



**CITE Executive Meeting Agenda
Teleconference
September 14, 2018 - 2:00PM ET**

Attendees:

Executive:

- E. Soldo (President) (ES)
- J. Salvini (Vice-President, Chair of Meeting) (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 2:10 PM ET

1. Approval of Minutes and Agenda

MOTION (JLM, JS): Approve the agenda and minutes of August 10, 2018 Executive Committee meeting

✓ **CARRIED**

2. Training

- The current training course registrations were reviewed. It was noted that the Traffic Calming Workshop registrations are currently not very high. The Executive felt there may be several reasons for this including content too narrowly focussed, marketing level or that people are simply registering at the last minute. The Committee felt that regardless, the workshops should continue rather than cancelling
- It was mentioned that the Training Committee will meet in Ottawa at the Fall Executive meetings

GC left the meeting at 2:35PM

3. Conference 2019

- Website: The District Administrator reviewed the recommendation to create a separate conference website. Several points were made that would increase the efficiency of managing conference content and present a more professional looking Conference

¹ Recording Secretary

focussed site. Budget was anticipated to be approximately \$750US/year to maintain a separate site

MOTION (ES/JS): Proceed with creating a separate website for CITE Conferences

✓ **CARRIED**

- Sponsorship information has been completed and is now being readied for distribution to potential sponsors. An Exhibitor package is also under development
- The Call for Abstracts will be officially made in the next issue of Transportation Talk
- The Executive will be meeting with the Ottawa LAC in Ottawa in October and will include a tour of the conference facilities

4. CITE Logo

- It was noted that CITE will adopt the ITE guidelines with respect to logo design and will also develop a policy to encourage Sections and Chapters to conform to the guidelines

5. Awards

- Award deadlines from ITE were reviewed. It was confirmed that CITE's deadlines will provide enough time for submission of awards to ITE

6. Other Business

- The Committee was advised that the Edmonton Conference financials are near completion and waiting on finalizing amounts before the next Executive meeting

7. Adjournment 3:10 PM ET