



**CITE Executive
Teleconference minutes
August 29, 2013 10:00 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)
Bruce Belmore (District Director) (BB)
Gene Chartier (GC) (attended for Items 1 thru 4)

Regrets: None

1. Call to Order

- PT called the meeting to order at 10:00 PST.

2. Approval of Agenda

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

✓ **CARRIED**

3. Approval of June 2013 Executive Meeting Minutes

- **Motion** (ES/JM): TCAC changed to TCAT. That the minutes be approved.

✓ **CARRIED**

4. 2014 Conference Partnership with OTC

- Waterloo Local Arrangements Committee met with OTC on joint conference on August 27, 2013.
- Organizations have different financial models. Series of items were discussed.
- Technical Program – ITE program has larger program. OTC brings different types of topics (OTM books, parking, police safety).
- OTC is willing to move off a guaranteed return. There will be a lower return to ITE. Cost sharing from registration is based on net revenue based on percentage of attendees. Exhibitors would also be split in a similar manner. Sponsorship revenue would all be allocated to CITE.
- There is sufficient hotel room capacity. Presentation sessions would be coordinated to integrate OTC topics. Awards program would be integrated into CITE luncheon.

- Social events, OTC has a banquet night on the Monday vs the Tuesday. CITE will switch schedule to accommodate.
- CITE maintains control of delivery of event.
- The joint meeting furthers the goal of cooperating with other transportation agencies and promoting ITE to other organizations.
- Memorandum of understanding required that clearly identifies roles, responsibilities and decision making process.

➤ **Action** (PT): Contact Gene to discuss next steps.

➤ **Motion** (PT/BB): Approve in principle a joint CITE/OTC conference subject to a formal MOU being developed.

➤ **CARRIED**

➤ **Action** (GC): Memorandum of understanding to be developed for executive approval (Sept 19 deadline for MOU to be sent to executive for review.)

5. 2015 Conference Update

- Letter of interest and proposal for CITE executive was received. Conference location would be in Regina.

➤ **Motion** (JM/ES): Accept the Sask section offer to host the conference for 2015 in Regina. Bruce Belmore would be the CITE liaison. The Local Arrangements Committee Chairperson will be Allan Duff of AECOM in Regina and Max Zasada of the City of Regina.

➤ **CARRIED**

6. Strategic Plan Update

- PT provided a brief update on progress to date.
- PT working on report that will summarize all of the comments prioritizes items and then an action plan would be developed for implementation.

7. Transfer of Duties

- JLM/ES will meet offline to discuss items.
- PT/JLM to meet offline to discuss.

8. CCG and Delta Awards

- BB is arranging for CCG award to be redone. Once the awards are finalized, will be handed out. CCG award to go to PT to deliver, Delta award to be sent to GC to deliver.

9. Financials

- Q1/Q2 has been completed by new bookkeeper. A number of questions require input from JLM to resolve and finalize Q1/Q2.
- 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** (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. GC has taken the lead on trying to collect on the items by the end of the year.
- **Action** (ES): To contact GC, copy PT on email to determine next steps in moving this item forward.

10. Partner Agency Agreements

- PT has not yet followed up with TAC on agreement.
- PT sent a letter to TCAT in June regarding partnership and letter of support (Attachment #1).

11. CITE Appointee Report

- JM has discussed with main appointee that CITE requires Chief Engineers and TOMS appointee reports that provide more detail regarding financial considerations, technical aspects and a more detailed summary of items of impact that would be of relevance for CITE membership.
- CITE appointees will be asked to provide article for the Transportation Talk Feature Article on why these positions exist, what is being done at each of their committees at TAC and how it impacts CITE.
- New partnerships with other organizations will be discussed at a future meeting.

12. CITE Insurance Coverage

- The insurance policies were renewed, they will expire July 1st, 2014.

13. Compendium Proposal

- Various options for dealing with the compendium were presented (Attachment #2).
- **Action** (All): All exec members to review and provide comments for next executive meeting.

14. Section Packages

- **Motion** (JLM/BB): Item has been postponed to next meeting.

✓ **CARRIED**

15. Next Meeting

- Next meeting September 12 regarding Leadership ITE.
 - September Executive Call – September 26 @ 10:00 PT
 - Quarterly Board Call – October 3 @ 10:00 PT
 - November Meeting – November 14 to 17th, 2013 in Waterloo.
- **Motion** (ES/BB): Adjourn meeting at 11:45 PST.

✓ **CARRIED**