



**CITE Executive Meeting
Teleconference
January 15, 2016 - 1:04PM MST**

Attendees:

Executive:

J. Malzer (President) (JLM)
J. Salvini (Secretary/Treasurer) (JS)
E. Soldo (Vice-President) (ES)
Gene Chartier (Director) (GC)

Absent:

P. Truch (Past President) (PT)

Support:

E. Donaher (Incoming News Editor)
S. Garner (Administrator) (SG)¹

1. Approval of Minutes and Agenda

MOTION (JLM, JS): To approve the minutes of the December 18, 2015 Executive meeting and the agenda as proposed

✓ **CARRIED**

2. Website Update

- Website was launched on December 28th. Changes have been well received and new job board is functioning well
- A question was raised on the extent of events that should be included on the website. It was felt that all Transportation relevant events should be included, not just ITE events, and that the Administrator should continue to vet events posted

ACTION (SG): Follow-up with Dwayne to provide a review and update of the TLC related content

3. Year-End Financial Report

- Year-end financial status was presented. An emphasis was made of the negative impact in the change in distribution of membership dues is having on CITE. It was also noted that many large employers are not taking advantage of the job posting service and that some marketing in this area may be beneficial

¹ Recording Secretary

- A discussion took place over the health of the scholarship funds and it was suggested that the Vardon and Van Aerde scholarships be raised to \$3,000.

MOTION (GC, ES): That a recommendation be made to the CITE Board to increase the award for Vardon and Van Aerde Scholarships for 2016 to \$3,000 (note a similar motion was approved at the December 18, 2015 meeting)

✓ **CARRIED**

MOTION (ES, JS): That a recommendation be made to the CITE Board to approve the 2015 year-end financial statement

✓ **CARRIED**

ACTION (SG): Develop a Factsheet outlining the benefits of using the CITE job posting service to be sent to a selection of major employers

4. ITE Letter Regarding Dues

- Discussion took place around the urgency of the distribution of dues issue and that the Director should seek clarity before a letter is sent to ITE

ACTION (GC): Follow-up with ITE for clarification on the dues issue and report back to the President as soon as possible

5. TAC Appointments

- A call-out for nominations will appear in the next issue of Transportation Talk

6. TAC Collaboration Agreement

- Agreement was reviewed and slight correction to language was noted.

MOTION (ES, GC): That the President sign the TAC Collaboration Agreement with the friendly amendment

✓ **CARRIED**

7. CUTA Agreement

MOTION (ES, GC): That the President sign the CUTA Agreement as presented

✓ **CARRIED**

8. Canadian District Appointment to CoCo

- A brief discussion took place on the history of this appointment and it was suggested whoever attends should be knowledgeable of TLC activities

ACTION (GC): Contact the Chair of the TLC to make recommendation on a member to represent CITE at the CoCo

9. WSP Scholarship

- A brief review of the new scholarship was given. There was mention from the Committee that it was important that the scholarship not be tied to the internship and that there was no obligation on any party to offer or take the position

ACTION (JS): Draft a letter to WSP to clarify the terms of the scholarship program

10. Kelowna Conference

- The Committee expressed some concern of the conference schedule and progress. It was felt a separate meeting with the LAC would be helpful

ACTION (JS): Contact the Conference co-chairs and schedule an update meeting

11. ITE International Update

- It was suggested that a standing ITE International Update item be included on all agendas

MOTION (JLM): To adjourn meeting at 2:35PM MST