



**CITE Executive Meeting  
Calgary (East Village & City Hall)  
June 19-20, 2017 - 8:00AM MST**

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*Attendees:*

*Executive:*

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

*Support:*

S. Garner (Administrator) (SG)<sup>1</sup>

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Meeting called to order at 8:20AM

## 1. Approval of Minutes and Agenda

There was a brief discussion clarifying the rationale for appointment of the CITE President to TAC Urban Transportation and Chief Engineer.

**MOTION** (GC): Approve the agenda and minutes of June 2, 2017

✓ **CARRIED**

## 2. ITE Election

- The Executive discussed communications policies surrounding the upcoming ITE International election including the guidelines for promoting local candidates
- There was further concern expressed regarding methods used to share member information originating from ITE and that these methods may be violating Canadian privacy legislation

**ACTION** (JLM/SG): Draft letter to ITE outline required restrictions for distribution of membership information to Canadian sections in order to comply with privacy legislation

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<sup>1</sup> Recording Secretary

### 3. Toronto Conference

- Conference progress was reviewed. All major components are now finalized and the organizing committee is now focussed on details
- Student Mixer is to be a Canadian only event. ITE has budgeted \$8,000 for food and beverages with a planned attendance of 500. The event will be held at the Ball Room on the Monday night at 7:30 in Toronto. Invitations will be sent to Canadian attendees. If an additional charge is required for non-conference attendees then this fee will be collected at the door

**ACTION** (GC/SG): Send out invitation to Student Mixer to CITE members

- CITE equipment will be used for the Traffic Bowl
- Executive will take care of their own meals and refreshments for meetings; GC will coordinate meal and refreshment requirements for *excite* and TLC

**ACTION** (GC): Coordinate refreshment and meal requirements for *excite* and TLC

**ACTION** (ES): Follow-up with Russell for Traffic Bowl questions

- All tours have been organized and there will be a family welcome centre
- It was noted that the CITE will need to cover the cost of all free registrations that are traditionally provided, including Executive and award winners, and that these costs have not been budgeted. The amount will be approximately \$13,000. It was mentioned that, although unbudgeted, the amount is normally expected to be funded through surpluses realized in other years where CITE hosts its own conference

**ACTION** (SG): Add note in budget guidelines for expenses associated with joint ITE conferences

### 4. Edmonton Conference

- Executive Committee to meet in Edmonton on November 4-5, 2017 to review preparations for the 2018 Conference and for Executive Committee meetings
- There was discussion of scheduling the AGM earlier in the Conference program to facilitate attendance by the District Administrator

**ACTION** (JLM): To consult with LAC about scheduling AGM earlier in the conference program

### 5. ITE Constitution Changes

- The Canadian District had been asked to comment on the proposed constitutional changes. The Executive discussed various methods of expressing support for the

changes and suggested that Nadine King may be the best to speak on the rationale for the proposed changes as she sat on the constitution committee

**ACTION** (JLM): Ask Nadine for an article and add reference to constitutional changes in the upcoming President's message in TT

- The major constitutional changes were reviewed for the benefit of the Executive

## 6. Branding

- There was a brief discussion about CITE branding with respect to compliance with the current ITE logo design guidelines. It was noted that the current logo does not meet the current guidelines
- There was further discussion with respect to the extent of including French language branding. It was mentioned that the costs for translation would be prohibitive although there may be some opportunities to provide some content in French. At this time, the Executive decided to take no action
- The committee mentioned the need for a CITE banner for use at conferences and that it be kept with the Traffic Bowl equipment

**MOTION** (GC/JLM): Proceed with updating the CITE logo to align with the ITE logo design specifications but keep the "maple leaf" icon as a design element

✓ **CARRIED**

**ACTION** (SG/ED): Redesign CITE logo to align with ITE design specifications

**ACTION** (PT/ED): Design and produce a CITE conference banner

## 7. AGM Reports

- The Executive committee was reminded to send their reports for the AGM to Evonne

## 8. Events Page

- It was noted that few events are being hosted by many of our CITE sections and chapters. Several reasons were discussed including the lack of a pool of engaging speakers. It was felt that a further discussion with the Board would be worthwhile including anything at the national that could be done to assist.
- There was a brief discussion of offering the Sections the ability to post their events on the CITE website and collect any charges for the event through our e-commerce system. The Executive felt that there would be too much administration with respect to distributing funds and decided not to pursue this as a service

## 9. Ottawa Conference Proposal

- A discussion took place regarding budget preparation for the Ottawa proposal and that they should be sent a copy of the budgeting spreadsheet
- It was mentioned that accounting for conference revenues and expenses will be done by CITE so that the LAC will only be responsible for setting and monitoring the budget

**ACTION** (JS): Send budget spreadsheet to Ottawa LAC

- There was an open question about what to do about none-CITE members of the National Capital section

## 10. Scholarships

- Discussed options for scholarships held by CITE and issuing of tax donation receipts. The Executive decided to table this issue to be reviewed by the incoming Secretary/Treasurer

## 11. Committees and Task Forces

- A general discussion took place around committee membership and oversight. There was a general feeling that there should be a set of guidelines associated with reporting from committee members including planned activities, accomplishments and succession planning
- There was a brief suggestion that White Papers could be a product produced by committees

Meeting broke at 3:00PM

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Meeting resumed at 10:50AM, June 20, 2017 at Calgary City Hall

## 12. Financial Report

- Q1 financial were reviewed

## 13. Insurance

- The committee reviewed insurance needs and confirmed that the priorities are for directors', errors and omissions and event policies. It was emphasized the importance of determining if the event policy would extend down to section and chapter events

**MOTION** (GC/PT): That the Secretary/Treasurer and District Director proceed with at least two quotes for insurance and initiate renewal by July 1, 2017

✓ CARRIED

## 14. Membership Section Dues

- The committee discussed the process for returning section dues for 2016 and 2017 with the acknowledgement that, in subsequent years, dues will be returned directly by ITE. There was agreement that the dues should be returned based on the calculations determined by the Secretary/Treasurer and District Director

**MOTION** (JS/PT): Distribute dues according to the recommendations made in the presented spreadsheet for 2016 and 2017 that includes all agency dues. In 2018, instruct ITE to distribute directly to sections

✓ CARRIED

## Technical Committee

- There was a lengthy discussion about the scope, terms of reference and governance of the Technical Liaison Committee. The committee agreed that a summary be prepared for discussion with the CITE Board with the objective of clarifying the role of the Technical Liaison Committee

**ACTION** (JLM/GC): Summarize the conversations regarding the scope, terms of reference and governance of the TLC and report to the Board

**MOTION** (JLM): To adjourn meeting at 12:09PM