

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

held at the Coast Harbourside Hotel, Victoria, BC
on the **7th day of February, 2020**
at the hour of 3:00 o'clock in the afternoon, Pacific Standard Time

Present:

A quorum of directors was present, namely:
Julia Salvini, President (JS)
Ryan Vanderputten, Vice-President (RV)
Pedram Izadpanah, Secretary-Treasurer (PI)
Edward Soldo, Past-President (ES)
Jen Malzer, District Director (JLM)

Resources:

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

The Chairperson, Julia Salvini, acted as Chairperson and the District Administrator, Steven Garner, 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 January 17, 2020 meeting of the CITE Board be approved

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

BE IT RESOLVED THAT:

the agenda for the February 7, 2020 meeting be approved

2. Financial Update

Preliminary year-end financial results were reviewed. It was noted that losses indicated are largely due to a change in reporting of pre-paid expenses. Furthermore, the presented budget variance report needs to be adjusted to account for changes the Board approved in 2019.

ACTION (RV): Adjust budget variance report to account for mid-year budget approval changes by the Board

The Committee discussed the various amounts that were being spent on accounting and whether there were any opportunities to reduce these expenses.

ACTION (PV/SG): Review accounting expenditures to determine if there are any opportunities to reduce costs

3. Winnipeg Conference

The Committee discussed the proposal by the Canadian Association of Road Safety Professionals (CARSP) for a joint conference in 2022. Consensus was that there could be many benefits to holding a joint conference and that the proposal should be discussed further with the Winnipeg LAC.

ACTION (JS): Discuss CARSP proposal with Winnipeg LAC

4. Training Update

There was a lengthy discussion regarding training including the lack of training opportunities being offered in 2020, the composition of the training committee, and the training delivery model. There was concern expressed that the ability to provide training was overly dependent on who was leading the committee.

ACTION (ES): Follow up on Toole proposal - Intersections for Everyone

5. Conference Update

Registration rates for the Vancouver conference were finalized. Rates are to include a half-day rate for Wednesday, a \$100 discount for ITE members and \$100 rate for delegates who are staying at the conference hotel or were local residents and did not need hotel accommodation.

With regard to the Student Leadership Summit, UBCO, U of A and U of M have been contacted with respect to helping to organize the event.

It was confirmed that Gene Chartier will continue as the Traffic Bowl Coordinator for the Vancouver conference and that notices should go out soon for teams.

ACTION (SG): Coordinate with Gene Chartier on the call for teams for the Vancouver Traffic Bowl

The Committee briefly discussed lanyard options for the Vancouver conference. It was agreed that the lanyard library that was used for Ottawa will be used for Vancouver.

6. Other Business

6.1. National Capital Section Logo

The Committee reviewed a proposal for a new logo for the National Capital Section. In the interest of serving the immediate need, the Committee agreed that the proposed logo can be used. However, the Committee felt that the Board should be consulted with respect to logo design consistency and that any decision should be done within an overarching communications strategy.

6.2. ITE Updates from the District Director

The Committee was advised of various initiatives at ITE including:

- ITE Coordinating Council is making changes to when Chair terms start
- ITE will be instituting a performance dashboard for committees
- ITE is celebrating its ninetieth year with a *90 for 90* campaign to help contribute to various ITE programs. The Canadian District has been asked to produce a poster highlighting the history of the District and its Sections. It was suggested that a photo archive be created for CITE

6.3. Conference

ITE has requested to reserve 2027 for the next International conference in Canada. The Committee suggested that Montreal would be an appropriate city to host.

6.4. Traffic Bowl MC

The Committee agreed that Dave Richardson will continue as MC for the Traffic Bowl with Russell Brownlee developing the questions.

6.5. WSP Scholarship

The Committee was advised that WSP no longer wishes to sponsor the undergraduate scholarship but are interested in making some other contribution for students. Several

possibilities were discussed by the Executive including a legacy sponsorship for the Student Leadership Summit, a non-engineering scholarship, or student presentation competition sponsor.

6.6. excite

The Executive Committee reviewed the status of the excite committee and agreed that it has stalled. The Committee felt that existing support for the committee would be better directed to the Student Leadership Summit.

ACTION (JS): Brief the Board on the status of the excite committee

6.7. Technical Liaison Committee (TLC) Update

The TLC is preparing for the call for CITE appointees to ITE committees. It was noted that, in the past, the CITE president would make decisions regarding appointees. With the current model, the TLC will make recommendations with the president making the final decision. CITE to pay for appointees to attend meetings.

The Executive was advised that the current TAC appointees terms have been extended to the end of the year. A call for new appointees is to be made in the Fall of this year.

ACTION (JS/SG/ED): Call for TAC appointees to be made in September, 2020

6.8. Jenn and Jan Voss Bursary

CITE has received an inquiry regarding the bursary but the individual would like to take advantage of it next year. A question was raised as to when applications would open for next year. The Executive agreed that this needs to be discussed early.

ACTION (JS/SG): Send email to Section Presidents about bursary

There being no further business, the meeting was terminated at 3:00 o'clock in the afternoon, pacific time on February 9, 2020.



Chairperson