



**CITE Executive Meeting Minutes**  
**Westin Hotel, Ottawa, ON**  
**October 13, 2018**

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*Attendees:*

*Executive:*

E. Soldo (President, Chair of Meeting) (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>  
E. Donaher (Communications Coordinator)

Meeting called to order at 8:55 AM ET

## 1. Approval of Minutes and Agenda

**MOTION** (JS, JLM): Approve the minutes of September 14, 2018 Executive Committee meeting  
✓ **CARRIED**

**MOTION** (GC, JS): Approve the agenda  
✓ **CARRIED**

## 2. Financial Update

- Third-quarter financial statements were reviewed, of note:
  - Edmonton Conference surplus was just under \$90,000
  - Advertising revenue is tracking higher for 2019
  - Training revenue is now reflected in the statements and is tracking well against expenses
  - Awards travel was higher than last year due to support of the University of Manitoba's travel to the International Traffic Bowl competition in Minnesota
- A question was asked as to whether Leadership ITE support should be given to the individuals of this year's class. Since none of the candidates has requested funding, the committee felt the funds could be directed to support the program itself

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<sup>1</sup> Recording Secretary

**MOTION** (RV, GC): That a contribution of \$2,500US be made to the 2018/19 Leadership ITE program

✓ **CARRIED**

### 3. Financial Policy

- The Committee reviewed the draft Financial Policy and suggested updates

**ACTION** (SG): Provide final draft of the Financial Policy for approval at the next Executive meeting

### 4. Reimbursement of Expense Policy

- The Committee reviewed the draft Reimbursement of Expense Policy and suggested various updates

**ACTION** (SG): Reconcile the Reimbursement of Expense Policy with the existing Travel Policy, make changes to both where required and provide a final draft for approval at the next Executive meeting

**ACTION** (SG): Add mileage expense “product” in the accounting system for expense submission

### 5. Conference Policy

- The Committee reviewed the draft conference policy and suggested various updates

**ACTION** (SG): Incorporate suggested changes to the Conference policy with a final draft to be presented for approval at the next Executive meeting

### 6. Student Leadership Summit

- A general discussion took place around the Student Leadership Summit and whether it should be formalized as part of the CITE annual conference. The Committee was sensitive to the desire to have the summit separate and organized by students themselves. It was felt that the Summit should be included in the Conference policy to ensure that it is a regular feature

**ACTION** (SG): Incorporate the Student Leadership Summit in the draft Conference policy

## 7. Election of Section Directors

- The Committee acknowledge that the method electing directors will need to change in accordance with the not-for-profit legislation. Several models were discussed. It was suggested that a selection of options be developed and presented to the Board for approval

ACTION (SG): Prepare summary of methods of electing CITE directors for presentation at the next Executive meeting

## 8. Conference 2020

- An initial meeting of the Executive conference liaison and the Vancouver LAC has taken place. It was suggested that planning for the Fall meetings in Vancouver can take place now in conjunction with the recently signed contract with the host hotel

ACTION (SG): Contact Sheraton Wall Centre to arrange meeting space for the Fall 2019 meetings in Vancouver

## 9. Traffic Engineering Sub-Committee

- The Committee was advised that the Traffic Engineering Sub-committee is working on a terms of reference to be presented to the Executive Committee at a later date

## 10. CITE Mailing Address

- A brief discussion took place regarding moving the CITE mailing address to Ottawa and make use of a mail forwarding service, with a physical address, rather than a post office box. It was suggested that the current address does not reflect the national character of the organization. Furthermore, the PO box has limitations when a physical address is required such the delivery of courier parcels.

ACTION (SG): Provide options for moving the CITE address to Ottawa including the use of a PO box versus a mail forwarding service (virtual office)

## 11. Associate Partner Award

- The idea of an associate partner award, an award featuring private-sector achievement, was briefly discussed. Item was tabled to be considered, at a later date, with a broader discussion of technical awards.

## 12. Transportation Association of Canada (TAC) Update

- TAC has created a new autonomous vehicle task force and it was noted that CITE is not involved. This led to a broader discussion of CITE's relevance on such committees and the need for a better connection between the CITE Executive and representatives on the various TAC committees. It was suggested that representatives meet with their

respective Executive liaison prior to their TAC meetings. This would ensure representatives are aware of current CITE activities and positions on items that are raised at TAC.

### 13. CITE Foundation

- The business case for creation of a foundation was reviewed. Key drivers for the creation of a foundation include:
  - CITE use some of its surpluses to fund student scholarships. There is a wish to expand this role
  - There is concern that as a non-profit organization, maintaining a self-sustaining surplus for scholarships would jeopardize the organization's non-profit status
  - Several of our Sections also have surplus funds that they would like to use to support scholarships. These funds are not large enough on their own but may be better held collectively in a foundation
  - Many of our members have expressed interest in being able to donate to our scholarships either directly or to be included as part of their estate planning. CITE has already had to turn away one sizable donation because we were not able to issue a tax receipt for the contribution

**MOTION** (GC, ES): Recommend to the CITE Board of Directors the creation of a CITE Foundation based on one of three proposed governance models

✓ **CARRIED**

**ACTION** (SG): Prepare summary report including three options for governance of a CITE Foundation

### 14. Other Business

- Bike Activity Waiver

**MOTION** (GC, ES): Approve the use of the bike activity waiver for all CITE sanctioned bike events

✓ **CARRIED**

### 15. Adjournment 3:05 PM ET