



**CITE Board of Directors
Teleconference minutes
March 27, 2012 11:00 – 11:00 CST**

Present / Regrets:

District Representation			
President	Jeannette Montufar (JM)	Vice-president	Peter Truch (PT)
Secretary / Treasurer	Jen Malzer (JLM)	Past President	Gene Chartier (GC)
Administrator	-	Director	regrets
Section Representation			
Vancouver Island	Mitchell Jacobson (MJ)	Manitoba	Jon Regehr (JR)
Greater Vancouver	Stephanie McNeely (SM)	Southwestern Ontario	<i>regrets</i>
BC Interior	Chris Darwin (CD)	Hamilton	Daryl Bender (DB)
Southern Alberta	René Rosvold (RR)	Toronto	<i>regrets</i>
Lethbridge	<i>regrets</i>	National Capital	<i>regrets</i>
Northern Alberta	<i>regrets</i>	Quebec	<i>regrets</i>
Saskatchewan	Jeff Holland (JH)	Atlantic Provinces	Jamie Copeland (JC)

1. CALL TO ORDER

- Jeannette Montufar called the meeting to order at 11:04 CST

2. APPROVAL OF AGENDA

- **Motion (DB/JC):** that the Agenda be approved.

CARRIED

3. APPROVAL of MINUTES FROM January

- **Motion (MJ/RR):** that the Minutes from January 31, 2012 be approved.

CARRIED

4. Issues Arising

- Executive Director

- JM: Item 9 from the minutes: action item: JM will research various models with distribution of information prior to the March board meeting. This action item will require additional information / resources, so need a better approach to pursue
- JC: would like to better understand why we would move towards a different
- JM: would provide continuity from executive to executive. The district administrator (2 in 8 years) has not stayed on as long as initially intended to provide support to executive members, including treasurer. There are many activities that do not need to change year to year.
- GC: other districts across ITE are heading in this direction and could also be value for CITE. Need some clarity around what the role of district administrator, some activities such as around accounting
- GC: Need to understand how to best administer ourselves. First was discussed at the board meeting last year – are we at a point where we need more support. Now with Ralphs resignation, should review the role – continue or structure into something else.
- DB: we are looking to create a job description. Is there a motion from Halifax to hire financial administrator?
- JM: look at rolling certain tasks together. Financial. One of the items discussed in Halifax is the growth of CITE – what is the best way to continue to deliver a growing membership and
- DB: can we more fully discuss in Winnipeg?
- JM: what kinds of models to we need to facilitate the discussion?
- DB: Executive is the most familiar with CITE activities – best equipped to know what questions to ask.
- JM: limiting factors is the resources dedicated to financials.
- GC: would like to be involved and form a committee to assist.
- SM: at Urban Systems, strong involvement in other volunteer groups – would be happy to pull together experiences from these.
- DB: will also volunteer.
- GST/HST
 - Revisit at next meeting.

5. FINANCIAL ISSUES UPDATE

- 2010 financials (website)
 - Close to completion
- 2011
 - Basically completed, some minor adjustments with bookkeeper
 - Will be published in Transportation Talk in April (one month prior to AGM)
- A/R
 - Issuing statements of account to second (second of three) batch of firms / municipalities
 - Collecting has been successful, pleased with support so far
 - First two batches represent the more significant balances
 - On the CITE finances, A/R is declining as a result of online payment and follow up with outstanding invoices
- Review of revenue and expenses

- Will prepare for your consideration at May meeting
- 2013
 - Will prepare for your consideration at May meeting
 - Require finalized budget, but will prepare suggestions as part of May agenda

6. LAKEHEAD UNIVERSITY STUDENT CHAPTER

- JM visited Lakehead and met with approximately 50 students and Dr. Juan Pernia. They discussed the steps to form the chapter. Following, a conference call last week led to today's recommendation to form a student chapter. A charter has been developed (and was attached to the agenda).
- SM: increase in student enrolment is very promising in Greater Vancouver – appreciate the increase across Canada and hope will translate to new professionals.
- DB: please describe the faculty and school?
 - JM: civil engineering, there is currently not a master's programme to specialize. All students are at the undergraduate level. Currently one faculty member specialized in transportation and pursuing masters programme.
 - GC: Lakehead has traditionally acknowledged technical diplomas, and have a high number of Mohawk graduates so high level of commitment (already) to ITE.
- JM: due to geographical proximity, the Student Chapter may fall under the Manitoba Section (rather than Toronto).
- GC: technical speaking, student chapters have no formal affiliations with sections (only District). Over time, a partnership or relationship is typically formed. The members will be recognized by ITE as Toronto members.
- JR: on behalf of Manitoba, would be happy to extend a welcome to Lakehead student chapter.
- **Motion** (DB/SM): That the Board of Directors approve the creation of a student chapter at Lakehead University effective March 27 2012.

CARRIED

7. AWARDS AND SCHOLARSHIPS

- TLC new award
 - TLC has proposed the creation of a new award:

“This award will recognize an outstanding transportation project and can be awarded on an annual basis, depending on merit and appropriate submissions. The project should include excellent technical content and provide information that can benefit the overall transportation industry in the future. The Technical Liaison Committee (TLC) will be encouraging more technical projects in the future, and this award will recognize the high quality of projects that CITE is involved with in the transportation industry.

The TLC is proposing to name the award in honour of Stan Teply. Stan has been a technical leader in the industry; he has been a mentor for many; and he has worked throughout the 1970's, 80's and 90's in leading and creating the Canadian Capacity Guide, a guide which has proven technical merit in Canada

- and accepted by the CITE membership and TAC Chief Engineers Council as a credible Canadian Guide to assist practitioners with capacity calculations.”
- JM: When the executive considered this award, the recommendation was to attach no financial support from CITE.
 - SM: what kinds of support to our awards attach?
 - JM: scholarship winners (students) receive a financial prize and travel support. Travel and conference registration is also linked with the HR Burton award. Other awards do not include financial support.
 - **Motion (GC/DB):** establish the TLC award with no financial contribution from CITE.

CARRIED
 - Allen Swanson email
 - Allen Swanson is updating his will and would like a provision to donate to CITE. He would like to prepare a letter to describe how the support might be used. The letter could be adjusted over time, depending on predicted needs. The letter will allow his will to remain relevant while still providing some flexibility.
 - The Board expressed its thanks to the generosity of Allen Swanson, his wife and family.
 - Awards and scholarship
 - PT: there was some difficulty receiving some section reports (some were larger than the allowable email size and bounced back). An email has been issued to ask sections to resubmit and several have been received that were previously not.
 - PT: several applicants for all award competitions, review is underway with committee (section level, and student chapter awards)
 - PT: On track to announce awards in Winnipeg
 - JM: reminder to sections to please submit recipients of student presentation competition before April 1.

8. UPDATE TO CANADIAN CHARTER

- JM: a need was identified to update the Charter and Bylaws. Ralph Hessian undertook a review and presented suggestions to the executive. Today, would like approval to update charter, will visit Bylaws in Winnipeg.
- Three recommendations were presented to the Board:
 1. Removal of Sections 5.2 and 5.3 from the charter
 2. Modification of Section 5.4 which would remove the provision of membership roster in the annual report
 3. Change the district name to Canadian District
- SM: to confirm, we will still track membership trends? Can we still summarize membership by categories?
 - JM: will amend: modify section replace with and the membership total:
Modification of Section 5.4 ~~which would remove the provision of membership roster~~ to provide a membership summary in the annual report
- Vote on the amendment
- CARRIED

- **Motion (GC/JC):** in accordance with Section 7.2 that we petition ITE to make the changes proposed.

CARRIED

9. DISCUSSION

- DB: please provide an update on Traffic Bowl?
 - JM: being organized by Peter and LAC. PT will soon be in contact with Chapters to determine level of interest and to identify team members.
- SM: bike design guidelines are ready to be posted online. Would like to share via the CITE website. Course has been delivered in BC, AB and soon a workshop in Winnipeg just prior to the AGM.
 - JM: is in contact and is organizing to sign an MOU (to assure that material should be used for intended purposes) ahead of posting the resource.

10. ADJOURN

- **Motion (DB/JC) -** Meeting was adjourned at 11:04 am CST

CARRIED

- Next meeting is on May 31, 2012 at 11:00am CST