



CITE Executive Meeting
Delta Hotel - Presidential Suite - Regina, SK
June 6, 2015 - 9:07AM CST
- DRAFT -

Attendees:

Executive:

- J. Malzer (Vice-President) (JM-VP)
- B. Belmore (District Director) (BB)
- E. Soldo (Secretary Treasurer) (ES)
- J. Montufar (Past-President) (JM)

Staff:

- S. Garner (Administrator) (SG)¹
- S. Rempel (Communications Coordinator) (SR)

Guests:

- J. Kennedy (President, ITE International) (JK)
 - S. Leight (Vice-President Candidate ITE International) (SL)
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1. Welcome and introductions

- Roundtable Introductions
- Update of ITE International activities were presented

2. Approval of Agenda

MOTION (ES, BB): Approve agenda

✓ CARRIED

3. Roles and Executive Reports

- Treasurer report presented (attached)
- District Director report presented (attached)
 - Additional information on election app used for election and its success
- Vice-President's report (attached)
 - Suggest letter of thanks to follow-up with donors to encourage future sponsorship
 - Discussion conference fees for students - subsidize by CITE
- Past-President report (included as District Director report)

¹ Recording Secretary

MOTION (JM, ES): That the Executive Reports be received and presented to the Board

✓ **CARRIED**

ACTION: Student conference registration subsidy proposal to be presented to the Board for approval (Sponsor: JM-VP)

4. Transportation Talk

- TT editor leaving after next three issues
- Executive thanked Sandy for her extraordinary involvement and commitment to the organization

5. Administrator's Report

- Introduced S.Garner as CITE new Administrator
- Discussed approach for new website. Executive supported:
 - RFP for site development (target maximum budget of \$15,000)
 - Implementing Google Apps as the District's email, contact, calendar and file system
 - Recognized and support the importance of developing CITE social media presence

6. Outreach: Toronto Complete Streets, SFU

- Topic of CITE education objectives was discussed

7. Budget and membership dues

- Budget presented (attached) and approved to send to the Board for discussion
- Membership dues update from ITE was presented

8. Report by the TLC

- Discussed the award process for the TLC award and possibilities for revised criteria
- Budget: Discussion regarding training component of TLC proposed budget
- Brief review of proposed projects and discussion
- Discussed need to push Executive communication down to sections and TLC

9. 2015 Conference LAC - Regina

- Conference update was given
- Registrations 200+
- 58 submission; 2 technical streams
- \$13,000 projected surplus

10. 2016 Conference LAC - Kelowna

- June 5-8, 2016 - Theme: Connecting Lifestyles- Presentation/Discussion by Jon Vass and James Donnelly of the organizing committee

11. Mayor's Design Initiative / Hackathon Proposal

- Vice-president presented on proposal for Kelowna 2016 (attached). Discussion
- Organizing team to tentatively plan for space at the conference

MOTION (JM-VP, ES): That the Conference Committee tentatively plan to host this initiative and further consideration is given to the political impacts of the work particularly with respect to municipal representatives and staff

✓ **CARRIED**

12. Other business and fall dates

- November 6-8 Kelowna Executive Conference site visit

MOTION (JM): To adjourn meeting at 4:30PM CST

✓ **CARRIED**

2016 Budget and Financial Statement

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET
INCOME				
Annual Conference	200,900.00	\$ 215,395.60	\$ 135,000.00	\$ 148,000.00
Currency Exchange	1,620.67	\$ 4,441.12	\$ -	\$ 5,000.00
Education/Training	0.00	\$ 22,152.21	\$ 15,000.00	\$ 15,000.00
Interest Income	4,559.91	\$ 2,635.16	\$ 5,000.00	\$ 3,000.00
John Vardon Scholarship	2,670.00	\$ 1,777.00	\$ 2,000.00	\$ 2,000.00
Membership Dues	81,743.21	\$ 61,256.80	\$ 83,000.00	\$ 70,000.00
Transportation Talk Advertising	7,706.50	\$ 9,250.00	\$ 9,250.00	\$ 8,000.00
Website Advertisements	71,325.00	\$ 83,700.00	\$ 66,000.00	\$ 75,000.00
Award/Scholarship Donations	0.00	\$ 16,000.00	\$ 4,500.00	\$ 2,500.00
TOTAL INCOME	374,037.29	416,607.89	319,750.00	328,500.00
EXPENSES				
Administrator	\$ -		\$ -	\$ 18,000.00
Awards - Awards/Scholarships	\$ 5,419.98	\$ 4,860.12	\$ 6,000.00	\$ 4,000.00
Awards - Travel	\$ 1,814.33	\$ 4,612.41	\$ 5,000.00	\$ 5,000.00
Bank Charges	\$ 2,812.33	\$ 3,692.16	\$ 4,000.00	\$ 4,000.00
Bookkeeping	\$ 2,460.00	\$ 2,035.00	\$ 2,500.00	\$ 2,500.00
CITE Appointee Travel	\$ 6,663.54	\$ 4,576.36	\$ 7,000.00	\$ 7,000.00
Communications	\$ 17,977.00	\$ 11,776.80	\$ 18,000.00	\$ 10,000.00
Conference Expenses	\$ 163,822.29	\$ 162,668.84	\$ 135,000.00	\$ 135,000.00
Director Expenses	\$ 9,808.07	\$ 8,468.42	\$ 15,000.00	\$ 14,000.00
Executive Expenses	\$ 36,463.51	\$ 17,469.93	\$ 24,000.00	\$ 24,000.00
Insurance	\$ 5,016.60	\$ 5,151.00	\$ 5,250.00	\$ 5,400.00
Membership Support Programs	\$ 6,395.72	\$ 5,092.86	\$ 7,500.00	\$ 7,500.00
Miscellaneous	\$ 212.34	\$ 455.87	\$ 250.00	\$ 500.00
Postage, Mailing Service	\$ 727.68	\$ 579.46	\$ 500.00	\$ 600.00
Printing and Copying	\$ -		\$ 250.00	\$ -
Section/Chapter Rebates	\$ 3,750.00	\$ 3,750.00	\$ 7,000.00	\$ 7,000.00
Student Presentation Comp.	\$ 1,900.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
Telephone, Telecommunications	\$ 10,116.89	\$ 859.53	\$ 6,000.00	\$ 1,000.00
TLC- Administration	\$ 6,075.97	\$ 5,100.88	\$ 7,000.00	\$ 9,000.00
TLC - Tech Project Dev.	\$ 2,047.62	\$ 15,057.65	\$ 5,000.00	\$ 10,000.00
TLC Project - TAC Sponsorship	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TLC Project - Traffic Calming	\$ 15,000.00		\$ 5,000.00	\$ 5,000.00
TLC Active Transportation CLASP	\$ 5,464.75	\$ 732.04	\$ 10,000.00	\$ 10,000.00
Traffic Bowl	\$ 8,249.36	\$ 5,309.74	\$ 6,000.00	\$ 6,000.00
Transportation Talk	\$ 13,038.96	\$ 13,561.16	\$ 13,500.00	\$ 10,000.00
Vardon/Van Aerde Scholarship	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
Website	\$ 11,885.73	\$ 13,448.18	\$ 12,000.00	\$ 15,000.00
TOTAL EXPENSES	\$ 371,551.09	\$ 301,539.35	\$ 319,750.00	\$ 328,500.00
NET INCOME (LOSS)	\$ 2,486.20	\$ 115,068.54	\$ -	\$ -

CITE BALANCE SHEET

	DEC 31 2013	DEC 31 2014	DEC 31 2015	DEC 31 2016
CURRENT ASSETS				
Chequing/Savings/Cash				
Scotiabank Chequing	\$ 35,045.32	\$ 69,505.42		
Scotiabank Conference	\$ 58,281.61	\$ 49,285.61		
Cash	\$ 480.25			
Total Chequing/Savings/Cash	\$ 93,807.18	\$ 118,791.03		
Total Accounts Receivable	\$ 14,485.44	\$ 480.25		
Other Current Assets				
Undeposited Funds				
Conference Seed Money		\$ -		
Total Other Current Assets	\$ -	\$ -		
TOTAL CURRENT ASSETS	\$ 108,292.62	\$ 119,271.28		

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET
INVESTMENTS				
John Vardon Scholarship	\$ 54,775.09	\$ 56,137.26		
Scotia GIC	\$ 26,113.37	\$ 91,947.80		
Michel Van Aerde Scholarship	\$ 58,806.87	\$ 59,865.09		
Cash Holdings		\$ 30,023.37		
TOTAL INVESTMENTS	\$ 139,695.33	\$ 237,973.52		
TOTAL ASSETS	\$ 247,987.95	\$ 357,244.80		
LIABILITIES				
CURRENT LIABILITIES				
Accounts Payable	\$ 5,877.95	\$ 1,357.49		
Total Accounts Payable	\$ 5,877.95	\$ 1,357.49		
OTHER CURRENT LIABILITIES				
GST/HST Payable	\$ 1,506.45	\$ -		
Total Other Current Liabilities	\$ 1,506.45	\$ -		
TOTAL LIABILITIES	\$ 7,384.40	\$ 1,357.49		
EQUITY				
Capital Gain (loss)	\$ -	\$ 215.22		
Retained Earnings	\$ 238,117.35	\$ 240,603.55		
Net Income	\$ 2,486.20	\$ 115,068.54		
TOTAL EQUITY	\$ 240,603.55	\$ 355,887.31		
TOTAL LIABILITIES & EQUITY	\$ 247,987.95	\$ 357,244.80		
GST REBATE/OWED	-\$ 1,506.45	\$ -		



CITE - DISTRICT 7

SECRETARY TREASURER'S REPORT

June 2015

1. Year End 2014 Financial Statement

The attached Financial Statement shows a net income of \$115,068.35 for year end 2014.

- Income was higher than expected due to the revenue received from a highly successful 2013 Waterloo Conference.
- Revenue from website job postings exceeded forecasts.
- Membership dues revenue were lower as a result of changes at the ITE International level in rates charged to agencies and a delay in getting revenues in 2015.
- Net revenue from workshops was lower than anticipated.
- Scholarship donations were higher due to the collection of outstanding commitments.
- Overall total income was higher by \$114,107.89.
- Lower expenses related to telecommunications cost as a result of the renegotiation of the contract.
- Lower executive expenses.
- Higher website expenses which can be directly correlated to the higher income from increased job posting activity.
- Overall total expenses were lower by \$960.65.

The Balance Sheet for the organization remains positive:

- The organizations assets total \$357,244.80 at year end. Investments include a financial reserve held in a GIC with Scotiabank (\$91,947.80), cash holdings with Scotiabank (\$30,023.37), Dr. Michel Van Aerde Memorial Scholarship fund which is invested and administered by the University of Waterloo on behalf of CITE (\$59,865.09) and the Vardon



Scholarship which is held in a GIC with Scotiabank (\$56,137.26).

- Liabilities totalling \$1,357.49, associated with the GST owed for 2014.

2. Non Profit Organization Return and GST Filing

The 2014 NPO return was submitted and received by Revenue Canada. The GST payments were paid, a total of \$11,159.48 was submitted for 2014.

3. Financial Reserve

Consistent with the Financial Management Practices, CITE is working towards developing a financial reserve, equivalent to a minimum of fifty percent of the annual operating expenses in order to ensure the long term stability of the organization.

The year-end balance in the financial reserve is \$121,971.17, based on the approved 2015 Budget of \$319,750.00, accounts to a 38% reserve of annual operating expenses.

4. Budget for 2016

The budget for the year 2016 is attached. As the goal of the financial reserve has not met this target, the 2016 Budget provides for a balanced budget of \$328,500.00. The budget was sent to the Board of Directors and posted on the website for membership review. The budget includes:

- 2016 conference budget in Kelowna.
- Education/training course profits anticipated for the TLC training courses.
- Reduced revenues from membership dues as a result of changes in how they are collected and includes new ITE rates for agencies.
- Increased revenues from the website advertisements.
- Reduced costs related to communications.
- Costs associated with the new Administrator.
- Costs to upgrade the website.

The 2015 Budget reflects recent experience with respect to membership, currency exchange, communications and other major categories.



Secretary-Treasurer Recommendations:

- 1) Approve the 2014 Financial Statement.
- 1) Approve the 2016 Budget
- 2) Proceed with a transfer of funds to meet FMP Report recommendations to a reserve account at 2015 year end if there is a budget surplus.

Respectfully submitted by Edward Soldo, P.Eng., FITE



PAST PRESIDENT REPORT

Activity between June 2014 and May 2015

MEETINGS AND CONFERENCES

- Attended Manitoba Section meeting
- Attended TAC in October 2014
- Attended Executive meetings and Board of Directors meetings/conference calls through the year

OTHER ACTIVITIES

- Worked with Vice-president to finalize scholarship applications and evaluation forms
- Assisted in conducting the 2015 CITE elections

FINAL THOUGHTS

This is my last report as an elected CITE official. It has been an honor and pleasure serving on the Canadian Executive for the last few years. Since the moment I became an elected official, with the Manitoba Section, 20 years ago, I have been fully committed to this great organization. I have been fortunate to meet hundreds of interesting and unique individuals along the way, who have made my journey really enjoyable, and challenging at times! Overall, though, I owe the people of CITE, and ITE in general, much of what I have accomplished over the last 20 years in our profession in Canada. The great mentors I've had along the way have made me want to give more back to our profession, and it is people like these, who inspired and motivated me to create our U of M ITE Student Chapter – something that I will always be absolutely proud of. I wish everyone on the Executive great success in the coming years, and I ask you to please always count me as one of the CITE family, even though I may not be present anymore.

I am proud of the legacy I leave behind and I encourage everyone to continue to invest in our youth, our professors, and our profession.

Report submitted by

A handwritten signature in black ink, appearing to read 'Jeannette', written in a cursive style.

Jeannette Montufar, Ph.D., P.Eng., PTOE, FITE



VICE PRESIDENT'S REPORT (Activities between June 2014 & May 2015)

DISTRICT EXECUTIVE COMMITTEE

- Led the Technical Liaison Committee Task Force. Developed themes and action areas for consideration by the TLC, Executive and Board.
- Developed an inaugural mentorship program at the Regina AGM.
- Drafted a Communications plan and RFP for further work in 2015.
- Assisted with hiring CITE's administrator.
- Contributed to Transportation Talk (winter cycling and public transit projects in Canada)
- Coordinated the 2015 Traffic Bowl competition
- Represented CITE on the Urban Transportation Council (Montreal and Ottawa meetings)

MEETING AND CONFERENCE PARTICIPATION

- Executive and Board Conference Calls
- Chaired Executive and Board Meetings in President's Absence, including Regina AGM, Executive and Board meetings
- CITE Fall Executive Meeting, November 2013, Regina, Saskatchewan
- Presentations to ITESA and Calgary Student Chapter
- Calls with Technical Liaison Committee chair and members (TLC)
- Conference calls and email correspondence with ITE International Traffic Bowl Committee

COORDINATION - AWARDS & SCHOLARSHIPS

- Advertised and coordinated CITE awards and scholarships
- Advertised and directed the Scholarship Review Committee with an emphasis on involving more Section members
- The award recipients are as follows:
 - H.R. Burton Award – Mike Skene
 - Dr. Michel Van Aerde Memorial Scholarship – Maryam Moshiri (Manitoba)
 - John Vardon Memorial Scholarship – Bianca Popescu (UBC)
 - CITE HDR Undergraduate Scholarship – Cody Raposo (Lakehead)
 - CITE Boulevard Sustainable Transpo. Award – Bianca Popescu (UBC)
 - CITE Student Paper Award – James Lamers (Toronto)
 - CITE Student Presentation Award (Draw) – Jason Hawkins (Calgary)
 - Section Activity Award - GVITE
 - Section Activity Delta Award - National Capital Section
 - Student Chapter Award - University of Manitoba
 - Student Chapter Delta Award - Ryerson
 - Outstanding Voluntary Contribution Award – Don Cook
 - Teply Award – Site Design Guidelines
 - CCG Award – Christopher Chahil (Mohawk)
 - Young Professional Award No Nominations



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PRIORITIES FOR 2015 – 2016

- Introduce a Mayor's Design Initiative at the Kelowna AGM (if approved by Executive and Board in Regina).
- Continue to support involvement of student and young members, including finding new opportunities to involve student in technical and research projects.
- Update of website, Transportation Talk and other communications related initiatives
- Update financial practices policies to better reflect our current budgets and accounting practices.
- Support TLC adoption of task force findings.