



Oregon ITE

Board Meeting Notes – September 2009

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

Date: 09/09/09 – 7:00 – 8:30 am

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:

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

Others in Attendance:

Pam O'Brien
Matt Bell
Matt Hughart, Golf Tournament Chair

Notes by: Evan Dust, Secretary-Treasurer

Agenda (as confirmed):

1. Introductions and Confirmation of Agenda
2. Confirmation / Corrections to Meeting Notes of August Board Meeting
3. Old Business – status reports:
 - (a) Survey Monkey
 - (b) E-mail List
 - (c) Awards
 - (d) Invitation letters
4. Standing Committees:
 - (a) Formal action to dissolve Publicity and Special Events
 - (b) Formal action to create Scholarship Fund Committee with Pam O'Brien (chair)
 - (c) Discussion of status of "Scribe"
5. Treasurer's Report for August 2009 (*not in meeting packet but will be available prior to meeting*)
6. Golf Tournament – Sept. 18th – status report
7. Happy Hour social events scheduling

Action:

- Lani **Lani to set up Gmail account for Oregon ITE.**
- Pam **Work with Lani to send out test e-mail.**

Awards

The awards of life membership in ITE will be presented at the Traffic Bowl meeting (November); the awards recipients are:

1. Randy Wooley
2. John Irwin
3. Dwayne Hofstetter

The Past-President award to Todd will also presented at the same meeting. Chris noted that he needed to order the award for Past-President.

Action:

- Chris **Order award for Past-President.**

Letters of Invitation

Bikram will prepare the letters of invitation to the award recipients (as noted above). Evan agreed to send Bikram the letterhead file to use for the letters. The invitation will include that the Section will provide complementary Traffic Bowl registration for the honored guest.

Action:

- Bikram **Prepare letters of invitation for the award presentation.**
- Evan **Send letterhead template file to Bikram**

Standing Committees:

The Board recommended to Bikram taking formal action (as required by the bylaws) to enact the desired changes in standing committees.

- ACTION TAKEN:** **Bikram Raghubansh, as President, Oregon Section of ITE, formally:**
- (a) dissolved the Publicity and Special Events Committee**
 - (b) created the Scholarship Committee and appointed Pam O'Brien to serve as chairperson to the committee**
 - (c) created the position of Scribe as a committee (of one) and appointed Matt Bell as Scribe (chairperson).**

Treasurer's Report

Todd Mobley arrived during this agenda item.

Evan provided the Board a written monthly Treasurer's Report for August 2009. The report outlined the asset status of the Section, the expenses and revenue received in the month and raised for discussion the nature of the Section's scholarship program. The Board received the report as presented.

The discussion of the scholarship program indicated that there was no formal establishment by the Board of a specific allocation of funds to be a principal balance from which interest would be directed to scholarships. The idea of a scholarship had been discussed historically by the Board but was launched when an error by a caterer resulted in a large refund to the Section. The Board dedicated the windfall (\$2,000) to the provision of the scholarships.

The Board was considering establishing a separate savings account to hold scholarship funds with a suggested initial deposit of \$8,000. Lani noted that WTS considered doing the same thing but the national organization offers local

organizations separate scholarship accounts that are held at the national level. This addresses the issue of tax-receipts that Pam noted was currently not available to donors to an Oregon Section Scholarship program; Lani noted that WTS National receives the donations for the local fund sent to it as checks from the donors (the checks are not deposited locally) and national handles receipts for tax purposes. When scholarships are locally-awarded, the local organization requests a check from the national office. Lani also noted that National invests to generate interest income for the scholarship funds. Pam, as newly appointed Scholarship Committee Chair, volunteered to check with ITE National if a similar arrangement could be established for the Oregon Section.

ACTION

Pam **Investigate the WTS-like scholarship mechanism with ITE National and report to the Board for consideration of further action.**

Golf Tournament

Matt Hughart briefed the Board on the status of the annual golf tournament scheduled for September 18, 2009. He noted that 33 players have registered so far for the tournament which is on track for an attendance between 50-60 players. The golf course would not have its expectations met if there were fewer than 50 players. Matt asked that another e-mail reminder with a registration closing date of September 16, 2009 be sent to membership. Seven sponsors have agreed to financially participate in the event. Matt requested permission to purchase a golf-related door prize and use \$50 gift cards for a golf store as the other prizes at the event. Bikram offered to purchase items this Saturday (September 12th) at a specially-discounted rate arranged through a contact with Nike. Matt is to provide Bikram with a list of items to be purchased prior to Saturday. One item discussed was sleeves of golf balls (if the total discounted cost for those items were \$100 or less).

Matt excused himself from the meeting.

Happy Hour Social Event

The next happy hour social event was set for October 1st at 5:00 pm with Kell's being the location. It will be a no-host event.

October Lunch Meeting

Kevin Haas confirmed that Ed Fischer was set as the luncheon speaker for the meeting on October 7th. The location is the Bridgeport Brew Pub. Kevin was asked to provide a description of Ed's presentation for use on the website and in any e-mail to members announcing the meeting. Chris is to confirm the menu for the event and the cost per person for registration. Given the timing of this lunch meeting (less than 20 days after the golf tournament), it was requested that the web registration for the October 7th lunch meeting be live on September 18th.

ACTION

Kevin **Provide description of Ed's presentation**
Chris **Confirm memo and the registration fee**
Michael **Set up web-based registration for lunch (live on September 18th)**

Traffic Bowl

Diego Arguea, Student Chapters Committee Chair, reviewed the status of preparation for the 2009 Traffic Bowl event in November. Invitations for participation will be sent to each of the universities and colleges that have previously been invited including Montana State, Oregon Institute of Technology (OIT), PSU, OSU, Washington, Boise State. The location, McMenamins Edgefield, has been reserved for the event. The Board discussed the registration fee of \$40 for members and \$45 for non-members. It was felt that no increase was possible. The Board discussed and approved increasing the sponsorships being requested from \$175 (2008 program) to \$200 with a note that \$25 would be contributed directly to the

Section Scholarship program.

Diego noted that there was usually a post-Traffic Bowl event for the students on the Friday. Typically that event starts at 8:30 am and is finished by 1 or 2 pm. He noted that some of the students leave earlier, especially those traveling over a distance to reach Portland. In the past, Kittelson hosted a breakfast one year and occasionally that Friday coincides with the TransNOW conference so the student attend the conference as the post-Traffic Bowl event. Ideas generated included a tour to the top of the Hawthorne Bridge (Bikram will investigate), a tour of Tri-Met's light rail operations center (Ruby Jct.) or determining if the TransNOW conference will be in Portland (at PSU) on that Friday.

Diego asked to set a date to brainstorm questions for the Traffic Bowl. Pam noted that National may be developing a collection of questions that we could use. Todd noted that we had exchanged questions with Kentucky in a previous year. Diego would look for a meeting date in late October for question development.

Chris noted the need for judges and Kevin indicated that Ed Fischer was a traditional judge for the competition. Chris suggested Jennifer Rosales (2007-08 District President), Randy Wooley and Wayne Kittelson as possible other judges.

Holiday Dinner

Bikram asked the Board to start thinking about a date for the 2009 Holiday Dinner. Last year (2008) the dinner was scheduled in January 2009 because it was easier to avoid conflicts with holiday plans. There was no overwhelming discussion and this agenda item was tabled to a future meeting.

Technical Workshop

Dick Raub was not in attendance at this meeting. Board discussion suggested that Dick is probably well along on the development of the program. The workshop is typically held on the last Monday in January. The section provides participants with a box lunch.

Evan noted that he thought Dick was seeking direction from the Board on setting a higher registration fee for the workshop. Discussion noted that this event was revenue positive for the Section since the meeting space is available at no cost, speakers are volunteers and the cost of the lunch is much lower than the registration. The Board decided to increase the 2010 Technical Workshop registration fee to \$40 for members and \$50 for non-members.

Greenmodes Workshop

Todd noted that given the full monthly meeting schedule for the Section, it was unlikely that this workshop would be a Section-hosted event. The Section may choose to sponsor the workshop (having another organization/school host the event). It is not a lunch-length meeting but a 1/2-day workshop. At the suggestion of Kevin, Todd could check with having the workshop as a pre- or post-event in connection with the NW Transportation Conference in February. The conference is a joint effort of ODOT Research, OSU and PSU. Kevin suggested that Todd talk to Bernie Jones, ODOT Research (503-986-2845).

Other Items

Traffic Day

Pam raised that Traffic Day is October 20th at the three day (October 20th - 23rd) IMSA conference. There will be a special 1/2-day workshop on the Highway Safety Manual on the afternoon of October 19th.

Next Board Meeting

The next board meeting was set for Thursday, October 15th at 7:00 am at Kittelson.