



# Oregon ITE

## Board Meeting Notes – August 2009

Location: Kittelson & Associates, 610 Alder, Suite 710, Portland

Date: 08/12/09 – 7:00 – 8:30 am

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### Attendees

#### Board Members:

<i>Present</i>	Todd Mobley, Past-President
<i>Present</i>	Bikram Raghubansh, President
<i>Present</i>	Chris Tiesler, Vice-President
<i>Present</i>	Evan Dust, Secretary-Treasurer

#### Committee Chairs:

<i>Present</i>	Legislative: Kevin Haas
<i>Present</i>	Membership: Lani Tribbett (Radtke)
	Publicity and Special Events: <i>Vacant</i>
<i>Present</i>	Scholarship: Pam O'Brien
	Scribe: <i>Vacant</i>
<i>Absent</i>	Student Chapters: Diego Arguea
<i>Absent</i>	Technical: Dick Raub
<i>Present</i>	Traffic Control Devices: Charles Radosta
<i>Present</i>	Webmaster: Michael Tomasini

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**Others in Attendance:** *None*

*Notes by:* Evan Dust

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### Agenda (as confirmed):

1. Introductions and Confirmation of Agenda
2. Technical Workshop – speakers?
3. Confirmation / Corrections to Meeting Notes of May Board Meeting
4. Awards – Past President
5. Membership – Scribe candidates
6. Golf Tournament
7. Mailbox keys
8. An updated email list/listserv
9. Registration as “non-profit corporation” with State of Oregon  
Pam O'Brien is the “registered agent.” Who is new registered agent? An Oregon street address is required for the registered agent.

10. Upcoming Section Meetings

Dates, locations, topics, speakers (a chart prepared from the May meeting is included in the packet)

11. The Oregon vs. Greater Oregon debate

12. Greenmodes workshop

## ***Discussion***

### ***Introductions and Confirmation of Agenda***

Bikram called for introductions and requested that the agenda be reorganized to accomplish those items that could be accomplished quickly first (these notes reflect the revised agenda).

### ***Technical Workshop***

The Board generally agreed with the topic proposed by Committee Chair Dick Raub, "Roundabouts." Bikram noted that Dick was seeking speakers for the workshop. Kevin noted that it should be easy to obtain speakers regarding roundabouts – particularly considering ODOT, WSDOT, Kittelson, DKS and Clackamas County. Discussion included considering inviting representation from the Oregon Trucking Association given their opposition to roundabouts.

### ***Confirmation/Corrections to May Board Meeting Notes***

Evan noted that the May Board Meeting notes were distributed for review and that he had two areas needing clarification. The first area is whether or not Randy McCourt was the person identified to approach Bill Kloos about a charity raffle. Pam confirmed that Randy was the person identified but that too much time had passed. The second area was attribution of the suggestion to pursue electronic voting – Bikram agreed to accept the attribution in the May notes.

With the noted changes, the Board accepted the notes from the May Board Meeting. It was agreed to have the notes posted in final form as a PDF on the Oregon ITE website.

**ACTION:** Evan – Finalize May Board Meeting notes and transmit to Michael for posting on web.

### ***Awards – Past-President***

It was agreed that awards would be presented at the Traffic Bowl (November 2009 meeting). The awards were given to Bikram to hold for the presentation. It was suggested that letters of invitation be sent to the recipients to increase the likelihood of attendance; the letters would note that the Section would cover their meeting cost. Bikram volunteered to prepare the letters.

**ACTION:** Chris – to order the award for Past-President.  
Bikram – to prepare letters of invitation to award recipients

### ***Membership – Scribe Candidates***

While several possible candidates for Scribe had been discussed by Board members, there was general

agreement that Matt Bell (Kittelsohn & Associates) should be accepted as Scribe. Evan asked if committee chairs and other positions were identified in the Oregon Section Bylaws and if there was any required process for appointments and term of service.

The Board discussed whether or not the Publicity and Special Events committee should be dissolved given the lack of a chairperson. Evan asked if there was an identified process for committee formation and dissolution in the Section Bylaws. The Board agreed to the dissolution of the Publicity and Special Events committee (subject to Evan's review of the Section Bylaws).

**ACTION: Evan – To review the Section Bylaws with respect to committee and chairperson appointments and report back to the Board.**

### ***2009 Golf Tournament***

Matt Hughart noted that he had gotten a late start on organizing the 2009 Golf Tournament. First order of business will be confirming the September 18<sup>th</sup> date for the golf tournament. Matt indicated to the Board that he had a concern that sponsorship funding will be lower than in past years because of the economy. Historically, sponsors have contributed \$1,200 to the golf tournament funding. The sponsorships have covered amenities and prizes. Matt estimated that with reduced sponsorship that the golf tournament would need between \$500 - \$600 in Section funding.

Historically, players are charged \$65 for entry into the tournament which tends to cover the green fees and lunch while sponsorships pay for drinks, hole and door prizes and trophies.

The Board discussed options including eliminating the lunch or moving the start date to the afternoon. The estimated participation is approximately 50 golfers. There was general agreement from the Board that additional subsidy of the golf tournament was acceptable. If the September 18<sup>th</sup> date is not available, scheduling another date could be problematic.

**ACTION: Matt – Confirm September 18<sup>th</sup> as the date for the golf tournament and determine whether it will be an am or pm start.**  
**Michael – Activate the web-based registration for the golf tournament once the date and time are confirmed.**

### ***Mailbox Key***

The mailbox key was transferred from Pam O'Brien to Evan Dust. The ITE post office box is at the University Post Office (6<sup>th</sup> Av. / Market St.) and the box number is 355. Bikram will check to see if he has a key to the post office box. If he doesn't have one, Evan is to order a replacement.

**ACTION: Bikram – To advise Evan by e-mail whether or not Bikram has a post office box key.**  
**Evan – If Bikram does not have a post office box key, Evan to order a replacement.**

### ***E-Mail List / Listserv***

The current e-mail list is in Pam's hands. It has been compiled from an official members list from national ITE and interested parties who have "self-identified." Pam has removed "bounced" e-mails from the list. Pam will send the list to Chris and Bikram who will clean it up, streamline it, and make it available in Excel spreadsheet format for Evan. In response to a question from the Board, Lani noted that WTS uses software called "Campaigner System" for list management but Lani would not

recommend it. Lani will determine why WTS decided to use that software rather than a simple e-mail list and report to the Board.

**ACTION:** Pam – Provide current list to Chris and Bikram  
 Chris & Bikram – Review, clean up and streamline list. Provide list in Excel format to Evan

***Registration as “Non-Profit Corporation” with State of Oregon***

Board members advised Evan to file the 2009 Annual Report. Evan would replace Pam as the registered agent (using HDR's office as the street address).

**ACTION:** Evan – File with State of Oregon

***Monthly Meetings 2009-2010 Fiscal Year***

The Board discussed the draft table of monthly section meetings distributed with the meeting packet. The discussion indicated that an additional monthly meeting should be held in late September or early October. Kevin suggested that Ed Fischer could give a presentation regarding the recently completed European Scanning Tour where Ed and others reviewing pedestrian and bicycle facilities among others. If Ed was not available for the October 6<sup>th</sup> date, the Board suggested scheduling the meeting for September 28<sup>th</sup> or 29<sup>th</sup>.

**ACTION:** Kevin – discuss availability with Ed for his presentation  
 Chris – check availability of Bridgeport Brew Pub for meeting date (and confirm the costs of the facility)

Revised table of planned monthly meetings:

Month	Date / Location	Topics / Speakers	ITE Lead for Event
September 2009	Sept. 11 <sup>th</sup> / Smith Hall, PSU	OTREC Consortium	Chris Tiesler / Pam O'Brien
	Sept. 18 <sup>th</sup> / OGA Golf Course	Golf Tournament	Matt Hughart
October 2009	Oct. 6 <sup>th</sup> / To be determined	European Scanning Tour – Pedestrian – Bicycle facilities / Ed Fischer, ODOT	Kevin Haas / Chris Tiesler
	Oct. 19 <sup>th</sup> - 20 <sup>th</sup> / Eugene	IMSA Traffic Day	Kevin Haas
November 2009	Nov. 19 <sup>th</sup> / McMenamins Edgefield, Troutdale OR	Traffic Bowl	Diego Arguea / Chris Tiesler
January 2010	Date depends on availability of ODOT Region 1 Conference Room	Technical Meeting (Roundabouts)	Dick Raub
March 2010	To Be Determined	Tour Clackamas County TMOG / Lynn Peterson, Clackamas County Board Chair	Bikram Raghubansh
April 2010	To Be Determined	Joint meeting with WTS	WTS Lead?
May 2010	May 21 <sup>st</sup> / To be Determined	Follow-up on VMT Pilot Project (OTCDC joint meeting)	Charles Radosta / Chris Tiesler

## ***Oregon vs. Greater Oregon “Debate”***

Todd indicated that discussions with members of the Greater Oregon ITE Board have not proceeded far. The major issue for the membership is the need for GO-ITE members to pay the non-member rate for Oregon ITE events or pay membership for both Sections to get the member rate at each Section's events. The Board discussed possible options including:

- Establishing a single section (either Oregon or Oregon-Washington) with local chapters
- Leaving the situation “as is”
- Propose to national allowing “border county” (e.g. Marion) members to identify the section to which they want to belong (and have their dues sent to the identified section)

The Board advised Todd to continue discussions with GO-ITE.

## ***Greenmodes***

Todd noted that he was looking for an opportunity to schedule a Greenmodes workshop. Greenmodes is the implementation of the Canadian ITE manual – on sustainable transportation and site design.

## ***Other Business***

### Michael Sanderson

Todd indicated that District 6 President Michael Sanderson was looking for opportunities to attend an Oregon Section Meeting.

### Legislative Report

Kevin noted that ODOT was still trying to understand the complexities of HB 2001. He will be working on how to inform ITE Membership on new bills. Kevin noted that a legislative summary report should be done in a few weeks. Based on that official summary, Kevin will update the web page with new information.

### Scholarship Committee

Pam advised the Board of her desire, as Scholarship Committee Chair, to announce the availability of Section Scholarships earlier. An ideal time-frame would be around the Traffic Bowl. The ideal would be to have the award of the scholarships at the April monthly meeting.

## ***Next Meeting***

September 9, 2009 – 7 am – Kittelson & Associates hosting