

**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 **17th day of June, 2020**
at the hour of 1:00 o'clock in the afternoon, Eastern Time

Present:

A quorum of directors was present, namely:

Amy Jiang (Toronto)
Anthony Kwok (National Capital)
Daniel Zeggelaar (Northern Alberta)
Nathalie Baudais (Saskatchewan)
Jared Duivesteyn (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 Vanderputten (Vice-President)

Regrets:

Edward Soldo (Past-President)
Douglas MacRae (Southern Ontario)
Ian Roth (BC Interior)
Bruce Beames (Vancouver Island)

Resources:

Steven Garner (District Administrator)

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 April 23, 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 June 17, 2020 meeting be approved as amended

2. Finance

The District's financial position was reviewed in light of the dramatic fall in revenue due to decreases in advertising revenue and cancellation of the annual conference. It was noted that the unrevised 2020 budget had made an allowance for a \$74,000 loss based on funding of initiatives from reserves. The current situation due to the pandemic has resulted in a fall in revenue but also a corresponding fall in expenses. The result is an expected loss in 2020 of approximately \$77,000.

There was a question with respect to funding of TAC projects. The Board was advised that where CITE committed to providing funding the funding would still be provided. In particular, funding for the Road Safety Webinar Project would continue. The additional money in the budget had been put there as a possible contribution to the Decorative Pavement Marking project. The TLC and the Executive Committee are working with the appropriate TAC appointees to determine when and if that money should be committed.

3. Section Model Charter and Bylaws

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

BE IT RESOLVED THAT:

the attached Section Charters be approved and forwarded to the International Board of Direction

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

BE IT RESOLVED THAT:

the attached Section Bylaws be accepted, with administrative amendments, and forwarded to the International Board of Direction

4. Strategic Plan Working Group Reports

Verbal reports were made on two key strategic planning areas; Strengthening Board Governance and Increasing Student Chapter Support.

With respect to Strengthening Board Governance, the working group reported that they had a number of suggestions that included:

- Establishing a Board portal for key reference documents including finance, governance, guidelines and responsibilities
- Establishing a workshop at the annual in-person Board meeting to review Board governance responsibilities and organizational structure
- Provide Sections guidance on selecting a Director nominee. This may include an ideal candidate description
- Establish a nominating committee of Board members to find suitable candidates for Executive positions. Board members were asked to consider striking the committee for the 2021 election and whether they would like to be involved.
- Hold an information session for candidates, in particular, for Executive position nominees

The working group considering Increasing Student Chapter Support reported that they had drafted a survey that was to be sent to student leadership. The focus of the survey was to better understand needs and challenges for Student Chapters and then to follow up with recommendations on how best to support the Chapters.

5. Other Business

ITE Updates: item tabled to next meeting

6. Next Meeting

The next meeting of the CITE Board is to be held on September 9, 2020 at 1:00 PM Eastern Time by video conference.

There being no further business, the meeting was terminated at 2:06 o'clock in the afternoon, eastern time.



Chairperson