

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

held at the Sheraton Wall Centre, Vancouver, BC
on the **21st and 22nd day of October, 2019**
starting at the hour of 1:30 o'clock in the afternoon, Pacific Daylight Time

Present:

A quorum of directors was present, namely:

Julia Salvini, President (JS)
Ryan Vanderputten, Vice-President (RV)
Pedram Izadpanah, Secretary-Treasurer (PI)
Jen Malzer, District Director (JLM)

Resources:

Steven Garner, District Administrator (SG)
Evonne Donaher, Communications Coordinator (ED)

Regrets:

Edward Soldo, Past-President

The Chairperson, Julia Salvini, acted as Chairperson and the Secretary, Pedram Izadpanah, 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 September 25, 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 October 21/22, 2019 meeting be approved as amended

2. Travel Bursary: Jan Voss

The Executive was advised of the desire for Jan Voss to establish a travel bursary for young women in transportation engineering in memory of his wife. There would be five, \$1,000 bursaries available annually to support travel to the CITE conference. The bursary would be open to women needing assistance to attend including those who are currently unemployed or are on maternity leave. The emphasis would be first-time attendees and those who are presenting at the conference or sitting on the CITE Board.

The Committee discussed various aspects of the application process. The suggestion was made that it be kept simple, such as a letter to the CITE President.

ACTION (JS): Confirm with the Jan Voss that the requirements and process for distributing the bursaries is suitable

3. Training Update

The Committee was advised that a contract was being prepared for Toole Design to provide a training session.

There was discussion regarding Executive Committee representation on the Training Committee and it was agreed that the current Past-President should take over at the next meeting once confirmed with ES that he is ready to take it over.

ACTION (ES): Attend Training Committee meetings

4. Strategic Planning Session Debrief

There was a general consensus that the Strategic Planning work was valuable and will be very useful for the formal planning session that will take place with the CITE Board in February. The Committee expressed their appreciation for the invited guests, Russell Brownlee, Tanya Davis, and Abby Scaletta, for their contribution to the session.

5. International Student Eligibility for Scholarships

The Committee considered the issue of allowing non-Canadian citizens or non-landed immigrants to apply for CITE scholarships. The members felt that the spirit of the scholarships is to assist and help develop Canadian expertise in transportation and thus was not appropriate to

make the award to international students. The Committee decided to leave the citizen requirement for CITE scholarships as is.

6. Sponsorship Delegation

The Executive Committee acknowledged that it is appropriate that they be largely responsible for canvassing for sponsorships at the annual conference particularly from the larger national organizations. To that end, the Committee reviewed the current contact list and delegated responsibility to follow-up on their respective companies and agencies. The Committee was also encouraged to consider companies outside of the traditional ones that CITE has approached in the past.

7. ITE Bylaws (CITE Board Operating Procedures/Manual)

The Executive Committee reviewed the proposed ITE Bylaws (CITE Board Operating Manual) at the request of ITE and the ITE One initiative. Several suggested changes to the document were made to bring the document in compliance with the CITE Bylaw No. 1.

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

BE IT RESOLVED THAT:

the Executive Committee recommend that the CITE Board of Directors approve the ITE Bylaws (CITE Board Operating Manual) as amended

8. Communications Update

The Committee heard a review of the current state of communications at CITE and the need to develop a communications plan that flows directly from the organization's new Strategic Plan. There was also a brief mention that a review of the communications strategy should also include a review of the tools used and ways to minimize the risk of being dependent on a single person for support of the communications infrastructure, in particular, the website.

9. Conference

There was discussion regarding the role of the Executive Committee in managing the conference budget now that CITE is taking a more direct role in organizing the event. The Executive confirmed that CITE will now be in charge of the budget and will provide the LAC with a working budget. There will still be a need for a local financial contact on the LAC to assist with the processing of local invoices and monitoring the budget.

There was a discussion of the roles of the District Administrator and Communications Coordinator with respect to the on-site coordination of the conference. It was noted that the

Communications Coordinator, in particular, felt the need to step in and act in the role of conference coordinator in Ottawa. This would not normally be the case as the conference chair or their designate would undertake this role. It was suggested that CITE resources role is to ensure that critical tasks are being undertaken by the LAC where appropriate and, if not, report it to the Executive Liaison. It was also suggested that a roles and responsibilities outlining tasks for all members of the organizing committee including Executive, resources and the LAC.

ACTION (SG/ED): Create a conference roles and responsibility chart

There was a brief discussion on the status of the Winnipeg conference. The Executive is waiting for a proposal from the Manitoba Section to host the 2022 conference.

10. Executive Roles and Responsibilities

The Executive Committee discussed rebalancing the roles and responsibilities of their positions. The Committee agreed that TLC liaison should be the responsibility of the President and that rebalancing of any other responsibilities should wait until the Strategic Plan is finalized.

ACTION (JS): Contact the TLC and advise them of the change in Executive liaison

ACTION (SG): Update roles and responsibilities documentation

11. Annual Reports

There was discussion regarding the annual report submission requirements and the criteria used for the Section awards. In particular, it was felt that more clarity was needed about the form of the reports. The Committee agreed that the report requirements and evaluation criteria should be aligned with those of ITE.

ACTION (RV): Develop a formal criteria for Section/Chapter reports including clarification of what happens if a report is too long

ACTION (SG): Ensure that evaluation guidance is included in the online submission system

A further question was asked as to why the reports are required at all. It was suggested that the annual reports should be used to capture defined measurables that can be used to create a report dashboard for the board as to the health of CITE across the country.

12. Leadership ITE

The Executive Committee dealt with a request for funding support to attend Leadership ITE by Garreth Rempel.

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

BE IT RESOLVED THAT:

money be made available to Garreth Rempel in accordance with the Leadership ITE Policy and that any remaining funds made available to the Leadership ITE program. Further, that the Section be encouraged to also provide funding to the candidate

ACTION (JS): Follow-up with Garreth on the amount required for support and encourage the Section to also contribute

13. CCG Review

The Committee briefly reviewed the draft memorandum of understanding between the various members of the CCG awards committee. It was agreed that a time-frame should be specified and that it be 5 years.

ACTION (JS): Forward the MOU to the CCG Committee for review

There being no further business, the meeting was terminated at 4:14 o'clock in the afternoon, October 22nd, pacific time.

A handwritten signature in black ink that reads "Julia Falvini". The signature is written in a cursive, flowing style.

Chairperson