



**CITE Executive Meeting Minutes
Teleconference
December 15, 2017 - 1:30PM ET**

Attendees:

Executive:

E. Soldo (President) (ES)
J. Salvini (Vice-President) (JS)
R. Vanderputten (Secretary/Treasurer) (RV)
J. Malzer (Past-President) (JLM)

Regrets:

G. Chartier (District Director)

Support:

S. Garner (Administrator) (SG)¹

Meeting called to order at 1:35PM

1. Approval of Minutes and Agenda

MOTION (RV, JLM): Approve the agenda and minutes of November 6, 2017 Executive Committee meeting

✓ **CARRIED**

ACTION: Review action items (ALL)

2. Financial Update

- It was noted that job ads revenue will be down for 2017 but is not unusual given past years

ACTION (SG): Check into past job ad customers who may no longer be using the service and report back to Executive

- A question was raised into fund transfer procedure from the non-incorporated accounts. Discussions are to take place with the bank to find the best strategy for transferring funds

ACTION (ALL): Ensure all expenses claims are submitted before the end of the year

¹ Recording Secretary

3. Training Committee Update

- Committee has received a good response to the call for expression of interest and has selected a short-list. Interviews are currently underway for the short-listed candidates
- It was suggested that the Training Committee be given goals and deadlines to deliver training activities

ACTION (JLM): Guide the Training Committee towards establishing goals and deadlines for establishing training activities

4. Section Charters

- A draft Charter has been created for the new BC Interior Section. A brief discussion took place around aligning election dates between Sections. It was noted that there is a benefit to having some Sections have their elections staggered between the end and middle of the year for Board continuity. It was also felt that aligning of election dates should be within the Section's bylaws rather than the Charter

ACTION (ES/SG): Include a discussion of aligning election dates on the next Board meeting agenda

ACTION (GC/SG): Include BC Interior Section Charter for Board approval at the next meeting

5. Edmonton Conference and Collaboration with AV Conference

- The MOU with the Conference Board of Canada to co-sponsor conference has been signed
- Approximately \$20,000 in sponsorship commitments have been made to date
- Technical program is proceeding with approximately 90 abstracts
- There was a brief discussion regarding where the CCG presentation and training would fit in the program. It was noted that time allotted for the TLC would likely be used to accommodate the CCG

ACTION (JLM): Assign a contact with the Conference Board to assist with conference logistics

- A discussion took place regarding the benefit of the conference app. The Executive felt the cost versus benefit was high for the number of attendees expected at the conference. If a sponsor for the app is not found then the app implemented for the Kelowna conference will be used
- A brief was presented to the Executive on the transition of sponsorship and exhibitor administration to CITE. It was noted that the Ottawa conference will make use of an online process for registration and payment of sponsorships and exhibitor space using a combination of the website and new accounting software

6. Other Business

- A discussion took place on offering to host Section's email. It was felt that a single account such as manitoba@cite7.org would work best. Sections would then have the ability to use all of the tools currently available with the CITE Google service
- Next Executive meeting is scheduled for January 12th and February 2nd
- Next Board meeting February 23rd and to include reminders about Section dues distribution and awards nominations

ACTION (SG): Send reminder to Sections (including Executive) regarding nominations for Section awards

- A brief update was given on the President's recent visit to the Vancouver Island Section. There is an effort to get an event going in January with hopes that it will rekindle some interest for the Section

7. TLC Update

Kerra Mruss, TLC Co-Chair, attended

- The TLC is requesting additional funding and change in scope for the TAC Bike Project. It was mentioned that TAC is open to the idea and that additional funding of \$10,000 would allow for the change in scope to include bike turning movements at intersections

MOTION (JS/JLM): Instruct the TLC to explore up to \$10K sponsorship of the expansion of scope of the TAC Bike Project

✓ **CARRIED**

- A brief discussion took place on other proposed projects for the TLC to pursue based on the membership survey including impacts of AV, pedestrian facility design in Canadian cities and maintenance of bike lanes in winter

ACTION (ES/SG): Include additional TLC projects and approach for selection on next Executive Committee meeting

MOTION (ES): To adjourn meeting at 3:04PM ET