

Institute of Transportation Engineers
P.O. Box 1107
Milwaukee, WI 53201-1107

ITE Executive Board Meeting Summary September 9, 2015 Southeast Region Office – Room 314

Attendees

Mike McCarthy, Dawn Krahn, Stacey Pierce, Stephan Hoffmann, Brian Porter, Allan Pacada, John Bruggeman

Meeting was called to order at 9:50 AM

1. Executive Board Meeting Summary (July 15, 2015) – Yang/Allan

There was an additional clarification regarding the allocation of the corporate sponsorship money we've received to date (\$1,700.00). \$500 will be allocated to each social event with the remaining money covering Star Chapter website costs.

Motion to approve by Stephan, Mike seconded.

2. Treasurer's Report – Brian

Brian provided a treasurer's report from June 30, 2015 to August 31, 2015.

- Beginning balance of \$34,626.74 and ending balance of \$33,759.01.
- Primary income was ITE International dues and sponsorship payments
- Primary expenditures were Lakefront Brewery Social Event and Ken Voigt Award
- At year-end, Brian will provide a report of the membership dues payments received from International, including a breakdown of Young Members fees.

Motion to approve by Stephan, Stacey seconded.

3. Membership Report – Stephan

Stephan provided a membership report for new members since the July meeting. New affiliate members include Michelle Garrigan and Xiao Qin.

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Wisconsin Section



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4. Old Business

a. 2017 Midwestern District Planning Committee - Allan

The conference will be held at the Concourse Hotel in Madison on June 17-20.

b. Website – John/Brian

1. Board Meeting Materials

John provided some brief instructions on how to post meeting materials in the board member area of the website. He will look into setting up a subfolder for individual meetings to help with site navigation.

2. New Member Process

Brian provided a summary document for processing new members. There was a long discussion regarding the various steps, action items, and how a new member gets approved.

Highlights/Action Items:

- Completed membership applications will be forwarded to all board members
- Online membership dues payments should only be allowed as a separate payment from meeting registration
- Manual entry into the Star Chapter database is required for new international members
- John will remove the pdf/paper membership application. All registrations will be handled via entry into the website.
- John will update the online membership application to include box for transfer from International to Affiliate membership.
- Update #4 (Online Application Process for New Member) to indicate the Vice President will read applicant names at Section meeting.
- Update #1 (Online Application Process for Membership Transfer) to include “#1 – Confirm member is an international member”

5. New Business

a. Fall Elections – Dawn

The election committee chair is Rich Coakley. Dawn Krahn and John Bruggeman will serve as committee members.

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Highlights:

- By September 15, the committee will secure nominations for member director and affiliate director.
 - By October 15, the section will be notified of the nominees.
 - Rich will send out an email to continuing board members to verify their intent to remain on the board for next year.
- b. ITE Council Liaisons – Dawn/Mike
- An email request was sent from Shawn Leight to MWITE leadership regarding the need for local liaisons for the various ITE Councils.
- c. Yearbook - Stacey
- The yearbook should be distributed as soon as possible after the annual section meeting.
 - Past yearbooks should be added to the website (currently only the 2014 yearbook is shown on the website)
 - Updates needed:
 - Section policies - Board members should review current positions and see if any updates are necessary.
 - Sponsorship policy
 - Standing committees
 - Special appointments
 - Student Chapter liaisons
 - Student activities

6. Other Business

- a. Midwestern District Update – Mike
- The District plans to increase annual membership dues from \$25 to \$30
 - Starting next year, the District board will operate with 5 officers instead of 4. The secretary-treasurer position will be separated into 2 different positions.
- b. Leadership ITE – Mike
- Mike is on a communications task force for Leadership ITE
 - Discussed having a website template for all sections to follow
 - Need for increased presence on Facebook, LinkedIn, and other social media
 - Wisconsin Section needs to have a “Why Join ITE?” section/page to summarize the membership benefits
 - Wisconsin needs to find one person to nominate for next year’s class

7. Next Meeting

- a. October 14, 2015 UW-Madison/UW-Platteville Student Night

Meeting was adjourned at 11:50 AM