

**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 **8th day of March, 2019**
at the hour of 1:00 o'clock in the afternoon, Eastern Standard Time

Present:

A quorum of directors was present, namely:
Edward Soldo (President)
Julia Salvini (Vice-President)
Ryan Vanderputten (Secretary/Treasurer)
Jen Malzer (Past President/District Director)

Guests:

Dr. Pedram Izadpanah

The Chairperson, Edward Soldo, acted as Chairperson and the Secretary, Ryan Vanderputten, acted as Secretary of the meeting.

A quorum of the directors 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 February 15, 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 March 8, 2019 meeting be approved

2. International Women's Day

There was an acknowledgement of the important contribution of women in the transportation industry

3. TAC Project - Road Safety Webinar Series

A presentation was made by Dr. Izadpanah regarding the establishment of a Road Safety Webinar series proposed by the Transportation Association of Canada (TAC). The proposal called for a joint initiative between TAC and CITE. There was support from the Executive to pursue this initiative further as it was seen to fit well within the CITE training mandate.

ACTION (ES/RV): Follow up with TAC on more details on a partnership agreement to develop and deliver the Road Safety Webinar series proposal

4. Financial Update

It was brought to the attention of the Executive that the fee rate charged by the District's bookkeeper will be changing. The cost difference will be approximately a 30% increase to \$225/month.

The Executive was also advised that the District's designated lawyer will be changing as the current individual is leaving the firm. It was noted that a bill has not been received for work done in 2019.

ACTION (RV): Contact Reg Brown for a final invoice before his departure

The Secretary/Treasurer noted that accounts receivable is unusually high but this is due to various conference sponsorship invoices that are due on April 1st.

ACTION (RV/SG): Send reminders regarding sponsorship invoices due on April 1st

5. Training

There was a question regarding the location of upcoming Traffic Calming workshops and whether there are any planned in the Hamilton/Burlington area.

ACTION (JLM): Follow-up with the Training Committee on whether the Traffic Calming Workshop can be held in the Hamilton or Burlington areas

6. Conference Update

The Committee reviewed the conference budget. It was noted that the City of Ottawa had committed to a \$15,000, largely in-kind contribution, contribution as a partnering sponsor. Remaining cash contributions would be made by the end of the year. A memorandum of understanding is to be drafted to finalize the arrangement.

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

BE IT RESOLVED THAT:

The 2019 CITE Conference budget be approved as presented

Other conference updates included:

- Registration system has been finalized and will launch this weekend
- The conference app project launch took place earlier this week
- The Committee briefly reviewed the program
- It was noted that the Student Leadership Summit organizers have made contact with ITE to explore funding
- The training committee will meet Sunday immediately following the Board meeting
- The TLC is arranging to have student presentations in one of their sessions
- The bike design workshop is to be held from Wednesday afternoon and into Thursday

A proposal to host the 2021 Conference in Hamilton is being prepared.

7. Other Business

7.1. Fall Meeting

Details of the Fall meeting in Vancouver were discussed and whether the meetings would also be used to facilitate a strategic planning session. The Committee felt that the strategic planning session should be held separate from the Fall meeting, possibly in January or February of 2020. A brief discussion took place regarding a possible location.

7.2. TAC/CUTA Agreements

The Executive Committee was advised that both TAC and CUTA agreements are being drafted with 4 year terms

7.3. Awards

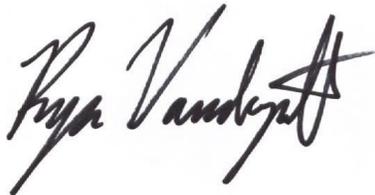
A number of award submissions were received and will be reviewed over the next three weeks. On the topic of awards where members of the Executive Committee make the selection, a

number of candidates for various awards were discussed. A decision will be made at the next Executive meeting.

7.4. Alternative Conferencing Solutions

The Committee briefly discussed alternative teleconferencing solutions that would provide the ability to host webinars. The Secretary/Treasurer will work with the District Administrator to provide a recommendation at a future meeting.

There being no further business, the meeting was terminated at 2:35 o'clock in the afternoon, eastern standard time.

A handwritten signature in black ink, appearing to read "Rya Vandeyut". The signature is written in a cursive, flowing style with a large, stylized initial "R".

Secretary