individual attempting to be nominated by petition must be a member of the eligible Section. The rotation for the next 12 years is:

<table>
<thead>
<tr>
<th>Term Years</th>
<th>Section</th>
<th>Election Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 – 2021</td>
<td>NCITE</td>
<td>2018</td>
</tr>
<tr>
<td>2022 – 2024</td>
<td>ILITE</td>
<td>2021</td>
</tr>
<tr>
<td>2025 – 2027</td>
<td>MOVITE</td>
<td>2024</td>
</tr>
<tr>
<td>2028 – 2030</td>
<td>ITEWisconsin</td>
<td>2027</td>
</tr>
</tbody>
</table>

When it is time to nominate candidates, the respective Section Board serves as the nomination committee. With four Sections, the opportunity for an individual to be considered for nomination takes place once every 12 years, unless the individual moves to another Section within the district. The current process also requires that the District Secretary send a notice of the nominations to each Section president, who in turns notifies their respective Section’s voting members of the election and the candidates.

This proposal is to amend the District’s By-Laws and District Policies to have the position of District Director nominated every three years by a committee of representatives from each Section within the Midwestern District, and to allow qualified individuals from any Section in the District to be considered for nomination. The proposal retains a modified provision for District members to become candidates through a written petition process. Revisions are also proposed to the procedures to notify the voting members of the election and candidate. The notification process is being revised to simplify it and to provide greater consistency in the announcement timing of the election and candidate names by having the District Secretary directly communicate to the entire District voting membership instead of through the Section presidents.

**Rationale for Amendment**

Under present By-Law provisions, a member desiring to serve the ITE Midwestern District as its Director to the International Board of Direction must be nominated by their respective Section Board when it is the Section’s turn to make such nominations. Each Section board has this responsibility to nominate District Director candidates once every 12 years. When it comes time for a Section to nominate candidates, some individual, who resides in that Section, may not be able to be considered or accept a nomination, for a variety of reasons – professional or personal. This individual would be passed over for consideration. Circumstances might change only after a few years, but that individual would have to wait until their Section has the responsibility to nominate candidates 12 years later. It is likely this
individual may not be able to accept a nomination at that time and thus miss out completely. If another opportunity had been available prior to the next time that their Section Board had the nomination responsibility again, the individual might have been able to accept a nomination. While the District has been served well by those individuals elected, the 12-year cycle has deprived us from ever considering or electing other well qualified and talented individuals. This 12-year cycle may have also caused an individual to prematurely seek a candidacy. If they could have waited, they could gain additional experience that would have either helped them win an election or if elected, serve more effectively due to the enhanced knowledge.

While the original intent of the current provision was to be “fair to each Section” by rotating the opportunities to nominate candidates, in hindsight, it has created some unfairness to prospective candidates through the 12-year cycle as well as, a degree of inequity amongst the Sections as the Sections are not of equal membership size.

The proposed amendment’s objective is to provide a process to elect the most qualified and highly motivated individuals to represent the District on the International ITE Board of Direction. This proposal creates more frequent “windows of opportunity” to be nominated and elected for those individuals who desire to serve on the International ITE Board of Direction. To be a candidate, it is necessary for positive conditions and support both professionally and personally be present at the time of nomination.

To facilitate these objectives, this proposal also stipulates the formation of a Nomination Committee with a representative from each Section in the Midwestern District to be chaired by the current District Director. Additionally, a process is provided for individuals who made application for nomination, but were not selected by the Committee as a nominee, to become a candidate through a petition process. In this manner with a representative Nomination Committee and a petition process inclusive of the entire District’s eligible membership, it is believed that best individuals available will be candidates for this office.

While a 12-year rotation between the Sections has been in place for many years, our profession is rapidly changing, and we need to be flexible and nimble in our governance. It is believed that affording greater opportunities for individuals to serve will be beneficial in attracting highly qualified and motivated individuals to seek nomination and serve in the Director position.

Considerations

In considering this proposal, there are some issues that should be considered in the District’s Board discussions prior to approving the final language of the amendment. If there is a concern that the membership of one Section would dominate any others in electing individuals to serve as district directors, it may be prudent to provide some text in either the By-Laws or Policies that would guide the Nominations Committee.

One such provision for the nomination process would be to consider individuals only residing in the Sections other than the home Section of the present Director. For example, if the sitting district director is from the Wisconsin Section then all individuals residing outside of the Wisconsin Section could be considered for nomination. In this manner, there would be at least a six-year period between successive members from the Wisconsin Section being elected as Director. This could be a formal provision in the District By-Laws or in the District’s policies to direct or guide the Nomination Committee. If the provision is a policy, the District Board could refine it more readily without need for a formal vote of the membership.

Another provision might be a policy or practice of the Nominations Committee to first consider members from the Sections other than the home Section of the present director. In this way, individuals would not automatically be barred from consideration, but would place the selection process more in
the discretion of the Nomination Committee. Rules or procedures for the Committee could also be adopted that require individuals receive a super majority of the Committee members to be nominated. Other methods could also be developed. However, the objective should remain to shorten the nomination cycle from the present 12 years.

Proposed DRAFT Amendment Text

The provisions of this amendment shown below would apply to the District Director election conducted in 2021. (Proposed changes are in red; additional text underlined; deleted text is stricken through)

ARTICLE VII - NOMINATION AND ELECTION OF DISTRICT DIRECTOR

Section 7.1 – A Nominations Committee will be appointed by the District President by no later than December 1st of the year preceding the election for the position of District Director. The Committee will consist of a representative from each Section of the District and will be chaired by the current District Director.

Each Section will submit the name of an individual to be considered to serve on the Nomination Committee by November 1st of the year prior to the election to the District President. The District President will appoint one individual from each Section to serve on the Committee with the approval of the District Board. The appointments and approval must be made by December 1st of the year prior to the election. The committee will be convened after January 1st of the election year by the District Director. If the District Director cannot serve as chairperson of the Committee, the most recent past District Director will be asked to serve in this role.

The objective of the committee is to nominate two qualified individuals as candidates for election. The process of selection will be determined by the committee, but must be completed by no later than March 1 of the election year.

The nomination for a District Director shall be rotated among the four Sections in the following sequence starting with the 2016-2018 term; Wisconsin (WisconsinITE), North Central (NCITE), Illinois (ILITE), and Missouri Valley (MOVITE). The respective Section Board shall serve as the nominating committee for nomination of the District Director candidates.

Section 7.2 – There shall be at least two qualified candidates nominated for the vacancy in the position of District Director.

Section 7.3 – Any qualified member of the District can be considered for nomination by the Committee. The candidates for District Director shall be a Fellow or Member of the Institute.

Section 7.4 – District members that desire to be considered for nomination, must provide to the Nominations Committee an expression of interest to be a candidate that states their vision of the role; a copy of their résumé including both professional and ITE experience; and a letter of support from their employer (unless retired or unemployed) recognizing the commitment, if elected, to serve. The deadline for providing this information to the Chair of the Nominations Committee is January 15 of the election year. Nominations and written consent of candidacy shall occur prior to March 1 of the election year.

Section 7.5 – Nominations from the Committee shall be sent to the Secretary of the District Board by March 1 of the election year.

Section 7.6 – The Secretary of the District Board shall, prior to April 1 of an election year, notify each member of the District, via email and by posting on the District website, submit to each Section President, the names of the nominated candidates and the timeline for the election process. Each Section President shall, prior to April 15, notify each respective section member of the nominations.
Section 7.7 – Additional nomination(s) for a District Director may be made by written petition signed by at least ten (20) eligible voters, with at least two (5) from each Section. Each such petition shall be accompanied by the written consent of the nominee and shall be received by the District Board Secretary prior to May 1. Candidate(s) nominated by petition must have submitted an expression of interest to the Nominations Committee be a member of the eligible Section as specified in Section 7.24. Any petitions received will be reviewed and approved by no later than May 15.

Section 7.8 – A minimum of 2 weeks prior to the District Annual Meeting of the election year, the District Secretary shall, in accordance with these By-Laws, provide a final ballot listing the nominated candidates to each eligible voter. The candidate receiving the highest number of votes shall be elected and results announced at the District’s Annual Business Meeting. In case of a tie, the person elected shall be determined by a coin toss held by the respective Section District Board.

Section 7.9 – The District Secretary shall notify Institute Headquarters of the official tally within thirty (30) days after the election. Such notification must be at least fifteen (15) days prior to the date of the Annual Business Meeting of the Institute in the year prior to that Director’s three (3) year term of office. The elected Director shall take office on January 1 following their election.

Section 7.10 – The term of a District Director shall be three years. No elected District Director shall serve more than one term in the Midwestern District.

Next Steps

At the November 2017 District Board meeting, the Sections were asked to discuss the proposal at their respective board meetings and bring back thoughts for a discussion at the next District Board Meeting. The procedures for amending the By-Laws are outlined in Article VI and shown below. The projected timeline for this proposal would be:

December 2017 & January 2018 – Discussions by Section Boards
January or March 2018 – Discussion at District Board conference call
August 2018 – presentation to membership at Annual District Business Meeting

ARTICLE VI – AMENDMENTS

Section 6.1 – Proposals to amend these District By-Laws or petition to amend the Charter may be made by resolution of the District Board or by written petition signed by at least ten (10) voting members. The petitioners shall represent at least two (2) Sections with not less than five (5) members from each. Petitions must be received by the District President at least sixty (60) days prior to a District Board Meeting.

Section 6.2 – Proposed amendments to the By-Laws or petition to amend the Charter shall be on the order of business of the next District Board Meeting. Such amendments may be revised by majority vote of the Board in any manner pertinent to the original amendment.

Section 6.3 – Members shall be notified by email correspondence of proposed By-Laws changes. Proposed amendments will be posted on the District website for membership review and comment. The amendments, in final revised form, shall be distributed to all qualified voters of the District at least thirty (30) days in advance of the proposed vote. Ballots shall be tallied through a voting process determined by the District Board and coordinated by the District Secretary. An affirmative vote of a majority of all ballots cast is required for the adoption of any amendment to the By-Laws.

Section 6.4 – Amendments to the By-Laws so adopted shall take effect thirty (30) days after being filed with the Institute, as provided in the Charter.
Hi Mike,

Sorry I missed my promise of getting this to you by Wednesday!

Attached is the latest room grid/schedule for anyone that’s interested to see how things are unfolding.

Our recent LAC activities have included:
- Abstract Reviews
- Providing to ITE technical tour ideas
- Assisting with 50-80 person pizza part after the Traffic Bowl Grand Championship.
- Seeking leaders for Smart Communities Workshop (this item was FKA “Transportation Camp”). LAC will be seeking 10-12 volunteers.
- Checking on all other ‘goings-ons’ in the Twin Cities during the meeting. IBOD, LAC, District leadership will likely attend a Twins Game Saturday evening.
- Steve has a number of publicity activities, and we are also working to make progress for some keynote/plenary speakers (mayor of Minneapolis, Senator Klobuchar, for example).

There is a Student Summit the weekend prior to the ITE AM. ITE is working to make it feasible for students to be able to attend both the Summit and the ITE AM.

These are just some highlights. Generally ITE is getting our assistance and input, and they’re doing the heavy lifting. They’ve booked the US Bank 360 Sky Lounge for the ice breaker (Monday night), and they’ve booked Brit’s Pub (bar & lawn bowling, Wednesday night).

I need to schedule monthly LAC phone calls. This will likely continue until about June, where we may switch to every week or two as the meeting date approaches.

Please let me know if you have any questions!

Thanks,
John
Hi Mike and Steve,

I have a conflict, and so I’ll create a summary of activities. Not sure whether I can have it much in advance of Thursday, but I’ll get started on it. Wednesday at the latest.

John

From: Mike Bittner [mailto:mike.bittner@kljeng.com]
Sent: Thursday, January 18, 2018 10:01 AM
To: Crawford, John <John.Crawford@kimley-horn.com>; Steve Manhart <steve.manhart@westwoodps.com>
Subject: MWITE Board Meeting

John and Steve,

We have our District Board Meeting next Thursday from 12-2. I was curious if there were anything to report on for Annual Meeting planning. If there is a lot of new information, it’d be great if one of you could join us for a brief update. Otherwise, if you wanted to send me an update of activities I could share with the group.

Let me know your preference. Thanks!

Mike Bittner PE, PTOE, PTP, PMP, IMSA II
701-271-4879 Direct
kljeng.com
# 2018 Annual Meeting and Exhibit

**Event:**
- ITE Staff Office
- MWITE and Great Lakes Staff Office
- Executive Board

**Set:**
- 2 banquet rounds in center of room; 6' draped tables around
- 15 seats
- Central location for MWITE Volunteers & Staging; secure but conference table for 8-10

## Time Table

<table>
<thead>
<tr>
<th>Time</th>
<th>People</th>
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<tbody>
<tr>
<td>7:00am–7:30am</td>
<td>Ann</td>
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<td>7:30am–8:00am</td>
<td>Carol</td>
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<tr>
<td>8:00am–8:30am</td>
<td>Colleen</td>
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<td>8:30am–9:00am</td>
<td>Courtney</td>
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<td>Doug</td>
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<td>Eunice</td>
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<td>Kathi</td>
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<td>Jeff L.</td>
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<td>1:00pm–1:30pm</td>
<td>Siva</td>
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<td>11:00pm–11:59pm</td>
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</tr>
</tbody>
</table>

**Executive Board Meeting:** 1:30 pm - 5:00 pm

**Executive Committee Dinner (off site):** 6:30 pm - 9:30 pm

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**Color Key**
- Ann
- Carol
- Colleen
- Courtney
- Doug
- Eunice
- Kathi
- Jeff
- Marianne
- Michelle
- Pam
- Jeff L.
- Siva
- Zach
- Niloo

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**Hilton Minneapolis**

**Room:**
- Director's Row 1
- Director's Row 2
- Conrad A

**Floor:**
- 3
- 3

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Monday, August 13, 2018
### Meeting: 2018 Annual Meeting and Exhibit

**Sat. August 18, 2018**

#### Hilton Minneapolis

<table>
<thead>
<tr>
<th>Room</th>
<th>Director’s Row 1</th>
<th>Director’s Row 2</th>
<th>Conrad A</th>
<th>Conrad B</th>
<th>Symphony III</th>
<th>Red Wing</th>
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</thead>
<tbody>
<tr>
<td>Floor</td>
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<tr>
<td>Event</td>
<td>ITE Staff Office</td>
<td>MWITE and Great Lakes Staff Office</td>
<td>IBD Meeting</td>
<td>IBD Meals</td>
<td>IBD Reception &amp; Dinner</td>
<td>Registration and content capture storage</td>
</tr>
<tr>
<td>Set</td>
<td>2 banquet rounds in center of room; 6’ draped tables around perimeter</td>
<td>15 seats; Central location for MWITE Volunteers &amp; Staging; secure but accessible by MWITE</td>
<td>Hollow Square for 24 with perimeter seating</td>
<td>4 banquet rounds of 8</td>
<td>banquet rounds for 40 ppl - plated</td>
<td>Freeman</td>
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<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Color Key</th>
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<td>7:00am–7:30am</td>
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<td>IBD Meeting</td>
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<td>International Board Lunch</td>
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<td>IBD Meeting</td>
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</tbody>
</table>

**ITE Staff Office/Storage**

**MWITE and Great Lakes Staff Office/Storage**

**Registration**

**Color Key**
## Hilton Minneapolis

<table>
<thead>
<tr>
<th>Room</th>
<th>Director's Row 1</th>
<th>Director's Row 2</th>
<th>Conrad A</th>
<th>Conrad B&amp;C</th>
<th>Conrad D</th>
<th>Board Room 3</th>
<th>Red Wing</th>
<th>Marquette 6-9 and Symphony</th>
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</thead>
<tbody>
<tr>
<td>Floor</td>
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<tr>
<td>Event</td>
<td>ITE Staff Office</td>
<td>MWITE and Great Lakes staff</td>
<td>IBD Meeting</td>
<td>Misc.</td>
<td>LeadershipITE</td>
<td>FAMILY WELCOME CENTER</td>
<td>Registration and content capture</td>
<td>Exhibits Move-In</td>
</tr>
<tr>
<td>Set</td>
<td>2 banquet rounds in center of room; 6' draped tables around</td>
<td>15 seats; Central location for MWITE Volunteers &amp; Staging; secure but</td>
<td>Hollow Square for 24 with perimeter seating</td>
<td>8 banquet rounds of 8</td>
<td>Crescent rounds (five chairs each) for 30 with perimeter seating</td>
<td>TBD</td>
<td>Freeman</td>
<td>Freeman</td>
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### Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>6:30am–7:00am</td>
<td>Welcome</td>
</tr>
<tr>
<td>7:00am–7:30am</td>
<td>IBOD/LeadershipITE Continental Breakfast</td>
</tr>
<tr>
<td>7:30am–8:00am</td>
<td>IBOD Meeting</td>
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<td>8:00am–8:30am</td>
<td>LeadershipITE Lunch</td>
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<tr>
<td>8:30am–9:00am</td>
<td>LeadershipITE presentations to IBOD 10 am - 11:45 am</td>
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<tr>
<td>9:00am–9:30am</td>
<td>Midwestern District Board Meeting 1 pm - 5 pm</td>
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<tr>
<td>9:30am–10:00am</td>
<td>LeadershipITE Meeting</td>
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<tr>
<td>10:00am–10:30am</td>
<td>IBOD Off-site outing</td>
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<tr>
<td>10:30am–11:00am</td>
<td>LeadershipITE Lunch</td>
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<td>11:00am–12:00am</td>
<td>MWITE Staff Office/Storage</td>
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<tr>
<td>12:00–12:30pm</td>
<td>Marquette Ballroom AVAILABLE at 9am on Sunday</td>
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<tr>
<td>12:30pm–1:00pm</td>
<td>LeadershipITE Meeting</td>
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<td>1:00pm–1:30pm</td>
<td>Exhibits Move-In</td>
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<tr>
<td>7:00am-7:30am</td>
<td>Coordinating Council Breakfast (DEN)</td>
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<td>Coordinating Council Meeting (DEN)</td>
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<td>9:00am-9:30am</td>
<td>MWITE Staff Office/Storage</td>
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<tr>
<td>9:30am-10:00am</td>
<td>LeadershipITE (Meeting &amp; Meals)</td>
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<tr>
<td>10:00am-10:30am</td>
<td>Great Lakes District Board Meeting</td>
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<tr>
<td>10:30am-11:00am</td>
<td>Smart Communities Workshop</td>
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<tr>
<td>11:00am-11:30am</td>
<td>MWITE District Board Meeting Room</td>
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<tr>
<td>11:30am-12:00pm</td>
<td>MWITE LAC Concierge Table</td>
</tr>
<tr>
<td>12:00pm-12:30pm</td>
<td>MWITE and Great Lakes Staff Office/Storage</td>
</tr>
</tbody>
</table>
| 12:30pm-1:00pm | MWITE LAC       | Traffic Bowl Green Room GmbH                  | MWITE  

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**Event Times:**
- 7:00am–7:30am: Coordinating Council Breakfast (DEN)
- 7:30am–8:00am: Coordinating Council Meeting (DEN)
- 8:00am–8:30am: Coordinating Council Meeting (DEN)
- 8:30am–9:00am: Coordinating Council Meeting (DEN)
- 9:00am–9:30am: Coordinating Council Meeting (DEN)
- 9:30am–10:00am: LeadershipITE (Meeting & Meals)
- 10:00am–10:30am: Great Lakes District Board Meeting
- 10:30am–11:00am: Smart Communities Workshop
- 11:00am–11:30am: MWITE District Board Meeting Room
- 11:30am–12:00pm: MWITE LAC Concierge Table
- 12:00pm–12:30pm: MWITE and Great Lakes Staff Office/Storage
- 12:30pm–1:00pm: MWITE LAC

**Location:**
- Traffic Bowl Green Room
- MWITE District Board Meeting Room
- MWITE LAC Concierge Table

**Details:**
- 2 banquet rounds in center of room; 5'x5' draped tables around perimeter
- 15 seats; Central location for MWITE Volunteers & Staging; secure but accessible by MWITE LAC
- Hollow square for 12 with perimeter seating
- 10 seats; Wi-Fi Internet Access; Food/Drinks; Morning & Afternoon Breaks (Serves food for 35 people, but room lunchroom may be off-site)
- Crescent rounds (five chairs each) for 30 with perimeter seating
<table>
<thead>
<tr>
<th>Room</th>
<th>Director's Room</th>
<th>Director's Room</th>
<th>Board Room 1</th>
<th>Board Room 2</th>
<th>Board Room 3</th>
<th>Red Wing</th>
<th>Rear Red Wing and Director's Room</th>
<th>Symphony Ballroom</th>
<th>Marquette Ballroom</th>
<th>outdoors</th>
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<tr>
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<td>4</td>
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<td>6</td>
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<td>10</td>
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<tr>
<td>Event</td>
<td>ITE Staff Office</td>
<td>and Great Lakes Staff Office</td>
<td>CEO</td>
<td>Top Up Float Meeting Rooms</td>
<td>FAMILY WELCOME CENTER*</td>
<td>On and content capture</td>
<td>Exhibits</td>
<td>Exhibits</td>
<td>Outdoor Vendor Area for Exhibitors</td>
<td>Poster Sessions</td>
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<tr>
<td>Set</td>
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</tbody>
</table>

### Color Key

- Yellow:エリア
- Red:すぎ
- Green:いたい
- Blue:こ
- Purple:ひ
- Orange:は
- Pink:う
- Black:な
- White:そして
- Grey:た

---

### Schedule

#### WELCOME CENTER*
10:30 am - 10:45 am

#### ITE Opening Session 1.30 pm - 10:30 am

#### Networking Break in Exhibit Hall 10:30 am - 11:15 am

#### Continental Breakfast in Exhibit Hall 7:30 am - 8:30 am

#### Awards Lunch 12:30 pm - 2:30 pm

#### Green Room

#### Traffic Bowl

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

#### Traffic Bowl Outdoor Vendor Area for Exhibitors

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5/5/2018
# Hilton Minneapolis

<table>
<thead>
<tr>
<th>Event</th>
<th>Set</th>
<th>Room</th>
<th>Floor</th>
<th>Time</th>
<th>Activity</th>
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<td>7:00am-7:30am</td>
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<tr>
<td>CV/AV Task Force</td>
<td>Director's Row 2</td>
<td>3</td>
<td>3</td>
<td>7:00am-6:30am</td>
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<tr>
<td>MWITE LAE Concierge Table</td>
<td>Board Room 1</td>
<td>2</td>
<td>2</td>
<td>7:00am-6:30pm</td>
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<tr>
<td>Registration</td>
<td>Board Room 3</td>
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<td>MWITE and Great Lakes Staff Office</td>
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<td>7:00am-6:30pm</td>
<td>Registration Tear Down 2 pm</td>
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<td>CV/AV Task Force</td>
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<td>7:00am-6:30pm</td>
<td>CV/AV Task Force Tear Down 2 pm</td>
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</tbody>
</table>
# 2018 Annual Meeting and Exhibit

## Meeting: 2018 Annual Meeting and Exhibit

### Date: Thu. August 23, 2018

### Hilton Minneapolis

<table>
<thead>
<tr>
<th>Room</th>
<th>Director's Row 1</th>
<th>Director's Row 2</th>
<th>Red Wing</th>
<th>Minneapolis Foyer</th>
<th>Minneapolis Ballroom D, E, F, C</th>
<th>Minneapolis A</th>
<th>Minneapolis B</th>
<th>Minneapolis C</th>
<th>Duluth</th>
<th>Rochester</th>
<th>Conrad B</th>
<th>Conrad D</th>
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<tbody>
<tr>
<td>Floor</td>
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<tr>
<td>Event</td>
<td>ITE Staff Office</td>
<td>MWITE and Great Lakes Staff Office</td>
<td>MWITE LAC Concierge Table</td>
<td>Poster Sessions</td>
<td>Closing Plenary</td>
<td>Technical Session</td>
<td>Technical Session</td>
<td>Technical Session</td>
<td>Technical Session</td>
<td>Technical Session</td>
<td>Technical Session</td>
<td>EXECUTIVE COMM. WRAP UP</td>
</tr>
<tr>
<td>Set</td>
<td>Banquet rounds in center of room; 6' draped tables round</td>
<td>Freeman</td>
<td>Long table with chairs near conferenc e check-in for local bulletin boards provided by Freeman</td>
<td>Banquet Rounds or theatre for 600</td>
<td>Theater to 240 with riser; PowerPoint and screen</td>
<td>Theater to 240 with riser; PowerPoint and screen</td>
<td>Theater to 240 with riser; PowerPoint and screen</td>
<td>Classroom for 80 people; PowerPoint and screen</td>
<td>TBD</td>
<td>TBD</td>
<td>Color Key</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>7:00am–7:30am</td>
<td>Continental Breakfast?</td>
</tr>
<tr>
<td>7:30am–8:00am</td>
<td>Workshop? 1 pm - 5 pm</td>
</tr>
<tr>
<td>8:00am–8:30am</td>
<td>Workshop? 1 pm - 5 pm</td>
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<td>8:30am–9:00am</td>
<td>Workshop? 1 pm - 5 pm</td>
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<td>11:00pm–11:59pm</td>
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*Color Key:*
- Ann
- Carol
- Colleen
- Courtney
- Doug
- Funice
- Kathi
- Jeff
- Marianne
- Michelle
- Pam
- Jeff L.
- Sila
- Zach
- Nilo
To: Midwestern District ITE Section Presidents

▪ Ryan Jacox, Illinois
▪ David Mennenga, MOVITE
▪ Scott Poska, NCITE
▪ Yang Tao, Wisconsin

From: Martin Gugel, ITE Midwestern District Vice President

Date: January 22, 2018

RE: Institute of Transportation Engineers (ITE) Awards Program Notification

Every year, the Institute of Transportation Engineers (ITE) sponsors an awards program to honor outstanding achievement in transportation engineering and service to ITE. The awards recognize the recipients and increase awareness of the roles and responsibilities of transportation professionals.

As section presidents, please distribute this information to those in your section as soon as possible. Please note that applications to MWITE and/or ITE HQ are due by March 1, 2018.

Here is the link to the ITE Awards Program Brochure. Click here for the awards brochure. There are many awards that a person/project team can submit, each with varying submittal process to follow. The table below details each award and the required submittal process.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Award</th>
<th>Details</th>
<th>Submittal Process</th>
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<tr>
<td>Organization</td>
<td>Transportation Achievement</td>
<td>Link</td>
<td>Submit to both District and ITE International</td>
</tr>
<tr>
<td>Individual</td>
<td>Rising Star</td>
<td>Attached</td>
<td>Submit only to District, Winner Advanced to ITE International</td>
</tr>
<tr>
<td>Member</td>
<td>Distinguished Member</td>
<td>Attached</td>
<td>Submit only to District</td>
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<td>Transportation Professional of the Year</td>
<td>Attached</td>
<td>Submit only to District</td>
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<tr>
<td>Student</td>
<td>Daniel B. Fambro Student Paper*</td>
<td>Link</td>
<td>Submit to Section, Winner Advances to District and ITE International</td>
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<tr>
<td>Member</td>
<td>Student Chapter*</td>
<td>Link</td>
<td>Submit to Section, Winner Advances to District</td>
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<td>Section</td>
<td>Communications</td>
<td>Attached</td>
<td>Submit to both District and ITE International</td>
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<td>Activities</td>
<td>Link</td>
<td>Submit only to District</td>
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*If applicable to your section

If you have any questions, please do not hesitate to contact me at mgugel@springfieldmo.gov or 417-864-1020.

Sincerely,

Martin Gugel, PE, PTOE
Midwestern ITE Vice President
Fambro Student Paper Award

- **WI Students**
  - Martin Bruening Award
  - January 31st Deadline
- **IL Students**
  - December 2nd Deadline
- **MOVITE Students**
  - February 1st Deadline
- **NCITE Students**
  - March 1st Deadline
  - DIRECT TO MWITE COMMITTEE

**MWITE DISTRICT AWARDS REVIEW COMMITTEE**
- Section Winner
- Section Winner
- Section Winner

**District Winner**

**ITE INTERNATIONAL AWARDS COMMITTEE**
- April 1st Deadline
Student Chapter Award

MWITE DISTRICT AWARDS REVIEW COMMITTEE
March 1st Deadline

ITE INTERNATIONAL AWARDS COMMITTEE
April 1st Deadline

WI Student Chapters
??? Deadline

IL Student Chapters
??? Deadline

MOVITE Student Chapters
??? Deadline

NCITE Student Chapters
??? Deadline
Chapter/Section Activities Award

MWITE DISTRICT AWARDS REVIEW COMMITTEE
March 1st Deadline

District Winner

ITE INTERNATIONAL AWARDS COMMITTEE
April 1st Deadline
District/Section Communications Award

Sections can submit to either International ITE or MWITE or both

MWITE District Award Reviews Committee
March 1st Deadline

ITE International Awards Committee
April 1st Deadline

Sections can submit to either International ITE or MWITE or both
MWITE winner is NOT submitted to International
Rising Star/Young Member Award

Young Members in MWITE District

MWITE DISTRICT AWARDS REVIEW COMMITTEE
March 1st Deadline

District Winner

ITE INTERNATIONAL AWARDS COMMITTEE
April 1st Deadline
ITE Midwestern District

Distinguished Member Award
Deadline: March 1

The Distinguished Member Award is awarded annually as an honorary designation presented to a member of the District who has provided outstanding and significant contributions to ITE, the District, and their Section/Chapter over a period of many years.

AWARD:
- Recognition at the MWITE District Annual Meeting and in the MWITE Newsletter
- Plaque
- Registration fees paid by the District to assist in attending the MWITE District Annual Meeting

ELIGIBILITY OF APPLICANTS:
- The nominee must be a member, in good standing, of the Institute and the Midwestern District.
- Current members of the MWITE Board, Affiliate Members, and Student Members are not eligible to receive this award.

EVALUATION CRITERIA:
- The variety and extent of the nominee’s participation in ITE, the District, and their Section/Chapter activities over the years;
- The nominees work accomplishments and their contributions to the transportation system and transportation engineering profession, including papers, presentations, positions held, etc.;
- As a general guide, candidates should normally be at least fifty years of age and have been a District member for at least twelve years.

PROCEDURES/SCHEDULE OF SUBMISSION FOR AWARD CONSIDERATION:
- Prior to April 1, any Midwestern District member, in good standing of the Institute and the District, may nominate a Midwestern District member for consideration by completing the attached nomination form.
- Nomination submittals shall include a detailed description of the nominee’s significant contributions to ITE, the Midwestern District, their Section/Chapter, including their work history and significant work accomplishments over a period of many years.
- Nominations shall be emailed (.pdf format) no later than 5:00 PM central time on March 1 to the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov)
- Distinguished Members shall be elected by the District Board at the next scheduled spring teleconference meeting following the application deadline.

QUESTIONS:
Contact the current Midwestern District Vice-President, Martin Gugel (mgugel@springfieldmo.gov) or 417-864-1020) for any questions or clarifications.
ITE Midwestern District

Distinguished Member Award
Nomination Form

Deadline: March 1

Please complete the information required below and attach no more than two additional typewritten pages describing the nominee's career achievements, ITE service (International, District, Section, and/or Chapter), awards, publications, presentations, or other relevant information that best describes why the nominee should be recognized as Distinguished by the Midwestern District of ITE.

Nominee’s Information
Name: ____________________________________________
Nominee’s Company: _______________________________________
Address: ________________________________________________
City/State/Zip: ___________________________________________
Telephone: ___________________________ Email: ________________

Your Information
Name: ____________________________________________
Nominee’s Company: _______________________________________
Address: ________________________________________________
City/State/Zip: ___________________________________________
Telephone: ___________________________ Email: ________________

Please complete this form and submit with the additional required additional information by email (.pdf format) to the current MWITE Vice-President, Martin Gugel (mgugel@springfieldmo.gov) no later than 5:00 PM central time on March 1.
ITE Midwestern District
Rising Stars Program Award
Application Deadline: March 1

The ITE Rising Stars Program is intended to identify the next generation and new faces of the transportation profession. It is designed to recognize members under the age of 35 who have already made an impact on the profession, have demonstrated the ability to lead the next generation, and have implemented innovative techniques to solve transportation problems.

One Rising Star will be selected from the Midwestern District. This Rising Star will then also be further evaluated for ITE’s Young Member of the Year Award against the other Districts’ Rising Stars.

ELIGIBILITY REQUIREMENTS:
- Applicants must be 35 years old or younger as of January 1 (of year receiving the award)
- Applicants must be a member, in good standing, of the Institute and the Midwestern District.
- Applicants must be practicing professionals in a transportation-related field relevant to ITE
- Current Affiliate Members and Student Members are not eligible to receive this prize

SUBMISSION PROCEDURE:
- The following documents must be included in each submission:
  - Completed Application Form (next page)
  - One (1) testimonials from a current or past District or Section officer (200 word max./each)
  - One (1) testimonial from a current or past supervisor (200 word max.)
  - Three (3) examples of specific project experience including your role (150 word max./each)
- The Midwestern District Awards Coordinator will submit the District’s award winner’s application to ITE for further evaluation for ITE’s Young Member of the Year Award.
- All submission materials shall be e-mailed (.pdf format) no later than 5:00 PM central time on March 1, 2018 to the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov).

EVALUATION CRITERIA:
- Overall quality of Working/Project Experience
- The role discussed on the specific project experience and impact on the success of the project
- Insight and opinions discussed in the various testimonials
- Passion and overall commitment to the advancement of the profession
- Examples of leadership skills
- Examples of applying innovative ideas

RISING STAR AWARD AND RECOGNITION:
- Free registration to the MWITE Annual Meeting
- Featured article in the MWITE Newsletter and ITE Journal
- A plaque during the Awards Ceremony at the MWITE Annual meeting

QUESTIONS:
Contact the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov or 417-864-1020) for any questions or clarifications.
ITE Rising Stars Program Application Form

First Name: ___________________________ Middle Initial: _____ Last Name: ___________________________ Date of Birth: ________/______/______

Address: ____________________________________________________________

Street __________________________________ City __________ State ________ Zip _______

Organization/Company: ________________________________________________ Current Title: ________________________________

Education: __________________________________________________________

Degree ____________________________________ School Name __________________ Year ______

Degree ____________________________________ School Name __________________ Year ______

Degree ____________________________________ School Name __________________ Year ______

Professional Licenses/Certifications: ______________________________________

________________________________________________________________________

________________________________________________________________________

Years of Professional Experience: ________ ITE Section: ___________________________ ITE District: __________

ITE Involvement: _______________________________________________________

________________________________________________________________________

________________________________________________________________________

Other Noteworthy Professional and/or Community Positions Held/Involvement: ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
The purpose of this award is to recognize the Section that during a calendar year most effectively communicates with their membership through innovative approaches and the use of new media. In a technical and educational association, communication of meaningful information to the membership is a major goal. This award should encourage other Sections to take on new ways of communicating and finding the best way to reach members in the best way possible.

AWARD:
- Recognition at the MWITE District Annual Meeting, in MWITE Newsletter, and on MWITE Website
- Plaque

EVALUATION CRITERIA:
Five criteria have been selected for judging by the awards committee:
1. Overall portfolio of tools (such as social media, brochures, email marketing, postcards, etc.) – 30 points
2. Cost-effective use of tools (rough costs of communications tools used) – 10 points
3. Amount of content sent – 10 points
4. Frequency of communications – 20 points
5. Copy of Section communications plan – 30 points

The Section with the highest composite score will be the award winner.

SUBMITTAL INSTRUCTIONS:
To enter the competition, the Section must submit the following:
- A communications portfolio that includes campaigns and/or communication from January 1–December 31, 2017. The portfolio should focus on the overall portfolio of tools used, cost-effectiveness of tools, amount of content sent and frequency of communications.
- A communications plan with actionable goals and show the effectiveness of the steps taken to reach the goals. Measurable metrics should be included with submission. If the section did not have a plan in 2017, a draft plan that denotes events and action items retroactively for 2017 and for future years will be accepted.

Please send submission electronically (.pdf format) no later than 5:00pm on March 1, 2018 to:

Martin Gugel, P.E., PTOE
MWITE Vice President
muguel@springfieldmo.gov
Re: MWITE 2017 Section Communications Award
Initiated in 1992 by ITE, the Section Activities Award (now including chapters) is designed to encourage and promote active involvement by ITE sections and chapters in activities, promotion, and the purpose and objectives of ITE. It recognizes the overall quality of the activities, whether technical or non-technical, and may include meetings, committees, reports, seminars and training programs, student participation, career guidance, membership campaigns, or public relations activities.

ELIGIBILITY:
In order for a Section/Chapter to qualify for the award, they must submit a Section’s/Chapter’s annual report to their respective District. The report should not exceed 20 pages including background materials. The report should be accompanied by a summary of the Section’s/Chapter’s activities for the year.

AWARD AND RECOGNITION:
The award will consist of a plaque during the Awards Ceremony at the MWITE Annual meeting and recognition in MWITE Newsletter, and on MWITE Website.

SELECTION PROCEDURE:
Each District will select a winning Section/Chapter for entry in the international competition. All entries from MWITE Chapters/Sections must be submitted digitally as a PDF to the no later than 5:00 PM central time on March 1, 2018 to the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov). The District Vice-President will submit the District’s award winner’s application to ITE for the international level of competition.

EVALUATION CRITERIA:
The judging criteria for the Annual Report and Activity Summary include:

Involvement of Section/Chapter Members (20%)
- Member Attendance at Section/Chapter Events—Technical, non-Technical
- Programs to Grow Membership
- Retention Rate of Members from Year to Year

Administration and Finance (10%)
- Must have Elected Officers—List in Annual Report
- Must Hold Periodic Meetings
- Must File Annual Report with the ITE District—Content and Format to be Considered

Advocacy Activities (15%)
- Promotion of Transportation Engineering and Planning
- Advocacy and Educational Activities of the General Public and Elected Officials

Meeting/Technical Activities (40%)
- Technical Presentations (number and content)
- Variety of Events and Event Topics
- Professional Development Programs
• Field Trips (number and content)
• Social Activities
• Professional Development Activities
• Collaborative Events with other Groups and Organizations related to Transportation Planning and Engineering
• Technical Activities and Projects

Engagement with Student and Young Members (15%)
• Public Service Activities—promotes transportation engineering in high schools, etc.
• Social Activities
• Mentorship Programs
• Career Guidance Programs

The following will be considered in evaluating the activities, events, and programs of a Section/Chapter:
• Originality or Innovation of the Activities
• Motivation to Undertake the Activity
• Level of Commitment and Involvement of the Section/Chapter Leadership and Membership
• Applicability to Other Sections
• Effectiveness of the Activities Achieving the Planned Objectives

The evaluation of the award will recognize and appropriately account for the differences between Section/Chapter sizes (e.g. geographic spread, number of members).

Additional information can be found in the 2018 ITE Awards Brochure.

Please send submission electronically (.pdf format) **no later than 5:00pm on March 1, 2018** to:

Martin Gugel, P.E., PTOE
MWITE Vice President
mgugel@springfieldmo.gov
Re: MWITE 2018 Section-Chapter Activities Award
ITE Midwestern District

Transportation Professional of the Year Award

Deadline: March 1, 2018

The Midwestern District of ITE (MWITE) established the Transportation Professional of the Year Award to recognize an individual who has made outstanding contributions to the District, ITE, and their Section/Chapter and/or through achievements in the transportation/traffic engineering profession. The award will be presented to the winner at the MWITE Annual Meeting.

AWARD:

- Recognition at the MWITE District Annual Meeting and in the MWITE Newsletter
- Plaque
- Registration fees paid by the District to assist in attending the MWITE District Annual Meeting

ELIGIBILITY OF APPLICANTS:

- The nominee must be a member, in good standing, of the Institute and the Midwestern District.
- Current members of the MWITE Board, Affiliate Members, and Student Members are not eligible to receive this award.

NOMINATION PROCESS:

Nominations may be submitted by any current member from one of the four Sections comprising MWITE. Self-nominations are permitted. Nominations shall be emailed (PDF format) no later than 5:00 PM Central Time on March 1, 2018 to the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov). Nominations should include:

- A description of the nominee’s contributions to ITE, the District or Section/Chapter, including offices held, written contributions, presentations and/or committee involvements, etc.
- Nominee’s achievements in the transportation profession over the last calendar year.
- A brief description explaining why the nominee is deserving of the Transportation Professional of the Year award.

SELECTION PROCESS:

The District Awards Committee will strongly consider the variety and extent of the Nominee’s contributions to ITE, the District and their Section/Chapter involvement, and the Nominee’s contributions to the transportation industry. The Selection Committee may elect to not award the Transportation Professional of the Year award for a given calendar year.

QUESTIONS:

Contact the current Midwestern District Vice-President, Martin Gugel (mgugel@springfieldmo.gov or 417-864-1020), for any questions or clarifications.
ITE Midwestern District

Transportation Professional of the Year Award
Nomination Form

Deadline: March 1, 2018

Please complete the information required below and attach no more than two additional typewritten pages describing the nominee’s contribution to ITE, the District or Section/Chapter, including offices held, written contributions, presentations and/or committee involvements, etc. Also include the nominee’s achievements in the transportation profession over the last calendar year and/or other relevant information that best describes why the nominee should be recognized as the Transportation Professional of the Year by the Midwestern District of ITE.

Nominee’s Information
Name:
Nominee’s Company:
Address:
City/State/Zip:
Telephone: Email:

Your Information
Name:
Nominee’s Company:
Address:
City/State/Zip:
Telephone: Email:

Please complete this form and submit with the additional required additional information by email (.pdf format) to the current MWITE Vice-President, Martin Gugel (mgugel@springfieldmo.gov) no later than 5:00 PM central time on March 1, 2018.
ITE Midwestern District

2018 Transportation Achievement Award

Deadline: March 1, 2018

The Transportation Achievement Awards may be awarded annually for excellence in the advancement of transportation to meet human needs, by entities concerned with transportation such as governmental agencies, legislative bodies, consulting firms, industry, and other organizations. Awards will be presented in the categories of transportation planning, design, operations, advocacy, and safety.

This award recognizes an organization for one or more of the following:
1. Development of an innovative concept in transportation planning, design, operations, or safety.
2. Innovative application of a proven concept in transportation planning, design, operations, or safety.
3. Implementation of a challenging transportation program through perseverance in its development and promotion.
4. Program or project having a significant effect on transportation.
5. Multi-faceted transportation program or project, combining many innovative and/or well-applied concepts.
6. Program or project promoting a major advance in the efficiency and/or economy of transportation.

ELIGIBILITY:
To be an eligible recipient for the proposed awards, the award candidate could be:
1. Governmental agency or entity
2. Transportation consulting firm
3. Private business or corporation
4. Combined public/private institution
5. Academic institution

AWARD AND RECOGNITION:
The award will consist of a plaque during the Awards Ceremony at the MWITE Annual meeting and recognition in MWITE Newsletter, and on MWITE Website.

SELECTION PROCEDURE:
Nominations and/or applications may be made by both members and nonmembers. The nomination submission should include pertinent information and, if applicable, photographs. The submittal should be in PDF format and limited to five (5) pages that describe the project with graphics included and indicate how the project meets the criteria for the award. The submission should assist the award committee in evaluating the project against the selection criteria. Multiple categories may be selected when entering a submission. All entries from must be submitted digitally as a PDF to the no later than 5:00 PM central time on March 1, 2018 to the current District Vice-President, Martin Gugel (mgugel@springfieldmo.gov).

EVALUATION CRITERIA:
30% Application of innovative ideas
30% Exhibits a commitment to the advancement of the profession
30% Strong applicability to the industry
10% Well- balanced scope and format

Please send submission electronically (.pdf format) no later than 5:00pm on March 1, 2018 to:

Martin Gugel, P.E., PTOE
MWITE Vice President
mgugel@springfieldmo.gov
Re: MWITE 2018 Transportation Achievement Award
TRANSPORTATION ACHIEVEMENT AWARDS
SUBMITTAL FORM

Deadline: March 1, 2018

Title of Project/Individual:

1. Description of Project (To include objective, status, outcomes, etc.)
2. Why do you feel this project is worthy of this award?

*Please answer above questions not to exceed two pages. The total application cannot exceed five pages, which includes this submittal form.*

Award Category (please check the appropriate category, ONE category only):

___ Planning    ___ Design    ___ Operations    ___ Safety    ___ Advocacy

Agency/Client:

Address Information:

Contact Person:

Title:

Organization:

Telephone:  E-mail:

______________________________

Submitting Organization:

Full Address:

Information:

Contact Person:

Title:

Telephone:  E-mail:

☐ The sponsoring organization has been notified of this submittal.

*NOTE: The Agency/Client, if not the submitting organization, must be notified that the project has been submitted for consideration for this award.*
<table>
<thead>
<tr>
<th>Section</th>
<th>Timeframe</th>
<th>Existing Section Sponsorships</th>
<th>Levels</th>
<th>Amount</th>
<th>Includes</th>
</tr>
</thead>
</table>
| NCITE   | Request Date: Jan - Feb | Gold | $400.00 | • NCITE Section Meeting Advertiser  
• Project Picture on NCITE Website  
• Quarterly Newsletter Article  
• “Business Card” Newsletter and Membership Directory Ad  
• Logo on NCITE Website  
• One Free Job Posting on NCITE Website  
• Listed in Annual Meeting Presentation |
|         | Willing to tack on MWITE Sponsorship | Silver | $300.00 | | • Project Picture on NCITE Website  
• Quarterly Newsletter Article  
• “Business Card” Newsletter and Membership Directory Ad  
• Logo on NCITE Website  
• One Free Job Posting on NCITE Website  
• Listed in Annual Meeting Presentation |
|         | ? | Bronze | $200.00 | | Quarterly Newsletter Article  
• “Business Card” Newsletter and Membership Directory Ad  
• Logo on NCITE Website  
• One Free Job Posting on NCITE Website  
• Listed in Annual Meeting Presentation |
| Wisconsin | Request Date: Spring | Platinum | $500.00 | | • Company logo on the ITE Wisconsin Section homepage,  
• Company logo in four Section newsletters,  
• Summer Social Sponsor, and  
• Sponsorship of a Section meeting of your choice (a poster board advertisement will be displayed at the meeting). |
|         | Willing to tack on MWITE Sponsorship | Gold | $400.00 | | • Company logo on the ITE Wisconsin Section homepage,  
• Company logo in four Section newsletters,  
• Summer Social Sponsor, and  
• Sponsorship of a Section meeting of your choice (a poster board advertisement will be displayed at the meeting). |
<p>|         | ? | Silver | $200.00 | | • Company logo in four Section newsletters and Summer Social Sponsor. |
|         | ? | Bronze | $100.00 | | Summer Social Sponsor |</p>
<table>
<thead>
<tr>
<th>Illinois ITIE</th>
<th>Request Date</th>
<th>Sponsorship Level</th>
<th>Amount</th>
<th>Benefits</th>
</tr>
</thead>
</table>
|                  | November           | Platinum          | $2,000  | • A table for up to 8 guests and an invitation to introduce the speaker at one ILITE luncheon of your choice.  
• One complimentary registration at all other ILITE luncheons in 2018  
• One complimentary registration at every ILITE on-site webinar in 2018  
• Two complimentary registrations and special recognition at the ILITE Annual Banquet  
• Two complimentary registrations at the ILITE Golf Outing  
• One complimentary company table and lunch at the ILITE Student Day career fair  
• Company advertisement inITEmS, the quarterly newsletter published by ILITE  
• Company name on ILITE website |
|                  | Willing to tack on MWITE Sponsorship | Gold               | $1,000.00 (limit 5) | • One complimentary registration at four ILITE luncheons in 2018  
• One complimentary registration at every ILITE on-site webinar in 2018  
• One complimentary registration and special recognition at ILITE Annual Banquet  
• One complimentary registration at the ILITE Golf Outing.  
• One complimentary company table and lunch at the ILITE Student Day career fair  
• Company advertisement inITEmS, the quarterly newsletter published by ILITE  
• Company name on ILITE website and official ILITE emails as a local gold sponsor |
|                  |                    | Silver            | $500.00 (limit 10) | • One complimentary registration at every ILITE on-site webinar in 2018.  
• One complimentary company table and lunch at the ILITE Student Day career fair.  
• Special recognition at the ILITE Annual Banquet.  
• Company advertisement inITEmS, the quarterly newsletter published by ILITE.  
• Company name on ILITE website and official ILITE emails as a local silver sponsor  
• Special recognition at the ILITE Annual Banquet.  
• Company name on ILITE website and official ILITE emails as a local bronze sponsor. |
|                  |                    | Bronze            | $200.00  | • Special recognition at the ILITE Annual Banquet.  
• Company name on ILITE website and official ILITE emails as a local bronze sponsor. |

<table>
<thead>
<tr>
<th>MOVITE</th>
<th>Request Date: January</th>
<th>Amount</th>
<th></th>
<th>Logo in MOVITE journal and website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willing to tack on MWITE Sponsorship</td>
<td></td>
<td>$300.00</td>
<td></td>
<td>Logo in MOVITE journal and website</td>
</tr>
</tbody>
</table>
Mike

Happy New Year and thanks for asking. Having never done this I’m working with Comm. to make it up as we go.

My thoughts (and I can’t be on Call Thur. Jan 25 due to APWA):

Endowment Comm. (Comm.) reports to Board and should do what Board wants.

Comm. developing Policies & Financial Practices based on editing same from Western District.

Comm. would like standing slot in MWITE Board Agenda (to be used as work or time permits)

Comm. will supply Board Report for each Board mtg.

MWITE Treasurer will report on funds collected in period between Board mtgs.

NOTE: I and Comm don’t see donations unless we receive them and forward them to MWITE Treasurer.
Comm. decided this will continue until Endowment has five thousand (guessing) dollars and can afford to have its own bank account.

Comm. will continue to ask Bill / Rinnan & “Communications Chair and/or Comm.” to help with Endowment P R

Comm. is working to have other solicitations in 2018 and to solicit at ITE Events including Dist. Mtg., ITE Annual Mtg and Section Mtgs.

What else do you need to know? Let me know when best to call you to tell you more.
Tex,

What’s the best way to keep the Endowment Committee engaged with the MWITE Board? The Endowment fund is one of the best initiatives the board has had and I want to facilitate its success as best as possible. Would you like a timeslot during our conference calls? Would you prefer less frequency (i.e. Annual Meeting only) but more time?

We have our next District Board meeting tomorrow at noon. I’m really sorry I didn’t engage you earlier. If you’re unavailable I can give a brief update or we can wait until the next meeting too.

Thanks,

Mike Bittner PE, PTOE, PTP, PMP, IMSA II

701-271-4879 Direct
kljeng.com

TEAM      Happy New Year!

TEAM      I’d like us to meet in a Tele-Conf. first week of February. I’m sending a Survey Monkey tonight.

Here is an Update on Comm. effort as we accomplished our goal of soliciting funds in 2017 and last met on Dec. 11, 2017:
Email / Letter Solicitation – Distributed to “member” list from ITE and then sent to Section Reps. to send to “other” lists they use
I heard from Chad Hammerl that “checks are coming in”.

Mick has presented Endowment effort at NCITE, WISC and IL Annual Mtgs. Anderson volunteered to do same at MOVITE in 2018.

Set up bank account for MWITE Endowment Fund - Campbell researched and we agreed to use existing bank account in 2018.

Put initial solicitation on MWITE website - Bill used initial email and general info. about Endowment, this occurred.

Set up electronic donation capability on MWITE website - Bill may but this depends on Campbell banking research and recommendations
This was tabled for LATER.

Determine what events and activities to conduct in 2018 to solicit and/or actually raise funds including Mitey Race and Annual Mtg. – Sebastian and Krahn volunteered to work on a list of ideas and coordinate with 2018 LAC
They have given me a report which I’ll send soon.

Comm. review Western District Strategic Plan and Financial Policies for modification and adoption for MWITE Endowment - Comm. will do in January, 2018
I’m behind and will distribute soon.

Investigate / confirm how to advertise / solicit for long term donations i.e.; wills, trusts and estate plans – Mick & Comm. later in 2018
This was tabled to LATER

Thank you.
TEAM: I’d like us to meet in a Tele-Conf. on Monday DEC 11 from 3 – 4 pm C D T. 800 503 2899 4591260 TEX: 2888

Here is an Update on Comm. effort with the key goal of soliciting funds in 2017:

Email / Letter Solicitation - Please see the DRAFT previously supplied; comment before Dec 4. – I’ll consolidate comments.

Set up bank account for MWITE Endowment Fund - Campbell will have research and recommendations for Dec 11

Put initial solicitation on MWITE website - Bill will use initial email and general info. about Endowment

Set up electronic donation capability on MWITE website - Bill may but this depends on Campbell banking research and recommendations

Determine what events and activities to conduct in 2018 to solicit and/or actually raise funds including Mitey Race and Annual Mtg. – Sebastian and Krahn volunteered to work on a list of ideas and coordinate with 2018 LAC

Comm. review Western District Strategic Plan and Financial Policies for modification and adoption for MWITE Endowment - Comm. will do in January, 2018

Investigate / confirm how to advertise / solicit for long term donations i.e.; wills, trusts and estate plans – Mick & Comm. later in 2018

Thank you
International Board of Direction Highlights

2018 KEY INITIATIVES

- Vision Zero
- Transportation and Public Health
- Smart Communities
- Connected/Automated Vehicles
- Expanding ITE’s Global Reach (Global District Initiative)
- New ITE Strategic Plan

BUDGET AND FINANCE

ITE projects that finances will end 2017 at approximately $600,000 in the black. This is attributed to membership growth and retention, a solid contracts program, a strong Annual Meeting, increased advertising/sponsorship and an on-time delivery of the Trip Generation 10th Edition.

The Board approved a budget for 2018 that projects approximately $30,000 of positive cash flow. ITE continues to pursue a sublet of its unused office space, and has received a signed letter of intent for it. Staff is working to finalize the lease agreement.

STRATEGIC PLAN AND NEW "ONE ITE" EFFORT

In November 2017, the ITE Board of Direction adopted a new Strategic Plan for 2018-2020. A summary of the plan is included in the January 2018 ITE Journal. The full plan can be found on the ITE Website. (Link: http://library.ite.org/pub/e1bbaf95-2354-d714-5121-fbe644164c8a)

One of the three Strategic Opportunity Areas identified in the plan is on Institutional Sustainability. One of the goals in this area is to work with Districts, Sections and Chapters to provide "...a consistent ITE membership experience regardless of geographic location..."

A "One ITE" Board Task Force was established to advance this goal. This task force will:

- Implement the 2017 Constitutional changes in the area of membership,
- Identify opportunities to streamline ITE structure, reduce inconsistencies, eliminate complexity and minimize bureaucracy,
• Clarify the roles, responsibilities and typical activities of ITE HQ, Districts, Sections and Chapters,
• Create opportunities for ITE HQ to better serve its members through the Districts, Sections and Chapters.

The Board Task Force will be engaging with elected leadership at the District, Section and Chapter level as it conducts its work. More details will be forthcoming.

General ITE

ITE ELECTS THREE NEW HONORARY MEMBERS

The highest recognition of notable and outstanding professional achievement ITE presents to an individual is election to ITE Honorary Membership. Since 1933 when the first Honorary Member was selected, only 80 individuals have been honored this way. The ITE IBOD has elected the following three individuals as Honorary Members: Marsha Anderson Bomar, AICP, ENV SP/Trainer; John J. Kennedy, P.E., PTOE; and, W. Hibbett Neel, P.E.

Congratulations to these three individuals upon receiving ITE’s highest honor! Read more about each of them in this month's ITE Journal.

Membership

Renewals and Budget: We’ve collected more than $720,000 in individual membership dues so far in December and we are running ahead of where we were last year at this time by almost $75,000. A second renewal will go out in the mail this month and we will continue to email those who have not renewed. Our goal for 2018 is to increase our overall retention rate to 90% from the 87.5% that we will end 2017 with.

15K Campaign: We have a total of 14,800 members and should end the year at around 14,900. NY Met section is still ahead in the section promotion. Additional information will be sent to all the sections very soon. Goal of 15K met shortly earlier in January.

Taxes, Incorporation and Tax-Exempt Status: We are working directly with the District Administrator for the Southern District on incorporating and filing for tax exempt status with each of the Sections. This information will help us roll out a plan for tax exemption and incorporation for all the Sections for 2018.

Students: The student reception was held Monday, January 8th, 200 students were expected to attend.

Trip Generation: We’ve sold 890 Trip Generation bundles, nearly a 50-50 split between standard and electronic. Sales continue to be very strong.

Database Integration: We’ll be working in December to integrate our database (iMIS) with our finance software (Great Plains) so that we can start 2018 with a clean slate. We are looking forward to the efficiency that the integration should bring us.

Technology

• We solicited five bids to redesign the ITE website in 2018 and have narrowed the field down to two providers who could sufficiently satisfy our current requirements and can work within our budget.
• We have added the 2018 VP Candidate information to the ITE website and created the 2018 VP Candidates Forum on ITE Community.
• We have worked with our IT, Internet and telecommunications vendors to establish a plan to support our 2018 office tenants who are planning on moving in to ITE in early March.
• Testing has just begun for the integration between our iMIS membership database and our financial accounting system.
Meetings

2018 Annual Meeting Minneapolis

The Joint ITE International and Midwestern/Great Lakes District Annual Meeting and Exhibit will take place August 20-23, 2018 in Minneapolis, MN.

- The deadline for the Call for Abstracts for the 2018 joint ITE International and Midwestern/Great Lakes Districts Annual Meeting and Exhibit was December 1, 2017.
- A Technical Program Committee of representatives of the councils and the LAC will review and rate the abstracts. A web meeting will be held in early December so that the Committee and ITE staff can review current issues and trends in practice in preparing the meeting’s technical program and familiarize themselves with the new abstract rating software – Open Water – that we will be using.
- We expect the final Minneapolis technical program to include sessions prepared and sponsored by individual councils and some with local area-specific focus. In addition, there will be some technical sessions scheduled due to contractual requirements with FHWA. We are working closely with the Local Arrangements Committee (Chair John Crawford) to ensure that we have a strong Midwestern District and Great Lakes District presence and partnership on all aspects of the meeting.
- The host hotel Hilton Minneapolis will offer complimentary guest room Internet for all ITE attendees who are Hilton Honors members booking in the group block. Instructions on becoming a Hilton Honors member are included on the meeting accommodations information page.
- We will be continuing the practice initiated in 2017 to link reservations at the host hotel with the general meeting registration.
- ITE’s meeting registration pricing will increase $50 from 2017 rates for anyone booking their sleeping room reservation at the host hotel. We will be integrating a content capture option again this year.
- An informational launch page for the meeting is available on ITE’s website – www.ite.org/annualmeeting/default.asp
- Promotional Marketing Game – “Lake Name/Fake Name” - Colleen Agan will be going to put information in the upcoming communication to the Districts/Sections/Chapters telling them about the on-line game using Kahoot, and asking for the Districts to select a point person. Sometime in February, once the reps are selected, there will be a call with the reps to walk them through the handout and to do an actual demo so that they can go back to their respective districts and plan to set the game up on whatever schedule they find that works best with their District meeting. It will be up to the reps to coordinate this schedule within their Districts. Each District will have one winner selected and the name will be reported to Colleen. The winners will go into a drawing for the grand prize of an Annual Meeting Full Registration. The drawing will happen once all Districts have reported a winner. Scott Poska is the LAC contact person.

2018 NRITS Conference Scottsdale/Phoenix

The National Rural ITS (NRITS) Conference will take place October 21-24, 2018 in Scottsdale, Arizona.

- The NRITS Conference will be self-contained at the We-Ko-Pa Resort & Conference Center in Scottsdale.
- The Fall 2018 meeting of the IBOD will take place at the We-Ko-Pa (immediately preceding the NRITS meeting). ITE’s Executive Committee will meet on Friday October 19 and the full International Board will meet on Saturday October 20 and Sunday October 21, 2018.
- We are targeting an audience of 250-300 rural ITS professionals to attend the meeting in Arizona, which will include a full technical program and exhibit hall.
- A meeting of the NRITS Special Interest Group (SIG) will take place on December 19 at ITE headquarters in Washington, DC to begin planning for the 2018 conference.
Professional Development

Webinar Development: We have completed our fall and most of our December webinars. We have started filling in webinars for January, February, March, and April. The webinars that have been confirmed so far have been listed below, with many more in the pipeline.

- **Jan 16** - ITE Smart Communities Initiative – The Path Forward
- **Jan 18** - Breaking Barriers to Bike Share: Insights on Equity (Developed by the Sustainability Standing Committee. We will have an ITE Journal article in the February issue to complement the theme of Funding and Equity)
- **Jan 23** – Online Workshop Session 1 of 3: Why Didn’t They Read my Email? Writing Emails, Briefings and More are Understood, and Get Responses (Powered by Shelley Row)
- **Jan 25** - Introducing the FHWA Speed Management ePrimer for Rural Transition Zones and Town Centers
- **Feb 22** – Understanding Finance for the Engineering/Planning Industry (Developed by the Transportations Consultants Council)
- **Feb 27** - Roadway Safety Data and Analysis Toolbox: Safety Management Start to Finish (This is in collaboration with ITE Transportation Safety Council and FHWA Office of Safety)
- **Mar 6** - Online Workshop Session 2 of 3: It’s not Just about the Data: Use Brain-Science to Get your Points Across and Be Memorable (Powered by Shelley Row)
- **Mar 27** - Reliability of Roadway Safety Management Methods: Opportunities to Enhance Traditional Methods (This is in collaboration with ITE Transportation Safety Council and FHWA Office of Safety)
- **Apr 19** - Safety Data Management, Governance, and Integration (This is in collaboration with ITE Transportation Safety Council and FHWA Office of Safety)
- **May 1** – Online Workshop Session 2 of 3: Stop Death by PowerPoint! Create Impactful, Brain-Friendly Presentations that Do Justice to your Project. (Powered by Shelley Row)

PD Committee: Gene Chartier has recently accepted our invitation to serve as Chair. Bob Murphy will continue to have a supporting role as Vice Chair on the committee. ITE Staff recently held a meeting to discuss ideas for maintaining a consistent webinar calendar. We discussed the idea of developing 4-5 webinar products that are not time dependent and that we can have on hand to fill any gaps that may come up. This will help us better achieve our monthly revenue goals. These are likely webinars that would fall under our “fundamentals” webinar category. These may be “learning modules” from each of our publications (i.e. Traffic Engineering Handbook or Transportation Planning Handbook- each chapter could be another module). We could deliver these one at a time, and then eventually sell it as a bundle. This approach will be discussed with Gene Chartier and Bob Murphy before presenting to the entire professional development committee.

Communications

ITE Journal

The ITE Journal January 2018 issue featured profiles of all IBOD members, the new LeadershipITE class, and the three new Honorary Members. The January issue also included the International Vice President Candidate and Ballot information.

ITE Talks Transportation Podcasts

ITE has now released all six (6) planned episodes on Smart Communities. Speakers include:

- **June 27 Episode**: Vik Bhide, chief traffic management engineer for the City of Tampa, FL, USA Transportation & Stormwater Services.
• **July 25 Episode**: Karina Ricks, director of the city of Pittsburgh, PA’s new Mobility and Infrastructure Department. Karina will be a panelist during the Building Smart Communities technical session at the ITE/CITE 2017 Joint Annual Meeting and Exhibit.

• **August 22 Episode**: NYC DOT Commissioner Polly Trottenberg

• **September 26 Episode**: Peter Koonce, City of Portland, OR, USA, Division Manager of Signals, Street Lighting, & ITS. Peter has an article on lighting advances in the August issue of ITE Journal.

• **October 28 Episode**: Jim Dale, City of Austin, TX, USA

• **November 28 Episode**: Erin Toop and Howaida Hassan with the City of Edmonton, Alberta, Canada

We are currently in the process of confirming speakers for the next series, which will highlight ITE Initiatives, starting with Transportation and Health.

Mayor Betsy Price, City of Fort Worth, TX, USA, spoke on the December podcast on transportation and health initiatives in her city. This episode was released early (Dec. 21) in advance of the usual 4th Tuesday date (Dec. 28) in order to reach more people before the holidays.

**Marketing**

- **Publications**:
  - We have executed a promotional campaign for the launch of *Implementing Context Sensitive Design on Multimodal Thoroughfares: A Practitioner’s Handbook*. This campaign included utilization of ITE’s YouTube as a promotional channel.
  - We finished the year with advertising sales for *ITE Journal* exceeding 13% of budget and the Professional Services Directory exceeding 33% of budget.

- **Media Products**: We finished the year with advertising and sponsorship of media products (*ITE Spotlite*, podcasts, webinars, and ITE website) exceeding budget by approximately 40%.

- **Membership**:
  - A one-page membership overview infographic was developed.
  - We have developed a campaign to promote the ITE 2018 elections.

- **Annual Meeting and Exhibit**:
  - Meeting was held with our exhibit decorator to discuss options for maximizing exhibit hall space and user experience.
  - The call for abstracts was launched effectively through the new platform allowing us to fully automate this process.

- **Professional Development**: The pre-webinar slide presentation was revised.

- **General**: A marketing and communications calendar was developed for 2018 and the first quarter planning meeting to discuss activities for the first quarter of 2018 was held.

**ITE Technical Programs Division**

**TECHNICAL ACTIVITIES**

- **Trip Generation Manual** - ITE released *Trip Generation Manual 10th Edition in September 2017*. This new resource includes Volume 1—Desk Reference; Volume 2—Data Plots; *Trip Generation Handbook*, 3rd Edition; and ITETripGen—a Web-based App (only available as part of a bundle purchase). Each of the products except the Web App are available in electronic or hard copy formats. The 10th edition provides significant advances over previous versions. For the first time, the 10th edition differentiates among data collected for urban, suburban, and rural sites. It also provides a new source of urban data that are both vehicle- and people-based. The new Desktop Web app provides a powerful new tool that allows electronic access to the entire trip generation
dataset with numerous filtering capabilities including site setting (i.e., rural, suburban, urban),
geography, age of data, development size, and trip type (person or vehicular trips). This update is
based on a very successful data collection effort resulting in new data from more than 1,700 sites
including urban data, both vehicle- and people-based. Two introductory informational webinars
with over 400 attendees were conducted in September 2017 and an application-focused webinar
with close to 100 individuals was conducted in November 2017.

- **Parking Generation** – Initial plans have been made to update the parking generation informational
  report. This activity will be closely coordinated with the planned update for the Shared Parking
  publication developed by the National Parking Association and the Urban Land Institute. It is
  anticipated that the update to Parking Generation will be available by the end of 2018.

- **Urban Trip Generation** – Each data point in the *Trip Generation Manual* 10th Edition database was
  reviewed and its setting classified as either rural, general urban/suburban, general multi-use urban,
or center city core. Separate data plots and statistics were prepared for each setting. The result is 25
  rural plots, 2,380 general urban/suburban plots, 261 dense multi-use urban plots, and 136 center
  city core plots.

- **Vision Zero Task Force** – Development work continues on the Vision Zero Website and Safety
  Resources Toolbox. Most recently, additional tagging was made available as a functional upgrade for
  the Toolbox. Additional resources continue to be curated and added to the Toolbox. At the ITE
  Annual Meeting in August, the Transportation Safety Council agreed to take on the long-term
  maintenance and curation of resources associated with the Toolbox, through the establishment of a
  Vision Zero subcommittee. Work also continues within the Task Force to support ITE’s Advocacy
  Committee, as they refine and execute their Communications Plan on Vision Zero. The Task Force is
  in the process of finalizing plans for the next technical deliverable for release in 2018, with the
general focus around speed management and the associated safety impacts on vulnerable users,
following NTSB’s recently-released study on the subject. A series of webinars, focused on Vision Zero
concepts and individual success stories, is also in development, with the first one held on November
30th, 2017.

- **National Committee on Uniform Traffic Control Devices (NCUTCD)** – ITE is one of 20 sponsoring
  organizations of the NCUTCD—a private organization made up of volunteers whose purpose is to
  assist in the development of standards, guides and warrants for traffic control devices. ITE continues
to conduct regular conference calls with the ITE Delegation to the NCUTCD to facilitate regular
communication between the NCUTCD and the ITE leadership. ITE also continues to work with the
NCUTCD to take a more proactive role in the dissemination of information on existing Interim
Approvals (IAs) and other related regulatory issues. ITE will continue working on the following items
(1) follow up meeting/discussion with FHWA to discuss potential improvements to the MUTCD
experimentation program (2) follow up with new FHWA Administrator (once in place) with regards to
RRFBs to emphasize the importance of safety benefits of these devices and (3) continue working
with NACTO to submit data to support an existing IA proposal Red Pavement for Transit. In the near-
term, ITE will be working to identify replacements for up to two voting members and two non-voting
members immediately following the January 2018 meeting, due to term limitations with current
members.

- **NCHRP 20-59 Project on Transportation Resiliency** – ITE is participating on an NCHRP Project Panel
related to the development of primer materials and a series of briefings on transportation
infrastructure resiliency. The target audience for these materials is state DOT CEOs and senior
executives. The project dovetails with an existing 20-59(54) project on resiliency white papers, and
will lead up to a TRB-sponsored summit on resiliency to be held in 2018 (NCHRP 20-117). A meeting
for the panel was held on September 24, 2017, where the contractors for the three projects (20-
provided updates to the project panel on resource gathering in preparation for the 2018 Summit, which will be held in October 2018 in Denver.

- **Smart Communities** - ITE has joined the Smart Cities Council as an Advisor. The 6-month Smart Communities podcast series was recently completed. The IBOD was briefed in July on a draft action plan for additional ITE activities in this space. Execution of initial items in this plan are underway.

- **Transportation and Health** – Monthly meetings are being held to discuss the roles and opportunities for ITE to take advantage of in pursuing this topic. The Transportation and Health webinar series continues development, with future webinars will focusing on success stories, individual projects, and overall experiences from transportation agencies at the local, regional, and state levels. A draft 2018 Action Plan has been developed and reviewed by the Task Force steering committee, and is currently undergoing final revision. Part of this Action Plan will involve the establishment of a Technical Working Group to execute the other Action Plan Items.

### Technical Products

- **Proposed Recommended Practice Guidelines for Determining Traffic Signal Change and Clearance Intervals** – This project’s goal is to prepare a consensus-based recommended practice of ITE on the signal timing parameters for the yellow and red intervals at signalized intersections. Organization of comments at committee direction continues with committee follow up. External SME contracted to provide technical support on comment responses on specific content area. Although completion of this project has been lagging due to lack of available staff time, it is now moving forward.

- **Transit and Traffic Impact Studies Informational Report** – This report presents the current state of the practice in how transit service is considered in traffic impacts studies. Material from this document will be incorporated into the development of the next edition of the *Traffic Impact Assessment for Site Development* recommended practice. The final draft of the report is going through layout and copy edit at ITE Headquarters with release planned for very early in 2018.

- **Preemption of Traffic Signals Near Railroad Crossings Recommended Practice** - This is an update to the previous edition of the recommended practice incorporating updated reference material recently moved through the review process with the National Committee on Uniform Traffic Control Devices. Technical Committee ballots received with comments that have been forwarded back to the committee for revision.

- **Downtown Delivery Symposia** – Partnership of TSM&O Council, ITE local section and FHWA to create a series of working sessions around the country focusing on last mile freight operational issues in metropolitan areas. This work is now supported by a support services task order from the FHWA Office of Freight Management (see under contracts).

- **Sustainable Traffic Signal Development** – This report presents sustainable approaches to the design and construction physical infrastructure of traffic signals. Final draft report will be balloted by the committee.

### Contracts

- **Traffic Signal Benchmarking and State of the Practice Report (FHWA)** - The objective of this task order effort is to benchmark traffic signal infrastructure and to capture organizational and workforce trends, technology implementation, and current practices involved in traffic signal management, operation and maintenance. A secondary objective is to leverage the National Operations Center of Excellence (NOCoE) as a communications hub to both collect and disseminate information among the target audience. Work being coordinated with associated FHWA program elements, FHWA EDC-4 and TRB research project(s). Work being coordinated with associated FHWA program elements, FHWA EDC-4 and TRB research project(s). Data collection and website design is
underway and going thru design revisions with goal of promotional launch in the TRB Annual Meeting timeframe.

- **Unsignalized Intersection Improvement Guide (FHWA)** – ITE hosts this product of NCHRP research on behalf of FHWA. Review panel looking at site for potential revisions/updates to product. Support contract will end in December and intent is to have content review and updates taken over by a council(s) joint committee.

- **National Operations Center of Excellence (NOCoE) Technical Services Manager (AASHTO)** - ITE provides the Technical Services Manager role for NOCoE, whose responsibilities are to actively manage the NOCoE web platform, provide technical guidance and support to NOCoE Technical Services programs, and manage key deliverables, such as website management/support.
  - The NOCoE Board continues to refine its marketing and communications message for the Center to pursue with transportation professionals. ITE’s staff representation in this effort through the end of 2017 was carried out by Phil Caruso. From 2018 onwards this role will be filled by Jeff Paniati.
  - ITE is also involved with NOCoE’s efforts around an NCHRP 20-7 project to establish model practices and resources for TSMO workforce recruitment and retention. A contract for this project was awarded to Gannett Fleming, Inc. for completion in 2018.
  - ITE has agreed to partner with NOCoE and USDOT’s ITS-JPO to host a student competition around TSMO for the 2018 ITE Annual Meeting. NOCoE will solicit problem statements from state and local DOTs around the US, and teams of students will develop solutions for presentation at a special session in Minneapolis in August 2018.

- **ITS Standards Program Indefinite Delivery Indefinite Quantity Contract** - ITE awarded this contract with US DOT to lead ITS, Connected Vehicle, and Autonomous Vehicle standards development for the next five years. The team includes AASHTO and NEMA as core subcontract partners as well as a group of subject matter experts with an estimated contract value is $9.5 million. Held kick-off meeting with program manager and contract office. ITE has received the task order approval upon responding to Request for Proposal for the maintenance of ITS standards developed to date. This is the first RFP to be awarded to ITE.

- **National Ped/Bike Information Center** – Notification of award received from UNC Highway Safety Research Center team that they have executed a cooperative agreement to run the Center.

- **Professional Capacity Building ITS Standards Year 4** - Completed the creation of 16 webinar recordings and uploaded them to US DOT web site on time and on budget. ITE has provided input to US DOT’s PCB strategic plan for 2017-2021 and awaiting a possible future contract agreement.

- **Advanced Transportation Controller (ATC) Standard** - The appeal has been rescinded by the appellant and the hearing process has been suspended. Consequently, the ITE Board will ballot the approval of the standard by January 2018.

- **ITS Cabinet Version 2 Standard** - ITE has suspended working on the development of ITS Cabinet version 2 standard after the user comment stage as the task concluded on September 30, 2017. ITE is awaiting a new task RFP to complete the standard in 2018.

- **NTCIP Roadside Unit (RSU) Standard** - ITE has started work on creating a new NTCIP working group for the RSU with input from other associations such as American Association of State and Highway Transportation Officials (AASHTO), and National Electrical Manufacturers Association (NEMA). ITE is also collaborating with the Society of Automobile Engineers to support communicating between infrastructure and vehicles.

- **Vehicle to Infrastructure Deployment Coalition (V2I DC) (FHWA)** - ITE in conjunction with AASHTO and ITS America established a Vehicle to Infrastructure Deployment Coalition (V2I DC). The auto manufacturers agreed to support the V2I DC’s nationwide rollout of the Signal Phasing and Timing
(SPAT) Challenge which also received full formal support from AASHTO, ITE and ITS America membership. ITE has received the task order to work on the Phase 2 of the project and is currently working on supporting the SPAT challenge and collaboration with Original Equipment Manufacturers (OEM) automakers through AASHTO.

- **Roadway Transportation Systems Cybersecurity Framework (RTSCF)** – ITE has completed Phase 1 of this project including developing the Memorandum of Understanding (MOU) between ITE/AASHTO/ITSIA/NEMA/NACTO to building the national TSCSF that would provide a set of tools and services to public sector agencies to proactively and reactively address physical and cyber security challenges. Also completed in phase 1 was the beta web site to test cybersecurity needs and requirements for agencies previewed by USDOT and association partners. ITE as the prime contractor has received the task order to develop the full set of tools and services to support a Roadway Transportation Systems Cyber Security Framework as part of Phase 2.

- **Rural Transition Zone e-primer (FHWA)** – ITE was selected to prepare a Rural Transition Zone ePrimer under a task order contract with FHWA. This document is intended to mesh with the traffic Calming ePrimer that has been completed. ITE staff (with concurrence from FHWA) selected a team from Iowa State University (Shauna Hallmark and Neil Hawkins) to serve as the subject matter expert and prepare the Rural Transition Zone ePrimer. Final content for the ePrimer has been completed and is currently undergoing review, with editing and layout for the ePrimer also underway. The ePrimer is targeted for release in January 2018.


- **Self-Enforcing Roadways Report (FHWA)** – ITE submitted the final draft report to FHWA in May 2017. The marketing, outreach and communications plan and the action plan for future research were completed in June 2017. The final report is currently in the publication process at FHWA and the final report is expected to be made available in early 2018. A webinar on this report was conducted in October 2017.

- **Excellence in Highway Safety Data Award Paper Competition (UNC/FHWA)** – The Highway Safety Data Award is designed to encourage university students to use Highway Safety Information System data and to introduce potential future highway safety professionals to good quality safety data, the application of appropriate research methods to derive recommendations, and the practice of using data to make decisions. It is open to undergraduate and graduate students in degree-granting programs that support highway safety, including, but not limited to, engineering, planning, statistics, psychology, and economics. ITE received 11 paper award submittals for the 2017 award and the winners were recognized at the 2017 ITE Annual Meeting & Exhibit. The first-place paper winner had his paper published in the September issue of *ITE Journal*. A press release was also distributed in September 2017. The 2018 award announcement has been developed and will be distributed to all students in January 2018. The 2018 award has a submittal deadline of April 1, 2018.

- **Highway-Rail Grade Crossing Handbook and Traffic Signal Pre-emption Guide (FRA/FHWA)** – ITE was awarded a contract to develop an update to 2007 *Railroad-Highway Grade Crossing Handbook* and *Traffic Signal Pre-emption Guide* to reflect current practices regarding highway-rail crossings and related activities. The new Handbook will support the policies, procedures, and guidelines
established through interaction of the highway agencies and the railroads. It will serve as a primary source document for many public and private users, and as such needs to represent the best information currently available. The Advisory Panel has been formed and project activities are underway. A markup of the new text is expected to be complete in December 2017. It is expected that a final report will be released in late 2018.

- **2018 Rail-Highway Crossing Program Report to Congress (FHWA):** ITE as part of the Leidos’ Office of Safety IDIQ was subcontracted to prepare a substantial portion of the research and development of this report for the 2015-2016 program period. The project has an advanced timeline with the delivery date to Congress of April 1, 2018. Final draft of the Report to Congress drawing conclusion from state reports, financial analysis and national crossing safety submitted to client.

- **Transportation Safety Advancement Group Support (USDOT, ITS Joint Program Office (JPO))** – ITE has been awarded this task order for a two-year period to provide technical and administrative support to the Transportation Safety Advancement Group. An in-person meeting was conducted on September 28th to establish the strategic direction for the group over the coming years and to update the group’s by-laws. Review and ballot of these TSAG documents were completed during October and November.

- **National Rural ITS Conference Support (USDOT, ITS Joint Program Office (JPO))** – ITE has been awarded this task order for a two-year period to provide technical and logistics support associated with the National Rural ITS Conference. Site visits and consideration of proposals has led to the selection of the We-Ko-Pa Resort and Conference Center near Scottsdale, AZ. ITE has contracted with the property to host the conference October 21-24, 2018. New website design is underway with promotion launch with the conference Call for Abstracts in early February. The Rural ITS Steering Committee held their 2017 business meeting on December 19th hosted at ITE headquarters.

- **Urban Freight Workshops (FHWA)** – ITE received award for a support services task order for the development and delivery of a series of urban freight workshops, webinars and support for the Downtown Delivery Symposium. Continued working with the TSM&O Council and FHWA on arrangements with five potential site partners. The Washington, DC symposium titled, “Washington Regional Freight Forum” was held October 31st. Planning for next locations and a pair of pilot workshop are in the early stages.

- **Resource Guide on Separating Bicycles from Traffic (FHWA)** – ITE staff has prepared technical and cost proposal submission as part of Leidos team for this resource guide intended to bring European practice on selection of options to the U.S. context.

- **Safety of Separated Bikeways** – ITE is partnering with the Texas A&M Transportation Institute for the completion of a research project on the Development of Crash Modification Factors for Different Separated Bike Lane Configurations. The objective of this study is to determine the influence that Separated Bike Lanes have on the total number and severity level of crashes with particular attention to those crashes involving bicycles. ITE participated in kick off meeting for this project in May 2017. ITE solicited interest from our membership in serving on an advisory committee to oversee the project activities and received responses from over 30 individuals. In September 2017 invitations were sent to the nine individuals selected to serve as advisory committee members. The first advisory committee meeting was conducted in December 2017.

- **Support of Road Safety Professional Certification** - ITE prepared on behalf of TPCB a proposal to the Roadway Safety Foundation for FHWA funding support for the development of a two-level certification programs for roadway safety professionals.
Coordinating Council Activities

- The Transportation Planning Council, NACTO and Complete Streets Council are collaborating to develop a curbside management guide in 2018.
- The TSMO Council is working with the NOCoE to jointly execute one or more virtual peer exchanges and worked with the C/AV Steering Committee to develop and deliver three webinars in October and November on connected vehicle technologies and strategies.
- The Planning Council has proposed to update the Multimodal Traffic Impact Assessment Recommended Practice in 2018.
2018 Candidates for International Office

The future of the Institute of Transportation Engineers (ITE) and the direction and course of its programs and activities are greatly influenced by the leaders you elect to represent you. We encourage you to exercise your right to shape ITE’s future by casting your vote to select the 2018 ITE International President and International Vice President.

ITE has launched new election procedures due to the Constitutional Amendments that were passed in 2017. These changes include:

- **Length of the campaign.** Rather than in previous years when campaigning took place during District and Section meetings, the ITE 2018 Election will now conclude in time for successful candidates to attend these meetings as International President-elect and Vice-President-elect.
- **New time frame for balloting.** The Election Ballot will open on February 14, 2018 at 12:01 a.m. ET and close on Thursday, March 15, 2018 at noon ET.
- **New campaign conduct rules.** The Nominations Committee has established new campaign conduct rules for candidates and ITE members.
- **Increased electronic and virtual candidate information.** Learn more about each of the candidates by visiting their webpages and plan to attend either the Virtual Candidate Town Hall on January 30 at noon ET and/or Facebook Live Candidate Event on January 30 at 2:00 ET.

### Important Dates

**January 30, 2018:** Hear from the candidates

- 12:00 p.m. ET Virtual Town Hall
- 2:00 p.m. ET Facebook Live

**February 14:** Election Ballot opens at 12:01 a.m. ET. Eligible members will be sent an email with a personalized URL enabling them to vote.

**February 18:** Deadline to request a mail ballot. Ballots can be requested from Marianne Saglam.

**March 15:** Election Ballot closes at 12:00 p.m. ET and deadline for receipt of mailed ballots. Ballots should be mailed to ITE, 1627 Eye Street, NW, Suite 600, Washington, DC.

**March 20:** Successful candidates announced on the ITE website.
Candidates

The ITE Nominating Committee has nominated the following candidates for the offices of International President and International Vice President for 2018. Please review the qualifications of each candidate by visiting their candidate web pages. Have a question for the candidates for vice president? ITE has set up the Vice President Forum on ITE Community. You can access it here (login required).

For International President

Bruce Belmore, P.Eng., PTOE, AVS (F)
Western Canada Manager of Transportation Planning
WSP Group
Regina, SK, Canada

For International Vice President

Jason A. Crawford, P.E. (F)
Research & Implementation Division Head
Texas A&M Transportation Institute
Arlington, TX, USA

Randy McCourt, P.E., PTOE (F)
Principal
DKS Associates
Portland, OR, USA
## 2018 BUDGET (DRAFT)

### INCOME

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### EXPENSES

#### OPERATIONS

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<th>2017 Actual</th>
<th>2017 (11/17/17)</th>
<th>2018 Budgeted</th>
<th>Notes</th>
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<td>1 District Administrator Travel</td>
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<td>5 District Meeting Start-up</td>
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<td>6 District Workshop/Officer Travel/Board Mtg. Expenses</td>
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<td>7 ITE Nominating Committee Rep. Travel</td>
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<td>9 Bank Charges</td>
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#### MEMBER SUPPORT

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<tr>
<td>12 ITE V-P Campaign</td>
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<td>13 Leadership ITE (Restricted to MITE Candidates)</td>
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<td>14 Miscellaneous</td>
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#### AWARDS

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<th>2017 (11/17/17)</th>
<th>2018 Budgeted</th>
<th>Notes</th>
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<tr>
<td>15 Awards (plaques)</td>
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#### STUDENT SUPPORT

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<th>2017 (11/17/17)</th>
<th>2018 Budgeted</th>
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<td>17 Student Chapter Award</td>
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<tr>
<td>19 Student Poster Session (undergrad x1)</td>
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<td>20 Student Poster Session (grad x2)</td>
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<td>21 Traffic Bowl Winner Travel Supplement</td>
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<tr>
<td>22 Sponsor reception at Traffic Bowl (student pizza)</td>
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<td>23 Student Chapter Support</td>
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<td>$2,600.00</td>
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<td>24 Student Design Competition Winners</td>
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<td>25 Student Leadership Summit Donation</td>
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<td>$1,000.00</td>
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<tr>
<td><strong>TOTAL STUDENT SUPPORT</strong></td>
<td>$30,808.56</td>
<td>$31,057.32</td>
<td>$36,600.00</td>
<td>$37,193.00</td>
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#### OTHER

<table>
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<tr>
<th>Description</th>
<th>2013-2016 Average</th>
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<th>2017 (11/17/17)</th>
<th>2018 Budgeted</th>
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<tbody>
<tr>
<td>26 Balance Budget</td>
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<td>27 District Reception at ITE Annual Meeting</td>
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<td><strong>TOTAL OTHER</strong></td>
<td>$31,086.56</td>
<td>$31,057.32</td>
<td>$36,600.00</td>
<td>$37,193.00</td>
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### INCOME less EXPENSES

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</thead>
<tbody>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>$39,827.00</td>
<td>$41,978.22</td>
<td>$29,000.00</td>
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## 2018 District Director Expenses

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<th>Running Total</th>
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<th>Budgeted Total Cost</th>
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<tbody>
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<td>January 6-9, 2018</td>
<td>International Board of Direction Meeting, Washington DC</td>
<td>Hotel</td>
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<tr>
<td>January xx, 2018</td>
<td>Illinois Section Annual Banquet Chicago, IL</td>
<td>Mileage (.535/mi)</td>
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<td>ITE International Board of Direction Meeting, Jackson Hole, WY</td>
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Total Expenses: $ 7,460