



**CITE Executive Meeting Agenda  
Teleconference  
February 2, 2018 - 12:30 ET**

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*Attendees:*

*Executive:*

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

*Support:*

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

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## 1. Approval of Minutes and Agenda

**MOTION** (RV, JLM): Approve the agenda and minutes of January 12, 2018 Executive Committee meeting

✓ **CARRIED**

## 2. Financial Update

- A brief overview of the 2019 budget process was given along with a link to the initial budget spreadsheet. Budget to be prepared and presented to the Board for the next meeting. Board meeting to be rescheduled for March 22nd to facilitate year-end and budget preparation. The next Executive meeting to be rescheduled to March 7th to approve the 2019 budget.

## 3. TLC Update

- Discussed revising the terms of reference of the TLC to shift the mandate to a coordinating body. The TLC would be a smaller group responsible for coordinating volunteers for TAC projects, TAC representatives on committees and representation on ITE International technical groups. The TLC would coordinate the delivery of technical projects through an alternative delivery model.

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<sup>1</sup> Recording Secretary

**MOTION** (JLM/GC): That a committee be struck, consisting of the CITE President and, Chair and Vice-Chair of the TLC, to formulate a new terms of reference for the TLC that will seek greater cooperation with TAC projects/committees and ITE International committees

✓ **CARRIED**

- Discussion of proposed TLC projects was suspended given the expected change in the TLC terms of reference

#### 4. Training Committee Update

- A brief review of the Committee's activities was presented. It was noted that the Committee had received a proposal for Complete Streets training however there was some concern over the cost
- The Executive was reminded that CITE had committed to providing training for the new Traffic Calming Guide that is shortly to be released. It was also noted that CITE was to produce the training material required for the Guide. It was agreed that this training should be top priority for the Training Committee
- Confirm that Vanessa is also connecting with TAC RSSC regarding partnering on safety webinars
- It was mentioned that there had been repeated attempts to acquire the original files for the Canadian Capacity Guide (CCG) however the files have been lost. The guide needs to be updated so it was suggested that CITE convert the existing digital file so that it can be edited and a revised guide produced

**ACTION** (SG): Arrange to have the existing CCG digital file converted to an editable form

#### 5. Edmonton Conference

- It was noted that sponsorship of the conference is doing very well and that there are 5 exhibitors so far
- There was a brief discussion regarding the logistics of the hockey equipment that is used for the conference special fundraising event. The idea of purchasing equipment then donating it after the conference was briefly discussed
- Concern was expressed that there has been little response from *excite* regarding the mentorship program at the conference. Additional contacts are to be pursued
- Clarification was given on hotel expenses that are to be covered by the conference. It was noted that the Burton Award, honorary members and the conference chair hotel expenses were to be covered
- PTV/CCG training was scheduled to take place on the Wednesday. Concern was expressed that having the training on that day would conflict with the agreement CITE has with the Conference Board to not hold events on that day. It was suggested that the LAC consider moving the date to Thursday or Sunday prior to the conference start
- The Manitoba Youth Leadership Summit is proceeding. It was suggested that they consider space at the University of Alberta

- It was mentioned that the CITE Administrator along with the Communications Coordinator will produce a sponsorship and exhibitor package for the Ottawa conference in 2019. The package would be ready for distribution by the Edmonton conference

**ACTION (SG):** Work with the Communications Coordinator to produce a sponsorship and exhibitor package for Ottawa. Include a review of other packages sent along by ES

- Conference budget was briefly reviewed. It was suggested that student registrations simply be set at \$100 and that the additional costs be absorbed in the conference budget rather than the past practice of doing a transfer subsidy from CITE. It was also suggested that CITE could reduce its portation of any surplus to cover student registrations.

## 6. TAC Update

- TAC has expressed a keen interest in having a tighter level of collaboration with CITE. It was suggested that CITE should be an equal partner in TAC projects and hold joint luncheons. TAC is also interested in having more feature articles in Transportation Talk
- It was noted that the TAC cooperation agreement was up for renewal

**ACTION (ES):** Review TAC agreement

## 7. ITE Student Committee

- A brief was given on Committee activities. It was suggested that a clear value proposition for students be developed and that improved communications with advisors be undertaken. The ITE Committee is likely to develop a survey to clarify the value proposition for students to joint ITE

## 8. Other Business

### TLC Website Content

- It was noted that the content for the TLC is very out-of-date and needs to be revised

**ACTION (SG):** Revise TLC content and follow-up with the TLC Chair for review

### TAC Appointees

**ACTION (ES):** Review TAC appointees and terms

### Conference

- Executive should plan to arrive in Edmonton on the Friday and stay until Wednesday or Thursday. Executive meeting to be held in the hotel

## **Membership**

- It was noted that the City of Toronto is becoming an agency member

## **9. Adjournment at 2:25PM ET**