

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

held by video conference  
on the **23rd day of April, 2020**  
at the hour of 1:00 o'clock in the afternoon, Eastern Standard Time

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*Present:*

A quorum of directors was present, namely:

Amy Jiang (Toronto)  
Anthony Kwok (National Capital)  
Bruce Beames (Vancouver Island)  
Daniel Zeggelaar (Northern Alberta)  
Nathalie Baudais (Saskatchewan)  
Douglas MacRae (Southern Ontario)  
Ian Roth (BC Interior)  
Jared Alistair Duiveststein (Vancouver)  
Jennifer Chapman (Manitoba)  
Jennifer Malzer (District Director)  
Julia Salvini (President)  
Meera Kopp (Southern Alberta)  
Mike Connors (Atlantic)  
Paul Bourque (Quebec)  
Pedram Izadpanah (Secretary-Treasurer)  
Rob Merrit (Hamilton)  
Ryan Neil Vanderputten (Vice-President)

*Regrets:*

Edward Soldo (Past-President)

*Resources:*

Steven Garner (District Administrator)

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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 December 13, 2019 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 April 23, 2020 meeting be approved as amended

## 2. Finance

The Board reviewed the 2019 year-end financial statements.

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

**BE IT RESOLVED THAT:**

the 2019 year-end financial statements be approved and be presented to the Annual General Meeting

The Board was briefed on the budget in light of the impact of the recent pandemic. It was noted that revenues have been severely impacted due to the cancellation of the conference and that advertising revenues were also expected to be dramatically reduced. In response, the Executive Committee is reviewing spending in all areas of the CITE budget. Of particular note, most travel has been suspended for the remainder of the year including the Fall meeting. The Board will be presented with a revised budget at the next meeting.

## 3. Section Model Charter and Bylaws

Directors were advised that new model Charters and Bylaws were now being circulated for comment. It was mentioned that Section boundaries are to be finalized in the coming weeks and will be presented in the Charter documents as maps to go along with the textual description. It is hoped that all Charters and Bylaws will be finalized by the end of May.

## 4. Strategic Plan

The Board reviewed the final report and one-page Strategic Plan documents. There was a brief discussion regarding which areas that could be focussed on during the current period of uncertainty. It was agreed that two areas should continue development including:

- Support for student Chapters including the possibility of holding a virtual Student Summit
- Work to improve governance including Board orientation and skills development

There was also a discussion regarding strategies for Sections to host virtual events.

**ACTION (SG):** Schedule video conference with Sections to review strategies and techniques for hosting virtual events

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

**BE IT RESOLVED THAT:**

the 2020-2024 Strategic Plan be adopted and presented to at the Annual General Meeting

## 5. CITE Awards

Directors were advised that an alternative was being considered to recognize award recipients and sponsors given that there would be no conference this year. It was anticipated that a virtual cross-country event may be held in the Fall. The following awards were announced:

***Stan Teply Technical Project Award:*** Plus 15 Network Study, McElhanney

***ITE Transportation Award Nominees:***

- ❑ Plus 15 Network Study, McElhanney
- ❑ 41st Avenue RapidBus, City of Vancouver

***ITE Rising Star Nomination:*** Amy Jiang, Toronto Section

***Outstanding Section Award:*** Southern Alberta Section

***Section Momentum Award:*** Toronto Section

***Outstanding Student Chapter:*** York University

***Student Chapter Momentum Award:*** Carleton University

The Board was advised that the travel subsidy portion of the awards would not be given this year.

## 6. Conference

Directors were advised that the Vancouver conference was rescheduled for 2022 and that no penalties were incurred. Furthermore, the existing local arrangements committee has agreed to stay on to work on the 2022 conference.

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

**BE IT RESOLVED THAT:**

Jan Voss be confirmed as the Chair of the Vancouver 2022 local arrangements committee and Ryan Vanderputten be appointed the conference Executive Liaison

The Board was advised that planning continues for the 2021 conference in Hamilton and that everything is going well.

## 7. Other Business

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

**BE IT RESOLVED THAT:**

the CITE Board calls for the Annual General Meeting of the membership to be held via video conference on Tuesday, May 26, 2020 at 1:00 PM Eastern Time

There being no further business, the meeting was terminated at 2:25 o'clock in the afternoon, eastern time.

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

Chairperson