



# Oregon ITE

## Board Meeting Agenda – March 2010

Location: Kittelson & Associates, 610 SW Alder, Suite 700, Portland

Date: 03/11/10 – 7:00 am

---

### Attendees

#### Board Members:

<i>Excused</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>	Scholarship: Pam O'Brien
<i>Present</i>	Membership: Lani Radtke
<i>Arrived Late</i>	Scribe: Matt Bell
<i>Present</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>Present</i>	Webmaster: Michael Tomasini

---

#### Others in Attendance:

Notes by: Evan Dust

---

### Agenda (as amended):

1. Confirmation of Agenda (Bikram)
2. Confirmation / Corrections to Meeting Notes of February Board Meeting (Bikram)
3. Old Business – status reports:
  - (a) Constant Contact – status of account set up.
  - (b) March Section Meeting – status update, registrations
  - (c) April Joint ITE/WTS Meeting – status update (speaker & venue confirmed? Cost sharing?)
  - (d) Bylaw amendments for GOITE and electronic voting – status update
  - (e) May Joint ITE/OTCDC Meeting – status update, location, topic
4. Election process (candidate profiles, distribution list, etc.)
5. Section activity reports
6. Scholarships
7. Treasurer's Report for January 2010.
8. OTREC – Transportation Summit 2010
9. Highway Capacity Committee (HCC) Summer Meeting

## ***Discussion***

### Agenda

The agenda was accepted with two amendments; the OTREC Transportation Summit 2010 and the HCC Summer Meeting were proposed by Chris Tiesler and accepted as amendments to the agenda.

### Confirmation / Corrections to February Board Meeting Notes

The Board tabled action on the review of the draft February Board Meeting notes until the April Board meeting.

### Old Business – Status Reports

#### (a) Constant Contact

Lani Radtke reported to the Board that she had attempted to sign ITE Oregon Section to Constant Contact under the free trial program. Unfortunately, the free trial program is limited to only sending an e-mail to the first 100 contacts which would not provide coverage for the entire section membership. Discussion suggested pursuing other service providers including DigiWest. Based on the use of Constant Contact by both ITE District 6 and ITE National, the Board asked Lani to proceed with the use of Constant Contact for e-mail list management and notification mailing.

#### (b) March Section Meeting

As of this meeting, forty-three (43) have registered for the March Lunch Meeting. Chris noted that he needed to provide a count for the meal to Bridgeport Brewing on Monday, March 15, 2010. The registration period will be extended to March 15<sup>th</sup> at Noon. An additional notification e-mail will be sent by Pam O'Brien and will include a note that a test e-mail from Constant Contact will be following (asking for receipt confirmation). Chris noted that the speaker needs to register so that his meal is included in the count for Bridgeport.

Prompted by the speaker discussion, there was a reminder to remember the “thank you gift” for the speaker and Evan Dust volunteered to draft a thank you letter to the speakers at the Technical Workshop held in January 2010.

**ACTION      Evan    Draft letter of thanks to speakers at the Technical Workshop (January 2010)**

#### (c) April Joint Meeting with WTS

It was noted that WTS generally leads on the organization for this lunch meeting and that finances are arranged after the conclusion of the meeting.

#### (d) Bylaw Amendments – GOITE and Electronic Voting

Past-President Todd Mobley was excused from the meeting due to illness and he has been

leading the effort to develop bylaw amendments to address the relationship with GOITE. The calendar is not favoring getting the amendments prepared and circulated to the membership in time for the May vote. Focusing on the electronic voting was proposed. Chris Tiesler expressed the desire to have the changes in place so that National ITE does not automatically distribute section funds to the GOITE section for 2010.

**ACTION**      **Evan**    **Draft bylaw amendments to permit electronic voting.**  
**Evan**    **Research election time line in existing bylaws.**

(e)    May Joint ITE/OTCDC Meeting

The Holiday Inn in Wilsonville was considered but was too expensive for the meeting.

Hayden's Lakefront Grill (8187 SW Tualatin-Sherwood Road, Tualatin) offered the rooms at no cost in exchange for providing the food for the meeting. The group discussed whether or not OTCDC could participate in the coverage of the food costs for the meeting. Kevin Haas noted that OTCDC has no dedicated funding from ODOT for its meetings (being subject to the policies covering the use of public funding for such meetings).

Chris noted that there were two (2) options for the lunch – a plated sit-down lunch or a buffet. The buffet is a greater cost per person. After discussion, the level of control offered by a sit-down plated lunch was preferred and offered a lower cost per registrant.

The meeting will be held May 14, 2010. The OTCDC meeting will be held from 9:00 am to Noon. The lunch meeting speaker is expected to be Clackamas County Chairperson Lynn Peterson. It was decided to set up the registration desk to start at 11:30 am.

### Election Process

The election process was discussed. Bikram Raghubansh noted that he had received an indication of interest from Richard Nys of Clackamas County for the position of Secretary-Treasurer. Bikram offered to contact Richard for his profile statement.

**ACTION**      **Bikram**      **Contact Richard Nys and ask him to submit profile statement to Evan Dust**

### Section Activity Reports

Pam O'Brien noted that our section activity reports should reflect what we have done to honor Bill Kloos. Matt Bell is to prepare a section activity report for the "Westernite" (District 6 Newsletter). Besides the section activity reports, the section needs to submit the annual report for 2009 by April 1, 2010.

**ACTION**      **Matt**      **Prepare section activity report.**  
**Evan**      **Draft annual report for 2009 for review. Allow one (1) week of review time by Board and Committee Chairpersons.**

## Scholarships

Pam O'Brien noted that the announcement regarding the availability of the scholarships has been sent out and the announcement has been also posted on the web site.

Pam also noted that she had met with the ad-hoc committee for the Kloos Scholarship. They hope to be ready to proceed in Fall 2010. It is hoped that the award could be made at the Technical Workshop. There is discussion that part of the basis for the scholarship should be a creative presentation – it could be after the Technical Workshop or during the Technical Workshop with the announcement at a “happy hour” held after the Technical Workshop. Pam indicated that she would keep the Board and other advised on the next committee meeting.

## Treasurer's Report

Evan Dust presented the Treasurer's Report for February 2010.

The Board discussed the report. It was decided that ITE Oregon Section would not pursue an accounting system for the financial management of the section. The major benefit of an accounting system would be the invoicing function. Using the web registration system to issue a confirmation notice that would, ideally, serve as the invoice that can be used to trigger payment from those agencies/firms that require/desire an invoice.

**ACTION      Evan    Provide Michael a sample of the current invoice.**

## OTREC Meeting

Chris distributed a sheet containing issues with respect to the Oregon Transportation Summit that he was seeking Board and Committee guidance regarding. (A scan of that document is attached to these meeting notes). There was no specific direction or suggestions to Chris during this meeting (primarily due to time constraints).

## Highway Capacity Committee (HCC) Summer Meeting

The Summer meeting of HCC will be held in Portland at the Vintage Plaza Hotel on July 29<sup>th</sup> and 30<sup>th</sup>. Mark Vandehey as Committee Chairperson has offered to program a 1.5 hour lunch with the Committee during its meetings on July 29<sup>th</sup> and have an overview presentation on the 2010 Highway Capacity Manual.

*(Scribe Matt Bell arrived during the discussion of this last agenda item).*

## Other Agenda Items

Webmaster Michael Tomasini was informally asked by Technical Committee Chairperson Dick Raub to investigate using PayPal to accept advance payments for meeting registrations.

*The meeting adjourned at approximately 8:15 a.m.*

## OTS Questions

- Affirm the following points:
  - Goals remain:
    - Bridge academic and practicing transportation professionals
    - Provide local opportunity for transportation-specific AICP credits
    - Advance the state of the practice across transportation disciplines
  - Registration will be capped based on capacity of the ballroom (plenary and luncheon) ~350
  - Financial points
    - Registration fee: \$90/140
    - Summit is revenue neutral for ITE/WTS/OAPA, OTREC has financial risk
    - Develop strategy to seek contributions to scholarship funds (WTS/OAPA/ITE)
  - Approach to session moderation will be inverted (subject matter experts!)
  
- What do you think of the proposed format?
  - Faculty retreat the day before
  - 8-8:30 Registration
  - 8:30-10: Plenary
  - 10-10:30: Break
  - 10:30-12:00: Workshops (3-4), hold 1
  - 12:00-1:30: Lunch
  - 1:30-3:30: Workshops (2-3)
  - 3:30: Adjourn (or reception)
  
- What do you think of the planning timeline?
  - Select topics for plenary and workshops by 3/30; reserve 1 workshop session in each slot so topic can be determined later (see survey item).
  - Recruit speakers in April
  - Launch marketing in time for OAPA (5/12-14)
  - Launch final topic survey in mid-May
  - Finalize agenda and open registration by July 4th
  
- Additional Questions
  - Aside from speakers, should anybody be complimentary? Student Rate?
  - What ideas do you have for the plenary topic and speaker?
  - What ideas do you have for the workshop topics and speakers?
  - Do you have any suggestions for the keynote speaker?

Oregon Transportation Summit Questions (presented to March ITE Board Meeting by Vice-President Chris Tiesler)