



**CITE Executive
Teleconference minutes
June 13, 2013 8:30 PST**

Present:

Peter Truch (President) (PT)
Jen Malzer (Vice-President) (JLM)
Edward Soldo (Secretary/Treasurer) (ES)
Jeannette Montufar (Past President) (JM)
Bruce Belmore (District Director) (BB)
Sandy Rempel (Communications Coordinator) (SR)

Regrets:

None

1. Call to Order

- PT called the meeting to order at 8:30 PST.

2. Approval of Agenda

- **Motion** (ES/JLM): That the Agenda be approved.

✓ **CARRIED**

3. Approval of April 2013 Executive Meeting Minutes

- **Motion** (ES/JLM): That the minutes be approved. Future minutes to be sent out to all members of the executive for review and comment.

✓ **CARRIED**

4. 2014 Conference Partnership with OTC

- Waterloo Local Arrangements Committee is pursuing further discussion with OTE on joint conference. Further progress on memorandum of understanding that would articulate CITE conditions needs to be moved forward. Gene Chartier to provide an update before the next meeting.

5. 2015 Conference Update

- BB provided an update from the recent Saskatchewan Section meeting. The membership was in support of hosting the conference. The conference would be hosted in Regina. There has been some preliminary work done (hotels have been looked into) and approximately 25 volunteers have offered to assist.

- A preliminary conference chair has stepped forward for consideration (Alan Duff, one of the founding members of the Section).
 - Realistic expectations for delegate participation and profit need to be developed as part of the proposal.
 - Next step is to secure hotel commitment and for the Section to formally submit letter of interest and proposal for CITE executive to review and potentially endorse.
- **Action** (PT): Send an email to the Saskatchewan section President outlining next steps and requirements (letter of interest) so that it can be endorsed by CITE Board in September.

6. Strategic Plan Update

- PT provided an update on process and feedback. Advocacy has been identified as the most contentious issue to date. Overall the plan feedback has been positive.
 - PT will be drafting report over the summer, further comments from sections anticipated prior to coming back to executive.
 - The report will summarize all of the comments, prioritize items and then an action plan would be developed for implementation.
- **Action** (PT): Meet with other section to gather input and prepare draft of Strategic Plan.

7. Traffic Bowl Recap

- Six teams competed. University of Manitoba was the winner and will be representing the CITE District in Boston. Moderately attended event.
- Total numbers for event were quite low, loss of \$2600 for event that will be reflected in 2013 CITE budget.

8. Transfer of Duties

- JLM/ES have met and discussed arrangements.
 - JLM to arrange transfer of boxes (historical). Potential to move other items to ITE bookstore.
- **Action** (JLM): To arrange teleconference with PT and ES to discuss organization/transfer of historical items (CCG, CITE compendiums and old book store items) by July 5th.

9. CCG and Delta Awards

- BB indicated that awards will be done shortly. CCG is new award that will follow same process (handed out at CITE Annual Conference).

10. Financials

- GST submissions for 2009 and forward has not been submitted. Issues have been identified in the coding of Elavon and the bulk processing of conference items in 2011 and 2012. An assessment of the books as they relate to GST is required and the submissions to CRA should be completed in a timely manner.

- **Action** (JLM): To arrange for the books from 2011 and 2012 to be forwarded to ES.
- **Action** (ES): To arrange with bookkeeper to review 2011 and 2012 bookkeeping and potentially update any errors.
- **Action** (ES): To arrange teleconference with PT, JLM, SR and ES to discuss outcomes of updated 2011 and 2012.
- **Action** (ES): To work with Tim Haynes on submitting the 2009 and 2010 GST submissions in the short term.
- 2007-2011 receivables are still outstanding. Gene Chartier has taken the lead on trying to collect on the items by the end of the year.
- **Action** (ES): To contact Gene and determine next steps in moving this item forward.

11. Board Meeting Schedule

- PT to setup next meeting based on the availability responses. Quarterly meetings to start in September.
- BB identified the need to move Leadership ITE forward. A presentation at the next meeting was identified.
- **Action** (PT): To arrange a CITE board meeting in August and to schedule quarterly meetings for the next two years.

12. TLC Project Updates

- Postponed until next meeting.

13. Partner Agency Agreements

- TAC Traffic Calming project, agreement needs to be negotiated. PT to lead as it was previously approved.
- TAC Agreement has expired. Require CITE exec approval to renegotiate, PT to lead.
- **Motion** (ES/JLM): Approval to negotiate a new agreement with TAC on behalf of CITE
✓ **CARRIED**
- TCAC, Toronto Centre for Active Transportation, looking to develop agreement to partnership to promote AT initiatives across Canada. PT to lead.
- **Motion** (ES/JLM): Approval to explore MOU for partnership and submit letter of support for TCAC funding submission.
✓ **CARRIED**

14. CITE Appointee Reports

- Chief Engineers and TOMS appointee reports are in. Reports require additional detail regarding financial considerations, technical aspects and a more detailed summary of items of impact that would be of relevance for CITE membership.
- **Action** (JM): To send email to five appointees for additional detail by June 21st.

15. CITE Insurance Coverage

- The existing policies expire as of July 1st. Renew is required.
- **Action** (ES): To arrange for a renewal proposal from Cowan Insurance.
- **Motion** (BB/JLM): Approval in principle to renew insurance policy based on the understanding that the cost are not significantly higher than 2012.

✓ **CARRIED**

16. Next Meeting

- Next meeting TBD.
- **Motion** (ES/BB): Adjourn meeting at 10:25 PST.

✓ **CARRIED**