



**CITE Executive Meeting
Teleconference
September 16, 2016 - 9:00AM MT**

Attendees:

Executive:

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

Regrets:

P. Truch (Past President) (PT)

Support:

S. Garner (Administrator) (SG)¹

1. Approval of Minutes and Agenda

MOTION (GC, JS): To approve the minutes of the July 5, 2016 Executive meeting

✓ **CARRIED**

2. Finance Report

- Q2 financial information is into the bookkeeper and a report is expected shortly
- Conference financial information is yet to be confirmed but is also expected shortly. Conference surplus of budget is expected to be approximately \$52,000

New Business

3. Membership & Dues

- The District Director presented a report outlining a number of initiatives underway at ITE International to simplify the fee structure and membership categories. The Executive supported the recommendations and suggested that standardizing Section dues should also lead to the elimination of the traditional Section rebates. It was further suggested that the recommendations to change Section dues structure should be implemented in 2017 (rather than the initial recommendation of 2018)

¹ Recording Secretary

MOTION (JLM, ES): Forward the recommendations to harmonize the Canadian and Section fees and membership category structure to the CITE Board for approval, subject to the agreed upon changes

✓ **CARRIED**

Action (GC): Update membership and dues report to include the elimination of Section rebates and change the implementation date for the Section changes to 2017

4. ITE Constitutional Amendments

- A brief discussion took place on a recommendation of a CITE representative to the ITE Constitutional Amendments review committee. A few suggestions were made with the District Director to follow-up on a potential representative

Action (GC): Contact suggested individuals who may be interested in sitting on the ITE Constitutions Amendments review committee

Old Business

5. ITE Joint Conference

- Planning continues for the Toronto 2017 Joint CITE/ITE Conference. It has been suggested that the traditional CITE events at the conference including the Student Mixer and awards luncheon should not be additional costs items and be included as part of the overall conference registration fee. The Executive has been asked to give some thought to the return (financial or otherwise) they expect from co-hosting the ITE International conference in lieu of the annual District conference

6. Manitoba Traffic Bowl

- The Manitoba Section has requested additional funding in support of their attendance at the 2016 Traffic Bowl in Kelowna

MOTION (GC, ES): That the CITE Executive approve additional expenditure of \$1,950 to be paid to the Manitoba Section for their attendance at the 2017 Traffic Bowl and that the amount be paid from the Kelowna Conference surplus

✓ **CARRIED**

7. New Policies

- The Executive briefly reviewed the travel policy and agreed that they would include comments on this and the other presented policies and that these policies would be presented at the Fall meeting in Toronto for approval

Action (ALL): Review and comment on the Travel, ITE Leadership, Distribution of Surveys and Training Module Finance policies by the end of September 23rd.

8. Road Safety Certification

- It was recommended that CITE support this initiative with a supporting sponsorship of \$3,000

MOTION (ES, GC): That the Executive recommend that the CITE Board approve a \$3,000 sponsorship of the Road Safety Certification program

✓ **CARRIED**

Other Business

9. CIP/NACTO Opportunities

- CITE to explore partnership opportunities with the Canadian Institute of Planners (CIP) and possible membership in National Association of City Transportation Officials (NACTO)

Action (JLM): Explore partnership opportunities with CIP and possible membership in NACTO

✓ **CARRIED**

MOTION (JLM): To adjourn meeting at 10:15AM MT



Report to: CANADIAN DISTRICT EXECUTIVE COMMITTEE
CANADIAN DISTRICT BOARD OF DIRECTORS

Date: September 16, 2016

From: Gene Chartier, P.Eng., Canadian District Director

Title: MEMBERSHIP CATEGORIES AND DUES CHANGES

BACKGROUND:

1. INTRODUCTION

The purpose of this report is to:

- Update the Canadian District Executive Committee and Board of Directors on recently approved changes to the Institute of Transportation Engineers (ITE) membership categories; and
- Recommend modifications to the dues structure and amounts for the Canadian Institute of Transportation Engineers (CITE) and its Sections.

2. ORIGIN

ITE Headquarters (HQ) staff has recently completed a review of the organization's membership categories and dues structure in an effort to streamline and simplify operations, and better reflect evolving directions. Currently, there are five membership categories (Honorary Members, Fellows, Members, Student Members, and Institute Affiliates) plus derivations (Life Members and Retired Members), and over 165 different dues price combinations (International + District + Section + Chapter) within ITE. The complexity of the present system makes it virtually impossible to advertise pricing to existing and prospective members, and complicates the effective management of the membership program.

In response to these concerns, the ITE International Board of Direction (IBOD) has approved the following changes to the membership categories and dues structure to date:

- Reassigning the 200 people currently listed as Institute Affiliates to the Member category, and eliminating Institute Affiliate as a membership option, beginning with application forms until the ITE Constitution can be amended.

- Establishing four categories of membership and differentiating dues based on type of employer (2017 prices noted):
 - Publicly Employed Members (\$250)
 - Privately Employed Members (\$275)
 - Retired Members (\$130)
 - Student Members
- Discontinuing the practice of charging Fellows a higher fee than Members, assuming amendments to the ITE Constitution are enacted.
- Retaining discounted pricing for Young Member dues, but rebalancing the “30 for 30 Young Member Program” beginning at age 24 with a \$30 step up each year and members paying full Institute dues at age 30.

Beyond these initial measures, ITE HQ staff has identified other potential changes to further simplify the membership categories and dues structures, including:

- Reducing the complexity of the current dues structure for Districts, Sections and Chapters, beginning by rounding rates to the nearest \$5 and removing varying dues pricing by category of membership.
- Beginning a campaign to:
 - Educate and inform Districts, Sections and Chapters of their charter/bylaw requirements pertaining to local affiliates;
 - Clarify the issues surrounding local affiliates, and reiterate the definitions, duties and benefits of a full ITE member compared to a local affiliate; and
 - Encourage Districts, Sections and Chapters to promote the value of full ITE membership to their local affiliates, and the disadvantages of not becoming a member.
- Harmonizing dues pricing within a District, with all Sections and Chapters charging the same rate.
- Establishing one price for membership within a District, thereby enabling existing and prospective members to pay the ITE International dues plus one price for their District, Section and Chapter dues.

3. CURRENT DUES PRICES FOR CANADIAN DISTRICT, SECTIONS AND CHAPTERS

In addition to ITE International dues, Canadian District members currently pay annual dues to CITE and four of the 12 Sections within the District (Manitoba, Greater Vancouver, Southern Alberta and Hamilton) to remain/become members of the organization. The two Chapters within Canada do not charge dues.

The CITE dues structure is the most complex of all 10 ITE Districts, with different rates for each member category. The 2016 dues prices are as follows:

- Student \$ 1.00
- Institute Affiliate \$23.30
- Member \$28.40
- Fellow \$28.80

At the Section level, Manitoba and Greater Vancouver charged \$15.00 per year in 2016, while Southern Alberta and Hamilton levied dues of \$10.00 per annum.

4. RATIONALIZING DUES PRICES

For the reasons noted above, it would be desirable to simplify, standardize and harmonize the dues prices charged by CITE and its Sections and realize the goal of one rate for all Canadian District members. Achieving this objective has different consequences and complexity at the District and Section levels.

Adjusting rates at the District level to round-off values and eliminate differential pricing by membership category would appear to be a reasonable and logical first step towards simplifying and standardizing dues within the Canadian District. Changing the dues structure would simply require an affirmative vote of the CITE Board of Directors. There are no restrictions in the District Charter or By-laws on making this change. The only exception should be for Student Members. CITE has taken an active interest and introduced numerous programs to encourage post-secondary students to join the organization. Substantially increasing dues for Student Members to match the level of other membership categories would be detrimental and counter-productive to the successful efforts to date to foster student participation.

It is recognized that harmonization of Section dues prices may be more challenging, as each Section is in a different financial position and offers varying levels of programming for its local members. Several options (and variations thereof) exist for next steps, including the following:

- a. **Maintain the status quo.** This approach would not achieve the goal of harmonization, but would allow the Sections to continue operating autonomously consistent with past practice.
- b. **Eliminate dues for all Sections.** This approach would achieve the goal of harmonization, but would likely adversely impact the programs offered by the four Sections currently levying dues.
- c. **Harmonize the prices charged by the four Sections currently levying dues.** This approach would help achieve some harmonization, but would not realize the goal of one dues price for all members of the Canadian District. That said, this option might be more amenable as a first step, given that most Sections do not currently levy dues. A price of \$15.00, consistent with the highest dues rate already charged (by

the Manitoba and Greater Vancouver Sections), would allow those two Sections to continue offering their current programs without impacting revenue.

- d. **Introduce a harmonized dues price across all Sections.** This approach would achieve the goal of harmonization, but may cause concern with local members in Sections not currently charging dues. That said, those Sections would have additional revenue to introduce/expand local programming for students, reduce registration costs for events, offer awards/scholarship programs, etc. A dues price of \$15.00, consistent with the highest rate already charged within the District, would allow the Manitoba and Greater Vancouver Sections to continue offering their current programs without impacting revenue. It is noted that local Section by-laws or guidelines may restrict/govern introducing or raising dues prices, which would need to be confirmed prior to introducing a fee.

If some form of dues rationalization is ultimately achieved at the Section level, the CITE Board of Directors should implement policies, practices and possibly by-law amendments, to ensure pricing remains harmonized over time.

5. SECTION AND CHAPTER AFFILIATES

At this time, ITE HQ does not know how many Sections and Chapters offer affiliate membership, nor has a count of the number of Section and Chapter Affiliates within the Institute.

The definition of a Section or Chapter Affiliate is established at the local level, with many Sections and Chapters following the current Charter template for this purpose. In most cases, the distinction between a full International member and a local affiliate is not clearly articulated or understood, and individuals who hold affiliate membership may incorrectly refer to themselves as "ITE Members". The designation of ITE Member is reserved for those individuals who are members in good standing of the Institute at the International level. That is, their application for membership has been approved and they have paid appropriate/applicable International, District, Section and Chapter dues. Along with this membership comes full access to ITE's membership, communities, communications, technical products, and professional development. The individual is also eligible to participate in elections and serve as an ITE "officer."

Affiliate membership should be a secondary option to becoming involved with ITE, behind full International membership. When a Section or Chapter elected official/representative encourages someone to join ITE, the focus should be on becoming a full member at the International level, not a Section or Chapter Affiliate. In the past, when membership criteria were more stringent, affiliate membership might have been the only option for some individuals. But most of these impediments to full membership have been/are being eliminated.

Most Sections and Chapters are not currently communicating their lists of local affiliates to ITE HQ to track. These individuals are prospective members that should be added to the master membership prospect listing so they can be formally invited to join ITE.

RECOMMENDATIONS:

It is recommended that the CITE Executive Committee recommend to the CITE Board of Directors to:

1. Increase and standardize the annual Canadian District dues price for all membership categories other than Student Member at \$30.00 per member (in U.S. funds) for 2017;
2. Eliminate the Canadian District dues for Student Members in 2017;
3. Request the Sections within the Canadian District to standardize their dues structure for all membership categories and harmonize the annual dues price at \$15.00 per member (in U.S. funds), beginning in 2018;
4. Establish policies, procedures and possibly by-law amendments to maintain dues pricing harmonization if standardization is achieved at the Section level; and
5. Request the Sections within the Canadian District to:
 - a. Encourage their Section Affiliates to become full members of ITE;
 - b. Forward their lists of Section Affiliates to ITE HQ to add to their master prospect list; and
 - c. Consider discontinuing the practice of allowing Section Affiliates.