



**CITE Executive Meeting
Teleconference
March 18, 2016 - 12:00PM MDT**

Attendees:

Executive:

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

Regrets:

P. Truch (Past President) (PT)

Support:

S. Garner (Administrator) (SG)¹

1. Approval of Minutes and Agenda

MOTION (JS, GC): To approve the minutes of the March 4, 2016 Executive meeting and the agenda as proposed

✓ **CARRIED**

2. TAC/TOMSC Appointment Role Definition Proposal

- A suggestion was made that the appointments to TOMSC should be given specific representative roles for topic areas. In this way, the representative would be speaking as the CITE representative on the topic and would be responsible for reporting back to the Executive. There was some concern expressed around the logistics of this proposal. It was suggested that existing members should be asked for their feedback on this proposal.

ACTION (JLM): Follow-up with existing TOMSC members for their feedback on making appointee roles more specific

4. Edmonton Conference Proposal

- It was mentioned that Edmonton was interested in submitting a conference proposal for 2018. It was suggested that a draft budget be prepared in accordance with the Conference Guidelines and that this should be done as a CITE Google spreadsheet.

¹ Recording Secretary

ACTION (JLM, JS): Review conference guidelines for any immediate changes and contact Edmonton with instructions

3. Kelowna Conference

- A lengthy discussion took place around the conference finances including sponsorship. It was acknowledged that the LAC may need assistance with the financials and that back up financial administration assistance should be provided.

ACTION (JS, SG): Provide financial administration assistance for the LAC

- An amendment to the hotel contract, proposed by the hotel, was reviewed that would see further block rooms being made available. It was suggested that more information was required on the current room bookings before a decision could be made.

ACTION (JLM): To follow-up with LAC and hotel with more details on the contract amendment

4. Budget

- The proposed budget for 2017 was reviewed by the Executive. It was noted that revenues are expected to be down significantly since CITE will not be hosting the annual conference in 2017 (an ITE International event). It was suggested that any shortfall in the budget for 2017 can be made up from reserves.

MOTION (ES, JLM): The proposed 2017 Budget be forwarded to the next CITE Board meeting for approval

✓ **CARRIED**

- The executive reviewed items to be included in the next Board meeting including:
 - Rising Stars nominations
 - Traffic Bowl name change
 - Section Charter reviews

ACTION (JLM): To prepare and distribute Board Agenda

ACTION (GC): To help with Section Charter reviews

4. MOTION (JLM): To adjourn meeting at 1:30PM MDT