



**CITE Executive Meeting Minutes
Teleconference
August 10, 2018 - 1:00PM ET**

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)¹

Meeting called to order at 1:01 PM ET

1. Approval of Minutes and Agenda

MOTION (JS, RV): Approve the agenda and minutes of June 2, 2018 Executive Committee meeting

✓ **CARRIED**

- Action items were reviewed

ACTION (SG): Send email reminder regarding TLC nominations

- Email Motion read from August 3, 2018: *That CITE contribute \$500 to the Women in ITE Sub Committee for 2018.* Motion was carried

2. Financial Update

- Second quarter financial were reviewed including a preliminary conference financial summary

Action (SG): Review Stripe to see if there is any opportunity to reduce costs

3. Conference 2019

- Sponsorship committee is working with feedback received from Edmonton. The goal to have package out immediately after Labour Day

¹ Recording Secretary

ACTION (JS): Check special rate for October meeting and ensure LAC ready to review rooms

4. Conference 2020

- Contract has been signed and the deposit for the Sheraton Wall Centre issued

ACTION (RV): Draft budget for 2020 conference

ACTION (RV): Work with Evonne to finalize logo for the Vancouver conference

5. TLC Project completion

MOTION (JS/GC): Accept the TLC recommendation to finalize the report on the Review of Public Right-of-Way Accessibility for publication

✓ **CARRIED**

6. CITE Bylaws

- A draft of the proposed CITE bylaws was reviewed and comment provided for further updates

ACTION (SG): Send a meeting notice for the CITE Board to take place via teleconference to discuss and approve the proposed bylaws on September 14, 2018 with an Executive meeting to follow

7. 2019 CCG Student Competition

- The Committee reviewed proposed changes to the 2019 CCG Student Competition including a proposed submission deadline of March 1st and opening a category for graduate students

Action (ES): Follow up with Sean Nix regarding funding for CCG

Action (SG): Check with Evonne on status of CCG recompilation

Action (SG): Formal terms of reference for Traffic Engineering Subcommittee group to be added to October Executive agenda

8. Other Business

- York Student Chapter Logo: The Committee expressed concern that the proposed logo significantly change the appearance of CITE's logo. It was suggested that an approach similar to the Conference logos be taken and that any new logo more closely follows ITE graphics guidelines

ACTION (GC): Review design with Chapter in consultation with Evonne to produce a new Chapter logo

9. Adjournment 2:46 PM ET