Board of Directors Meeting  
January 27, 2017  12:00 PM – 2:00PM

CONFERENCE CALL
Dial in: 888-251-2909   Access Code 4573697

MINUTES

Arkansas  Illinois  Iowa  Kansas  Minnesota  Missouri  Nebraska  North Dakota  Oklahoma  South Dakota  Wisconsin

* Action Items Highlighted

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>TOPIC</th>
<th>DISCUSSION LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:03 – 12:05</td>
<td>1</td>
<td>Call to Order/Introductions &amp; Roll Call</td>
<td>Szymkowski/Gugel</td>
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<tr>
<td></td>
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<td>Szymkowski called the meeting to order at 12:03 PM</td>
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**Board Members Present**
John Mick – Past President
Rebecca Szymkowski – President
Michael Bittner – Vice President
Martin Gugel – Secretary/Treasurer
John Davis – District Director
Tom Campbell – District Administrator
Mike Phan – ILITE Section Representative
Joe Gustafson – NCITE Section Representative
Stephan Hoffmann – Wisconsin ITE Section Representative
Mark Rinnan – Newsletter Editor (ex-officio)

**Board Members NOT Present**
Nathan Becknell – MOVITE Section Representative
Andrea Bill – Web Coordinator (ex-officio)

**Others Present**
Steve Manhart – 2018 Minneapolis LAC

<table>
<thead>
<tr>
<th>12:05</th>
<th>2*</th>
<th>Agenda Review</th>
<th>Szymkowski</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>No Comments</td>
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<table>
<thead>
<tr>
<th>12:05 – 12:07</th>
<th>3*</th>
<th>REVIEW/COMMENT/APPROVE Minutes - Nov 17-18, 2016 Board Retreat</th>
<th>Bittner/Gugel</th>
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</table>
| Bittner submitted the minutes from the November 17-18 Board Retreat. Davis identified a spelling error.  
Motion to approve – Davis  
Second - Gugel |
### MINUTES

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<th>Time</th>
<th>Item</th>
<th>Discussed by</th>
<th>Details</th>
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<tbody>
<tr>
<td>12:07 – 12:09</td>
<td>REVIEW/COMMENT/APPROVE Treasurer’s Report and 2016 Audit</td>
<td>Gugel</td>
<td>Gugel presented the current treasurer’s report. Szymkowski asked about the status of the 2016 audit. Gugel reported that the audit committee, consisting of himself, Eric Claussen, and Tom Dancey, met that morning. All looked to be in good order. There were a couple of documentation questions that he would get with Bittner on, and the committee will meet again in February to finalize the audit. Motion to approve – Bittner Second – Mick Motion approved unanimously</td>
</tr>
</tbody>
</table>
| 12:09 – 12:15 | Student Activities Update | Davis | Report attached. Highlights:  
- Eleven student chapters submitted annual reports for 2016.  
- Two new advisors identified for the University of Arkansas and the University of Nebraska – Lincoln  
- Purdue University will host the 2nd Student Leadership Summit, September 15-17, in Lafayette, IN.  
- Student Paper/Chapter Awards. Different papers/chapters may be recognized at District and Section levels. Paper competitions at the Section level have been held at different times that may not mesh with the District schedule. Bittner will be working on organizing this.  
- Illinois Section has a new representative, term ending 2018 NCITE, MOVITE, and Wisconsin representatives are expected to continue in 2017. |
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<tr>
<th>12:15 – 12:20</th>
<th>6</th>
<th>2017 Student Leadership Summit – Purdue University (Sept 15-17, 2017)</th>
<th>Michelle Mekker</th>
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<td>Maggie McNamara and Michelle Meeker, Co-Chairs for Summit, gave report.</td>
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<td>• Will soon begin fundraising for summit.</td>
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<td>• Szymkowski asked if any immediate help is needed from MWITE. Any contacts for student chapters in MWITE should be sent to arrangements committee (Davis will send). Also would like help getting speakers.</td>
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<td>• Help with student expenses to attend summit, from anyone interested, is requested.</td>
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<tr>
<th>12:20 – 12:30</th>
<th>7</th>
<th>District Administrator Report</th>
<th>Campbell</th>
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<td></td>
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<td>• Bank account has been transferred over. VISA application still needs to be completed. Campbell was mailing out a replacement form for to Gugel to complete.</td>
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<td>• Website table updates have been sent to Bill.</td>
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<td>Message from 2017 President is needed for the website</td>
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<td>Officer updates</td>
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<td>Newsletter</td>
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<td>Awards section needs to be updated</td>
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<td>Meeting minutes section needs work and updating</td>
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<td>Toronto ITE Annual Meeting is missing from event calendar.</td>
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|               |   | • Bittner – Is there any update to setting up a walkthrough on website maintenance? |                  |
|               |   | Szymkowski – No update. [Falkenrath can hopefully address at the next meeting.](#) |                  |
|               |   | • Bittner – Have we received any recent invoices for web maintenance? - Bittner |                  |
|               |   | • Szymkowski - No invoice has been received from University of Wisconsin in the last few years. She will mention to Bill. |                  |
|               |   | • Mick – Need to ask Falkenrath about status of policy on website updates |                  |

| 12:30 – 1:06 | 8* | District Director Report | Davis |
|             |   |                                |         |
Arkansas Illinois Iowa Kansas Minnesota Missouri Nebraska North Dakota Oklahoma South Dakota Wisconsin

MINUTES

Arkansas Illinois Iowa Kansas Minnesota Missouri Nebraska North Dakota Oklahoma South Dakota Wisconsin

* Action Items Highlighted

Report attached.

Highlights:

- First page lists key initiatives, identifying who is taking lead on each.

- In 2016, ITE was $150,000 in the black due to increased efficiency. 2017 budget shows $150,000 positive cash flow. This is from a budget that once showed over $1 million in the red.

- LeadershipITE is transitioning to being run totally by the alumni by the end of 2017. Falkenrath is vice-chair of the LeadershipITE Organizing Committee. If you have any input, please provide to the committee. The committee will be asking for consideration from Districts on their level of support.

- The Transportation and Health initiative is moving forward. The focus efforts will be integration of health into the planning and design process.

- Smart Cities and Communities presentation viewed. Next 2-3 months staff will look at this topic. Presentations at the District level will occur this year.

- Constitutional Amendments considered – change to the election process: campaigning & timing. Will be presented to the membership over the summer. Voting membership shortly after the annual business meeting.
  
  - Campbell – For clarification, what is the term length for committee members?
  - Davis - Annual meeting to annual meeting.

- Expert Witness Council name change to Forensics & Risk Management Council

- Most notable change to the ITE Awards Program – There will no longer be a District/Section Newsletter Award. Instead there will be a District/Section Communication Award. Some other International level awards have been discontinued or changed.

- From Staff quarterly report
**Action Items Highlighted**

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- A new Learning Management software interface will be coming soon.
- Annual Meeting – The opening plenary will have a Smart Community theme. The Power Lunch will focus on Vision Zero. The closing plenary will have a Transportation and Health theme.
- Program to be in printed form by beginning of March, with registration to begin March 1.

- Staff is revising logo and color palette for consistency. If any Section or District would like to revise their logo or color palette, contact ITE staff.
- Professional Development – podcasts have been scheduled per list in the report.
- Next board meeting – April in Texas
- Szymkowski – Regarding awards changes, do Districts and Sections submit separately or does the District submit on behalf of the Section? Davis – District award member will not automatically go forward. Sections will need to submit to both District and International.
- Campbell – MWITE policies will need to be changed to combine the Section Newsletter and Website awards to a Communication award. Are their criteria on the International award?
- Davis – Criteria are listed on the ITE website and in the ITE Awards material packet attached to his report. The Communications Award does not take into consideration regarding the size of the District/Section, whereas the old award considered circulation size. If any changes or concerns are noticed, please let him know so that he can pass along to board.
- Hoffmann - From Section standpoint, agrees that we should have consistency between District and ITE.
- Phan - We need to be clear in our communication to the Sections as to what awards are automatically forwarded by District and which ones are not.
- Davis - Page 8 in the ITE Awards packet lists the awards where each District selects a winning Section, and that winner is forwarded on to International. All others are open.
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<tr>
<th>1:06 – 1:19</th>
<th>9</th>
<th><strong>Section Reports (5 minutes per Section)</strong></th>
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<tbody>
<tr>
<td><strong>ILITE</strong></td>
<td><strong>ITEWisconsin</strong></td>
<td><strong>MOVITE</strong></td>
</tr>
<tr>
<td><strong>NCITE</strong></td>
<td><strong>Phan</strong></td>
<td><strong>Hoffmann</strong></td>
</tr>
<tr>
<td><strong>Gugel</strong></td>
<td><strong>Gustafson</strong></td>
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Campbell – Since International has combined Districts and Sections for the Communication Award, does MWITE want to continue having a Section award for communications?

Bittner – Agrees that we want to still give the award, and may still want to push our winner up to International. We could also submit the District along with the winning Section.

Szymkowski – Agrees that we should still have our District award, but no preference if we send our Section winner on, or let the Sections submit on their own.

Campbell – We should keep our award, but not send only our winner on to International.

Hoffmann – Fine with combining our awards. Feels that Sections should not be competing with Districts.

Motion to match ITE by combining the District Newsletter and Website Awards into a single Communication Award, and that the District VP is responsible for coming up with context of award criteria, and report to board in timely manner. – Davis Second – Bittner

Motion approved unanimously

- Bittner will develop criteria for selection, as well as address whether District submits our winner only on to International or not, and present to the Board in February.

**ILITE - Phan**
- Annual awards banquet is tonight. John Davis and Shawn Leight will be in attendance, to speak on International ITE items.
- Giving out 3 scholarships. Still working with Headquarters regarding 501-3(c).
- Will be presenting awards and installing new board.
- The 50th Anniversary of ILITE will be celebrated.
*Action Items Highlighted*

<table>
<thead>
<tr>
<th>ITEWisconsin - Hoffmann</th>
<th>MOVITE - Gugel (for Becknell)</th>
<th>NCITE - Gustafson</th>
</tr>
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<tbody>
<tr>
<td>• First Section meeting held on January 18, which was a Public Service appreciation meeting.</td>
<td>• Board retreat was held on December 12, 2016 in Lenexa, KS.</td>
<td>• ITS topic at January meeting.</td>
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<td>• Board kickoff meeting was on January 11.</td>
<td>• The spring meeting has been set for April 19-21 in Des Moines, IA.</td>
<td>• Intern scholarships applications have been received. NCITE has discontinued the Student Paper Award.</td>
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<tr>
<td>• Awards and officer installation occurred in December.</td>
<td>• The fall meeting will be held October 4-6 in Hot Springs, AR.</td>
<td>• Upcoming meeting – Fargo ND, to be webstreamed to Twin Cities.</td>
</tr>
<tr>
<td>• Call for papers sent out for the Martin Bruening Award.</td>
<td></td>
<td>• Younger Member Committee (started in November). It started as an initiative to restart YPT, and was looking for NCITE involvement. They have events a couple of times a year, open to all members, but targeted to younger members.</td>
</tr>
<tr>
<td>• VISM traning being scheduled.</td>
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<td>• Traffic Engineering Workshop and Transportation Planning forum coming up.</td>
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1:19 - 1:26 10 Newsletter Report

<p>| |</p>
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<tbody>
<tr>
<td>• Next newsletter scheduled for May.</td>
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<td>• Rinnan asked if there was any desire for changes in the format moving forward. He still plans on using MS Publisher, but does the group want a more interactive setup? Szymkowski stated that the communications committee is still working on direction.</td>
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<tr>
<td>• Open for content suggestions or article submittals.</td>
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<tr>
<td>• Szymkowski will talk with Falkenrath regarding communication items, and will get a President’s message to Rinnan.</td>
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<tbody>
<tr>
<td>1:25 - 1:26</td>
<td>Website Report</td>
<td>Bill: Szymkowski will get in touch with Bill and Falkenrath regarding website items discussed earlier</td>
</tr>
<tr>
<td>1:26 – 1:28</td>
<td>2017 Awards</td>
<td>Bittner: Bittner will be sending out awards solicitation as soon as the communication award is settled. Need 2 people from each Section to serve on awards selection committee</td>
</tr>
<tr>
<td>1:28 – 1:31</td>
<td>2017 Elections</td>
<td>Gugel: Email has been sent to Illinois and Wisconsin Sections. Hoffman confirmed that Wisconsin has two candidates. Phan confirmed one candidate, and will see if a second candidate can be confirmed at tonight's banquet</td>
</tr>
<tr>
<td>1:31 – 1:55</td>
<td>Annual Meetings</td>
<td>Phan: 2016 MWITE/Great Lakes Annual Meeting – Chicago (anything to update?) 2017 MWITE Annual Meeting – Hosted by ITEWisconsin 2018 MWITE / ITE Annual Meeting – Hosted by NCITE 2019 MWITE Annual Meeting – Hosted by MOVITE Email has been sent to Illinois and Wisconsin Sections. Hoffman confirmed that Wisconsin has two candidates. Phan confirmed one candidate, and will see if a second candidate can be confirmed at tonight's banquet</td>
</tr>
<tr>
<td>2:00 – 2:16</td>
<td>2016 Chicago meeting has been closed out. (Phan)</td>
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<td></td>
<td>2017 Madison meeting – (Davis)</td>
<td>Report attached. Hotel reservations are live. Finalizing schedule, including MiteY Race. Board meeting will be on Saturday. Lunch and Dinner scheduled. Shawn Leight (all conference) and the two VP candidates (departing Monday morning prior to lunch) will be in attendance. Balloting will already be underway at the time. Additional speakers are still being considered. Link to abstract submittal</td>
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</table>
### Action Items Highlighted

- is on the website.
- Rolling tour between Chicago and Madison is being planned. Consideration being given to Twin Cities to Madison rolling tour.
- Golf outing is scheduled for Sunday.

2018 Minnesota meeting – (Manhart)
- MOU with International HQ to define responsibilities
  - Need to establish financial break-outs.
  - $2,500 seed money needed.
  - Budget and planning report will be given to ITE at annual meeting in Toronto.
- Working on logo and promotional materials.
  - Davis - ITE is trying to standardize annual meeting logo for some consistency, similar to the logo for the Toronto meeting
- Campbell – Is the Great Lakes District still seeking involvement?
  - Davis – They have contacted ITE staff to express their interest in co-hosting.
  - Manhart – The MOU is going forward at this time without inclusion of Great Lakes.
  - Davis – If the MWITE board has strong feelings about not including Great Lakes, we should make that known sooner than later. Great Lakes District has apparently cancelled their 2018 meeting, anticipating their involvement in Minneapolis. Davis will discuss with Shawn Leight.

2019 MOVITE meeting – (Gugel)
- Meeting location not yet set. Decision hopefully at the Spring MOVITE meeting.

### Additional topics as time allows and/or for next board meeting

- Tax Exempt Status/Update – Bittner
- MWITE Policies Review and Approval – Szymkowski/Falkenrath
- Communications Subcommittee Update – Falkenrath/others?
- District Administrator Position Updates – Szymkowski
- Foundation Subcommittee update – Mick

- Tax Exempt Status/Update – Bittner
### MINUTES

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<tbody>
<tr>
<td>2:16</td>
<td>ADJOURN</td>
<td>Next Board Mtg. – February/March (will send Doodle Poll)</td>
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- Progress has been made. Articles of Incorporation have been approved. Need an Illinois registered agent for communication purposes. Mick will serve this year, and moving forward the elected ILITE board representative will serve as agent for the duration of their time on board. New EIM is needed after incorporation. Then we can file for our tax exempt status. Davis has given the International Board an update.
- Foundation Subcommittee update – Mick
  - Committee still very much engaged. Looking at what is needed to set up the 501-3(c). Will be getting information on the Foundation out to membership.

Motion to adjourn: Phan  
Second: Mick  
Approved unanimously  
Meeting officially adjourned at 2:16