

**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 **17th day of May, 2019**  
at the hour of 1:00 o'clock in the afternoon, Eastern Daylight Time

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*Present:*

A quorum of directors from the Executive Committee was present, namely:

Edward Soldo (President)  
Julia Salvini (Vice-President)  
Ryan Vanderputten (Secretary-Treasurer)  
Jen Malzer (District Director and Past-President)

*Guests:*

Pedram Izadpanah, Secretary-Treasurer Elect

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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 April 12, 2019 meeting of the CITE Executive Committee be approved*

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

**BE IT RESOLVED THAT:**

*the agenda for the May 17, 2019 meeting be approved*

## 2. Financial Update

It was noted that the financial statements published in Transportation Talk required amendments. The official year-end financial statements have been forwarded to the Board and Membership for approval at the upcoming Board and Annual General meetings.

## 3. Conference Update

The following updates were provided with respect to the 2019 Conference planning:

- All awards have been ordered
- Banquet contract has been signed with a deposit for the full amount now required. Treasurer to coordinate payment
- Carleton University has had to withdraw from the Traffic Bowl. Ryerson University will replace and has requested travel support

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

### **BE IT RESOLVED THAT:**

*The Ryerson University Traffic Bowl team be provided a travel subsidy of \$500*

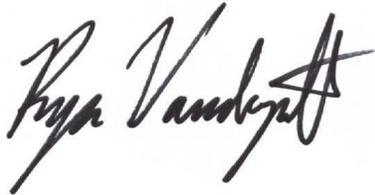
- Student Leadership Summit executive coordination has been moved to Jen Malzer
- There was a brief discussion regarding the planned Bike Facilities training workshop and whether it should be cancelled due to low registration numbers. The Committee felt some last minute promotion was required before deciding on cancelling the workshop
- The hotel room nights have not yet been met at the Westin hotel. The Committee discussed various options including upgrading rooms to offset the additional cost the CITE would incur
- There was a brief discussion about changes for next conference including offering half-day registration for Wednesday and for offering a discounted registration for delegates who stay at the conference hotel

There was a brief review of the status of planning for the Vancouver conference that included the following:

- The contract for the banquet harbour cruise has been signed
- It was mentioned the audio/visual costs for conferences have been increasing significantly over the past few years. By comparison, costs for Edmonton were \$26K, Ottawa \$32K and Vancouver \$58K. The Committee acknowledge that these rising costs pose a risk to the viability of hosting the Annual Conference in its current format

There was a brief review of a proposal to host the 2021 conference in Hamilton June 6-9th. The proposal will be presented to the next Board meeting in Ottawa.

There being no further business, the meeting was terminated at 2:01 o'clock in the afternoon, eastern standard time.

A handwritten signature in black ink, reading "Ryan Vandeyut". The signature is written in a cursive style with a large, stylized initial "R".

Secretary