



**CITE Executive Meeting
Teleconference
January 27, 2017 - 10:00AM MST**

Attendees:

Executive:

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

Absent:

P. Truch (Past President) (PT)

Guests:

M. Anderson Bomar (MAB) (LeadershipITE Program Chair)

Support:

S. Garner (Administrator) (SG)¹

Meeting called to order at 10:05AM MST

1. Approval of Minutes and Agenda

MOTION (GC, JS): Approve the agenda and minutes of the December 19, 2016 Executive meeting

✓ **CARRIED**

- JLM joined meeting at 10:10AM

2. Leadership ITE

- MAB reviewed the status of the LeadershipITE program and noted that it is evolving based on feedback. She reiterated that the program needs to be a benefit for employers, attendees and ITE. Concern has been expressed that LeadershipITE would be the only path to leadership in ITE which is not the case. She expressed that there will be more aggressive initiatives for sponsorship and that the content of the program will expand to be less U.S. focussed. There is also a desire to have the program appeal to and include non-engineers.

¹ Recording Secretary

- Some of the comments received about the program include the benefits of networking with other industry leaders and recognition of going through the program from home organizations.
- A question was asked about sharing the research that is coming out of the Leadership ITE program. It was mentioned that ITE is working on developing a database to access work done by participants with the objective to share between future participants. There is a possibility this access could be expanded
- MAB asked that CITE continue to promote the program especially with employers and hoped to have more participants from Eastern Canada
- MAB left call at 10:31AM
- GC to share feedback from the program with the Executive
- It was suggested that Leadership ITE be promoted earlier; perhaps in second TT issue

ACTION (Communications Coordinator): Leadership ITE circular to be included in next issue of *Transportation Talk*

3. Finance

- The Executive Committee reviewed the draft year-end financials
- There was some clarification of allocation of funding to the Vardon and Van Aerde scholarships
- It was suggested that the Financial Management Policy be updated in conjunction with the incorporation and with guidance from the accountant
- There was mention that Section dues, where they are charged, are now coming to the District. There was a brief discussion regarding reallocation however this money would have offset money distributed in the previous year that went directly to the Sections.
- The Executive discussed the practice of not sending funding along to Student Chapters until they have submitted their annual report. It was felt that this policy should not apply to Student Chapters.

ACTION (JLM): Distribution of funds to student districts without necessarily having annual report submitted to be discussed at the next Executive meeting

4. Admin Report

- The Executive received the update report from the District Administrator
- A discussion took place about providing more support for Sections with respect to email and website hosting. SG to provide more background on hosting options

5. Toronto Conference

- GC reviewed progress of conference in Toronto and suggested that rooms should be booked soon
- Executive meetings are scheduled for the Saturday/Sunday with the AGM on Wednesday of the conference
- 350 abstract submissions; technical tours have been shortlisted
- Sponsorship prospectus on website
- Transportation camp has been organized
- There will be a discount on registration for people registering at hotel

ACTION (ALL): Book rooms and travel for Toronto Conference

6. Youth Summit

- Executive to book Calgary travel to arrive Sunday/Monday. Summit is scheduled for June 18-20.
- JLM working on hotel details
- Final cost for sponsorship has not yet been finalized

7. ITE Updates & Alignment

- SG to be on ITE email distribution list
- ITE HQ was missing District Charter updates. ES confirmed that the District has a signed copy of the charter updates from the IBOD
- Try to get district initiatives aligned with other district councils; to be discussed further in February Executive meeting

8. Students & Scholarships

- Not many applications received to-date. Suggest sending another email and continue promoting on social media

9. Details of AV Conference

- Contact TLC for any material to highlight at the conference if a booth is to be setup
- One registration comes with the sponsorship package. To be assigned to Erin Toop as she is also attending the TAC meetings
- GC to take care of booth details; ES to

ACTION (GC): Arrange booth details if required

ACTION (ES): Arrange registration for Erin Toop

MOTION (ES): To adjourn meeting at 11:56AM MST