



**CITE Executive
Teleconference minutes
October 18, 2011 11:00 CST**

Present:

Jeannette Montufar (President) (JM)
Peter Truch (Vice-President) (PT)
Jen Malzer (Secretary/Treasurer) (JLM)
Gene Chartier (Past President) (GC)
Russell Brownlee (District Director) (RB)
Sandy Rempel (Communications Coordinator) (SR)
Kerra Mruss (LAC Chair, AGM 2012) (KM)

Regrets:

Ralph Hessian (District Administrator) (RH)

1. APPROVAL OF AGENDA

- JM called the meeting to order at 11:05 CST.
- **Motion** (GC/RB): that the Agenda be approved. CARRIED
- **Motion** (RB/GC): to adopt minutes from September 20, 2011. CARRIED

2. Business arising from minutes of September 20 2011

- GC provided update on Contracts for Communications Coordinator and Website Administrator.
 - Website Administrator agreement has been signed and will be circulated.
 - Next step is to review contract for Communications Coordinator (will be drafted before meetings in Winnipeg)
 - SR will complete a list of activities that are part of her duties as Communications Coordinator.
- JM met with the LAC for Winnipeg 2012 regarding conference budgeting
 - LAC submitted a letter to CITE Executive (see item 3)

3. Letter from Manitoba LAC (2012 Conference)

- KM provided overview of her October 12, 2011 letter to the CITE Executive.
 - Winnipeg LAC learned in September of the BOD motion passed at the Annual meeting in Halifax to alter the 2012 conference budget from a net zero balance to \$10,000 profit.

- The LAC is concerned of the budget implications to Manitoba section and how this would impact conference planning or their reputation if they were unable to meet the financial target.
- As a result, the LAC asked KM to outline their concerns to CITE and ask that this requirement be removed for 2012.
- GC explained that the motion to change the Winnipeg conference budget was designed to recognize that conferences often do make profits. It is difficult to project the exact profit, but that there was value in showing revenue in budgets. Intent is not to constrain Winnipeg LAC planning.
- RB shared that the approved budget reflects the intent to help support more technical projects.
- PT shared that the membership would need to approve changing the budget.
- RB offered that the CITE Executive will work with Manitoba regarding sponsorship opportunities.
- JM suggested a resolution addressing the needs of both CITE and Winnipeg LAC be reached at the November meeting in Winnipeg.

4. BRUCE HELLINGA REQUEST ON CHANGES TO THE SCHOLARSHIP REQUIREMENTS

- Dr. Bruce Hellinga requested CITE review eligibility criteria and specifically to allow international students to compete for scholarships. International students are now only permitted to apply for permanent residency once graduated; this means they are no longer able to apply for many scholarships.
- JM shared that Universities offer special bursaries for international students, dependent on grades. There are also other specialized scholarships that are reserved for international students.
- RB recommended that the CITE scholarship eligibility remain unchanged.
- **Motion** (GC/JLM): recommend to the Board in November to maintain existing eligibility criteria.

CARRIED

5. SCHOLARSHIPS AND AWARDS FOR 2012

- JM shared that ITE International has shifted its awards deadline (e.g. student presentation, paper award, section award) for the Canadian District from May 1 to April 18.
- JM is concerned that Canadian submissions are late and possibly not be being considered for international awards. Suggested advancing our internal deadline to March 1 means CITE submissions are not delayed going to ITE international.
- GC shared that historically ITE has allowed CITE until May 1 to apply for awards although April 1 has been the true deadline.
- **Motion** (GC/RB): recommend to change CITE awards deadline to March 1.

CARRIED

Actions:

JM will advise ITE so that the District Deadlines are captured in forms.
PT will send a 'call out' by end November and a reminder at the end of January (contacting student chapters, transportation professors at Canadian Universities, general webmail).

SR will send contact list for student chapters. **Sandy** will create an ad for the awards, which will highlight the new deadline.

6. CCG ON WEBPAGE

- **Jim Gough** requested to have a separate web page for the Canadian Capacity Guide (CCG)
- **SR** shared that it would cost approximately \$150 plus an hour of her time to post CCG online.
- **JM** indicated she would like to introduce a publications feature on the main index on the web, rather than have a separate page for each project CITE produces.
- **JLM** agreed a publications feature would be a good opportunity to advertise the variety of work being led by CITE members and the Technical Liaison Committee.

Actions:

- **JM** and **SR** will work to update the website and create a section for publications. Will present to executive prior to implementation.
- **JM** will respond to **Jim Gough**.

7. OUTSTANDING INVOICES DATABASE (AR RECOVERY)

- **GC** described the spreadsheet he created to track outstanding invoices. Some information is still outstanding.

Actions:

- **All** will review data for assigned years to confirm payment / non-payment. This will be completed by November 4.

8. LEVEL 3 (GLOBAL CROSSING)

- **SR** shared CITE will now use a new communications provider for conference calling. This provider is much less expensive than the current provider and also gives CITE the ability to host webinars.

Actions:

- **SR** will arrange for **Mike Skene** and **Russell Brownlee** to have login information for meetings.

9. TRANSPORTATION GRADUATE COURSE

- **JM** and **SR** shared they are working to develop a graduate course outline in transportation. This will involve **JLM** shortly for a trial run of the system.
- The course will start as a webinar; more details to come in November.

10. NEXT MEETING

- **Motion** (**RB/JLM**) to adjourn the meeting at 12:15 CST.

CARRIED

- Next meeting will be held on November 15, 2011.