



**CITE Executive Meeting
Delta Grand Hotel Kelowna
November 5, 2015 - 8:50AM PST**

Attendees:

Executive:

J. Malzer (President) (JLM)
E. Soldo (Vice-President) (ES)
B. Belmore (District Director) (BB)
J. Salvini (Secretary/Treasurer) (JS)
Peter Truch (Past President) (PT)

Staff:

S. Garner (Administrator) (SG)¹

1. Approval of Agenda and Minutes

MOTION (ES, JLM): Approve agenda and minutes of October 10, 2015 Executive Meeting

✓ CARRIED

2. Technical Liaison Committee (TLC)

- Discussion took place on TLC process and focus. It was noted that perhaps training, which is part of the TLC current terms of reference, should be separate from the TLC as its own committee.

3. Financial Report

- The District's financials were reviewed including a review of the Regina Conference. It was noted that the Conference ended with a surplus of approximately \$10,000
- It was noted that ITE has changed the way it distributes dues to the District which has the potential to negatively impact CITE. It was felt that these changes are counter to the CITE charter and that the issue be brought to the attention of ITE
- The Executive was reminded that HDR is no longer sponsoring the Undergraduate Scholarship and that a new sponsor is needed. It was felt that if a new sponsor could not be found in time that CITE would sponsor the scholarship directly
- A discussion took place over conference reporting. Several members felt that the traditional report was too onerous and not all the information was necessary

MOTION (ES, JS): Should a sponsor for the Undergraduate Scholarship not be found, that CITE would sponsor the \$2,000 Undergraduate Scholarship award for the 2016

✓ CARRIED

¹ Recording Secretary

MOTION (PT, ES): That a recommendation be taken to the CITE Board that Section/Chapter rebates be suspended until resolution of the issue relating to the distribution of dues from ITE. The suspension would take effect on January 1, 2016

✓ **CARRIED**

MOTION (JS, BB): The annual conference report be simplified to include a financial report, “lessons learned” and attendance at each session

✓ **CARRIED**

ACTION: JLM to draft a letter to ITE for clarification on dues distribution changes and express concern over the resulting impact to CITE

4. Incorporation of CITE as a non-profit

- Based on advice from CITE accountant and independent legal advice, it was felt that incorporation as a federal-level non-profit organization was most appropriate and be undertaken for CITE. It was also suggested that consideration be given to creating a second charitable organization for management of scholarships and funds for CITE

MOTION (JS, ES): Recommend to the Board that CITE be incorporated as a non-profit corporation and investigate creating a second non-profit corporation for administering financial scholarships.

✓ **CARRIED**

ACTION: SG to draft a staff report outlining background and support for incorporation

Meeting paused at 11:35AM for a facility tour. Meeting reconvened at 12:40PM

5. Kelowna LAC Presentation and Discussion

- The Kelowna LAC made presentation of the progress made on organizing the June 2016 conference. A lengthy discussion took place around the schedule and timing of the Traffic Bowl

PT left meeting at 3:05PM

6. Website

- A presentation of the new website was made. It was suggested that the new site should contain links back to the ITE website where practical especially with respect to the member directory and bookstore. Other suggestions were also offered

7. Leadership ITE

- A discussion took place on the current applications for Leadership ITE. It was noted that there are currently no acceptable applicants for the program from Canada. It was further

suggested that CITE promote attendance at Leadership ITE by an Executive member or Section President and offer some funding to do so. It was agreed that this item would be discussed further at the next meeting

MOTION (JLM): To adjourn meeting at 3:50PM PDT

✓ **CARRIED**