

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF  
CANADIAN INSTITUTE OF TRANSPORTATION ENGINEERS  
INSTITUT CANADIEN DES INGÉNIEURS EN TRANSPORTS**

held by teleconference  
on the **15th day of February, 2019**  
at the hour of 1:00 o'clock in the afternoon, Eastern Standard Time

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A quorum of officers was present, namely:

Julia Savini (Vice-President)  
Ryan Vanderputten (Secretary/Treasurer)  
Jen Malzer (Past-President/District Director)

Regrets:  
Edward Soldo (President)

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The Chairperson, Julia Salvini, acted as Chairperson and the Secretary, Ryan Vanderputten, acted as Secretary of the meeting.

A quorum of the officers being present, the Chairperson declared the meeting to be duly constituted.

## **1. Approval of Minutes and Agenda**

On motion duly made, seconded and unanimously carried, the following resolution was passed:

**BE IT RESOLVED THAT:**

the meeting minutes of the January 18, 2019 meeting of the CITE Executive be approved

On motion duly made, seconded and unanimously carried, the following resolution was passed:

**BE IT RESOLVED THAT:**

the agenda for the February 15, 2019 meeting be approved

## **2. Review of Action Items**

Action items were reviewed by the Committee. The following actions were added:

RV - Review terms of CUTA agreement, including reciprocal membership and conference registration, with the intention of renewing agreement

JLM - Conduct survey of Directors and ask if which Sections are willing to nominate a director to serve on the Board for one-year to facilitate staggered director terms

### **3. Financial Update**

The Committee briefly reviewed financial information and confirmed that the year-end financial statements will be finalized for the Annual General Meeting

### **4. Conference Update**

The Committee reviewed the status of the Ottawa conference and confirmed that the budget was to be finalized at the next Executive meeting in March. Furthermore, there was confirmation that the guest banquet ticket price will be set at \$50

### **5. Other Business**

Various brief updates were given including the status of the Technical Liaison Committee membership, deadlines for awards and scholarships and an update on the upcoming Executive election. No other business was considered due to lack of quorum later in the meeting