



**CITE Executive  
Teleconference Minutes  
September 19, 2014 16:00 EST**

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Present: Peter Truch (President) (PT)  
Jen Malzer (Vice-President) (JLM)  
Edward Soldo (Secretary/Treasurer) (ES)  
Bruce Belmore (District Director) (BB)  
Jeannette Montufar (Past President) (JM)

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Regrets: None

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**1. Call to Order**

- PT called the meeting to order at 16:00 EST.

**2. Approval of Agenda**

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

✓ **CARRIED**

**3. Approval of May 31, 2014 and September 9, 2014 Executive Meeting Minutes**

- **Motion** (JLM/BB): That the Minutes be approved.

✓ **CARRIED**

**4. Transportation Talk**

- Topic for Transportation Talk. JLM to develop three transit project highlight articles for inclusion into TT. Julia Salvini was identified as the profile candidate. The topic of TT and its long term viability to be discussed in Regina.

**5. CLASP**

- Discussion ensued regarding the CLASP process. Four reviewers were retained independently at a cost of \$3 k. CITE has paid HSF \$5k in 2012 and another \$5k is obligated. The cost of the review is to be deducted from that obligation. A move forward plan needs to be developed to complete this initiative.

## 6. Executive Expenses

- Discussion ensued CITE executive expenses. The need for a policy for executive expenses was identified. The intent of the travel policy would be to promote transparency and fiscal responsibility by the Executive.
- **Motion** (BB/JM): That travel must be requested in advance and approved by the Executive in order for expenses claims to be paid. Exempt from this policy are conventional obligations, namely attendance at the Annual CITE Conference and fall meeting by the full executive, and IBOD meetings by the District Director. Further, travel must be of a reasonable nature, including taking economy class when flying or considering driving or train alternatives when possible. Rational for additional travel is required.

✓ **CARRIED**

## 7. TAC Agreement

- PT provided an overview of the agreement. Discussion ensued regarding the funding arrangement, project management responsibilities; french translation costs and the approval process for the document. Format of the agreement was identified as an issue.

**Motion** (ES/JM): That the TAC agreement be forwarded to the TLC to review, negotiate and develop for the executive to sign off.

✓ **CARRIED**

## 8. Montreal Executive Meeting

- Monday at 9:00 am EST, location to be determined.

## 9. UTC Appointment

- TAC UTC approached JM to have CITE appoint a member to the UTC.
- **Motion** (ES/JM): That JLM be appointed on a one year basis to the UTC and that a process for appointment be developed for approval prior to 2015 TAC conference.

✓ **CARRIED**

## 10. Next Meeting

- Montreal TAC Conference, September 29<sup>th</sup>, 2014 at 9:00 am. Location to be determined, executive to meet in the conference lobby.

- **Motion** (ES/BB): Adjourn meeting at 17:45 EST.

✓ **CARRIED**