



**CITE Executive
Teleconference minutes
September 20, 2011 11:05 – 11:00 CST**

Present: Russell Brownlee (District Director) (RB)
Jeannette Montufar (President) (JM)
Peter Truch (Vice-President) (PT)
Jen Malzer (Secretary/Treasurer) (JLM)
Sandy Rempel (Communications Coordinator) (SR)
Ralph Hessian (District Administrator) (RH)

Regrets: Gene Chartier (Past President) (GC)

1. APPROVAL OF AGENDA

- JM called the meeting to order at 11:05 CST
- **Motion** (PT/RB): that the Agenda be approved. CARRIED
- **Motion** (RB/PT): to adopt minutes from August 30, 2011. CARRIED

2. Business arising from minutes of August 30 2011

2.1 Action Items - Completed

- GC will forward contact info for Pernia (Lakehead) to JM.
- RB has suggested a sample 'new member welcome letter' to adapt for CITE use.
- GC indicated that TAC appointees have been identified.
 - Needs to finish contracts for communication coordinator and website administrator. This has been circulated to JM and RB.
 - Send off information regarding awards.
- PT will take over Gene's draft documents regarding award descriptions.

2.1 Action Items – Underway / Incomplete

- JM to set up meeting at Lakehead.
 - Will send graduate course information to Sandy.
 - Will review social media opportunities prepared by Sandy.
 - Will extract items that have no resolution from past meetings. Underway.
- GC will deal with contacting agencies with which we have agreed to develop partnerships. CUTA & CIP are outstanding. Others have been contacted.
 - Follow up with Mike Skene regarding intellectual property for Greenmodes.
- PT will wrap up conference accounting (with Sandy's help). Still working on 2010.

- Will finalize minutes from Halifax AGM. Closer.
- Will resolve what is owing to Dave Twaddle. Holding – until 2011 comes back.
- RH will develop terms of reference for active participation of senior members and mentorship. To discuss at November meeting in Winnipeg. Will circulate draft prior to November meeting.
- Reviewing CITE contracts (Communication Coordinator and Website Administrator) in collaboration with GC.

3. **Winnipeg 2012**

- There was discussion regarding the expectation to see Winnipeg generate a profit of \$10,000. The intent behind a net positive budget is to guarantee a balanced budget, not to affect the Winnipeg LAC approach / business.
- To-date, the Winnipeg conference budgeting is based on previous conferences, so net revenue of zero.
- In previous years, Winnipeg conferences have generated a profit in the order of \$5,000.
- For some organizations the bulk of revenue comes from conferences – should that also be true for CITE? Are there other opportunities for sponsorship?

Actions:

JM will write a memo to the 2012 LAC addressing the issue.
RB will ask the FMP Committee to consider this issue.

4. **APWA CONGRESS 2014**

- Discussion regarding a sponsorship request for the APWA conference:
 - CITE is not currently in a position to sponsor
 - the request was made some time ago, with no follow up by APWA
- **Motion** (RB/PT): to take no action with respect to a sponsorship letter from APWA.
CARRIED

5. **FINANCIAL REVIEW UPDATE**

- RB – Financial Management Policies (FMP) committee has held two meetings, discussing the list of issues needing consideration. For each issue, the committee has / will:
 - Look into possible remedial actions,
 - Talk with external accountants specialized in NGOs, small organizations,
 - Speak with ITE International regarding financial reporting, liability, signing authority.

6. **OTHER**

- JM - Greater Vancouver has developed a (Copyrighted) bike course. Investigate whether CITE could be holders of the materials.
- JM raised the issue that accountability was important for everyone as elected leaders of this organization. She asked everyone to think about their position and do a self-assessment of our roles and responsibilities, to see if we are meeting the

- membership's expectations. She suggested that this issue of accountability should be discussed at the November meeting in Winnipeg.
- PT – received a letter from Olivia Chow addressed to JM, looking for support regarding a public member bill for a national transportation strategy. He will send it to JM for discussion at the next meeting.

7. NEXT MEETING

- **Motion** (RB/JLM) to adjourn the meeting at 12:15 CST.
- Next meeting will be held on October 18, 2011.

CARRIED