



CITE Executive Meeting Minutes
(teleconference)
December 13, 2018 - 1:00 PM ET

Attendees:

Executive:

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

Support:

S. Garner (Administrator) (SG)¹

Regrets:

E. Soldo (President)
G. Chartier (District Director) (GC)

Meeting called to order at 1:03 PM ET

1. Approval of Minutes and Agenda

MOTION (JS, RV): Approve the minutes of November 15, 2018 Executive Committee meeting and agenda

✓ **CARRIED**

2. *excite*

- Heather Goodman of *excite* briefed the Executive on planned activities including assisting with the Leadership Summit in Ottawa and development of a mentorship program. The *excite* committee is also looking to host education webinars on career development. A call for volunteers on *excite* is planned for January. It was noted that *excite* has a \$10,000 annual budget to facilitate activities.

3. Financial Update

- Members of all CITE committees have been reminded to have their expenses in for 2018 as soon as possible
- It was noted that expenses may exceed revenue for the Traffic Calming workshops in 2018. Since the workshops are being held in conjunction with TAC, the Committee was uncertain if a loss would be shared. It was felt that financial performance of the

¹ Recording Secretary

workshops may be due to the reporting timeframe and that revenues may exceed expenses if evaluated over the two-year timeframe of the training program

4. Election

- The Committee discussed the timing of the upcoming Executive elections and agreed to the Call for Nominations to proceed at the end of January in conjunction with the release of Transportation Talk. Nominations would close March 1st with the election to be held in early April

ACTION (JLM,SG,ED): Prepare the appropriate communications material for the call for nominations

5. Board Member Code of Conduct Policy

MOTION (JS, JLM): That the draft Board Member Code of Conduct Policy be forwarded to the Board for approval

✓ **CARRIED**

6. Conflict of Interest Policy

MOTION (JS, RV): That the draft Conflict of Interest Policy be forwarded to the Board for approval

✓ **CARRIED**

- It was suggested that at the beginning of every Board meeting that Directors be asked to state any potential conflicts prior to the start of the meeting

7. Training Committee

- A brief status of training activity was mentioned. It was also suggested that the LAC contact the Training Committee Chair regarding coordinating potential training opportunities at the conference
- With respect to budget planning for the Training Committee, it was felt that the training activity financial plan run from AGM to AGM to better align with the term of the Training Committee Chair

8. Report to the Board, CITE Foundation

- Item tabled to the January Executive meeting

9. Other Business

- Non-disclosure Agreement: The Committee reviewed the document prepared by the lawyer and had questions regarding specifying “volunteers” in addition to “employees” as part of the agreement’s scope.

MOTION (RV, JS): Approve use of the Non-disclosure Agreement with the additional clarification that the agreement include volunteers

✓ **CARRIED**

- Communications: It was suggested that the President should approve content that appears in Transportation Talk and that this should be more formalized. It was suggested that a more formal process for approval of all official communications should be in place. The Committee felt that this warrants a broader discussion at a later meeting
- Conference Update: A brief status was given on the conference

10. Next Meeting

- January 18, 2018, 1:00 PM ET

11. Adjournment 2:30 PM ET