



**CITE Board of Directors
Teleconference minutes
September 27, 2011 11:00 – 12:00 CST**

Present / Regrets:

District Representation			
President	Jeannette Montufar	Vice-president	Peter Truch
Secretary / Treasurer	Jen Malzer	Past President	Gene Chartier
Administrator	<i>regrets</i>	Director	Russell Brownlee
Communications	Sandy Rempel		
Section Representation			
Vancouver Island	Nadine King	Manitoba	Cindy Desjardine
Greater Vancouver	Matthew Chan	Southwestern Ontario	Maged Elmadhoon
BC Interior	Amanda Watson	Hamilton	Daryl Bender
Southern Alberta	René Rosvold	Toronto	<i>regrets</i>
Lethbridge	<i>regrets</i>	National Capital	<i>regrets</i>
Northern Alberta	Daniel Vriend	Quebec	<i>regrets</i>
Saskatchewan	<i>regrets</i>	Atlantic Provinces	Jamie Copeland

1. CALL TO ORDER / APPROVAL OF AGENDA

- Jeannette Montufar called the meeting to order at 11:03 CST
- **Motion** (Bender/Chartier): that the Agenda be approved.

CARRIED

2. UPDATE ON MINUTES FROM HALIFAX MEETING

- Minutes were circulated on September 27, 2011. Will be reviewed at next meeting.

3. ACTION ITEMS FROM HALIFAX MEETING

- a) That official thanks be sent to FRC members - Completed.
- b) Financial Administrator – Sandy Rempel has prepared a discussion paper regarding the merit of recruiting a financial administrator. This document will be discussed at the November meeting in Winnipeg. A recommendation will be presented to the Board following that meeting.
- c) A first quarterly financial statement is on track to be shared with the membership by the second or third week in October. The statement will be shared on the CITE website and as part of Transportation Talk.

- d) A committee has been formed to review CITE's Financial Management Policies (FMP). The committee has met 4 times and has identified 14 major categories needing review. These are all under review including consultation with CITE executive members, ITE International (to discuss typical ITE accounting practices), and other non-profit organizations. Still required is review of the conference budgeting and financial tracking. Following this review, practices will be recommended and subsequent by-law changes will also be recommended. The results of this review will be presented to the Executive Committee for discussion at the November meeting in Winnipeg.

4. FINANCIAL SITUATION UPDATE

- Finances have been transferred from Peter Truch to Jen Malzer.
- Peter Truch is still finalizing the conference finances.
- Jen Malzer is working with Andy Vandertol to improve tracking processes.
- Executive members are working collaboratively to detail the outstanding accounts receivable.
- Sandy Rempel is preparing a letter explaining CITE's financial situation which will be sent to companies along with individual statements of account.
- Board of Directors members may be asked for help in approaching companies.

5. COPYRIGHT RELEASE FOR CONFERENCE PAPERS

- There was discussion on the need to develop a Copyright License. This resulted from incidents at the Halifax conference, where some authors refused to sign the ITE copyright release on the advice of their corporate lawyers.
- The Copyright License would give CITE the ability to publish conference papers and would allow authors to maintain ownership of materials.
- Sandy worked with a Lawyer to develop a license Agreement to be used starting with the conference in Winnipeg next year.

Motion (Chartier/Bender): to adopt Copyright License for CITE conference use.

CARRIED

6. GREATER VANCOUVER ON-LINE PAYMENT SYSTEM

Matthew Chan discussed an online payment system being developed by the Greater Vancouver:

- Easily customized for each event, accessible by executive members with password
- Events information can accommodate early bird pricing, built-in expiry dates
- Limit registrations, shows the number of spots remaining
- May be portable, perhaps other sections' events could be hosted
- Payment is via PayPal
- Transactions linked to database, can analyse what is popular / not popular
- Cost – 3 % goes to PayPal
- Administrator can update that payment has occurred using cash / cheque – invoice automatically generated
- Still In testing phase

- Could offer to other sections, but might ask for small fee to recover start up costs

7. ITEMS FOR INFORMATION

- a) There was discussion about forming a student chapter at Lakehead University. Jeannette Montufar has been in communication and is planning to visit sometime mid-November. Aiming to form a chapter by early 2012.
 - Gene Chartier clarified that student chapters technically report to the district. For support purposes, student chapters are aligned with nearby sections. Given proximity to MB, makes sense to establish this support relationship. (Lakehead would otherwise fall within TO section.)
 - Once formed, students should be connected with both Manitoba and Toronto email distributions.
- b) District Charter and Bi-Laws
 - The executive has reviewed the District Charter and By-laws. Recommendations will be made to the Board at the November teleconference, following the Executive meeting in Winnipeg.
- c) Other
 - Jeannette Montufar indicated that the Manitoba Student Chapter has completed a recruiting drive. Membership currently exceeds 40.
 - Winnipeg LAC has compiled sponsors (starting from Halifax list), and has announced the call for papers.
 - Maged Elmadhoon – Southwestern Ontario has expressed some interest in hosting the 2014 Annual Conference.
 - Saskatchewan is looking to submit a proposal for the 2015 conference.
 - Daryl Bender thanked Jeannette Montufar for her upcoming visit to the Hamilton Section.

6. ADJOURN / NEXT MEETING

- **Motion** (Chartier/Copeland) to adjourn the meeting at 11:50 CST.
- Next meeting will be held on November 16, 2011.

CARRIED