



Institute of Transportation Engineers

Indiana Section

www.indianaite.org

ERICKA W.H. MILLER – PRESIDENT
DOUG A. VALMORE – VICE-PRESIDENT
JEFF HILL – TREASURER

GARY MROCZKA – SECRETARY
ED COX – DIRECTOR
HARDIK R. SHAH – PAST- PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: February 13, 2014 at 11:30 a.m.

Location: Clark Dietz, Inc.
8900 Keystone Avenue, Suite 900
Indianapolis, IN 46240

Attendees: Ericka Miller – President
Doug Valmore – Vice President
Jeff Hill – Treasurer
Gary Mroczka – Secretary

Absent: Ed Cox - Director
Hardik Shah – Past-President

ADMINISTRATIVE

- President Miller called the meeting to order at 11:47 a.m.

January 2014 Action Items:

- Ericka – Make changes to Board Duties and send out for email vote. No email vote, but rather live vote. Ericka made motion to approve. Jeff second. Approved.
- Gary – Needs to apply for National Membership. Gary was accepted and membership is complete.
- Gary – Submit Indiana ITE Bylaws to Great Lakes Board. Ericka will send the contact. Gary submitted via email and has received no acknowledgement. He will follow-up.
- Gary – Bring name badges to the next meeting – pending.
- D/G – Will keep all new member apps for binder and Star Chapter. Together will get up to date. – Not complete. Pending item.
- Gary – Review member database for accuracy. Not started. Pending. Life members are designated in the database. Refer to Star Chapter to add a button if none exists. New expiration dates for members who have paid for 2014 will be 2/28/15.
- Hardik will send Jeff / Ericka Sponsorship Firm list for review / accuracy. Rich Z currently has.

- Website:
 - Doug-Will coordinate with Star Chapter to change password for the ITE Indiana website. -Complete
 - Doug-Update board member titles on the website – Complete
 - Doug – Update Scholarship recipients and application on the website.- Pending.
 - All – Review and Update board profiles.
- Doug – Will compile the list of delinquent payments for 2012 and/or 2013. - Pending
- Doug - Past President name badge reimbursement to Will. – Complete.

New Business Items:

- Brief review of previous month's action items (Ericka) - complete
- Approval of the January Meeting Minutes (Gary) – Edits made via email. Ericka made motion to approve, Jeff second. Approved by Board.
- New Member Applications (Ed) –
 - Jon Richards – Gary made motion to hold due to incomplete application. Doug second. Approved by Board.
 - Matthew Larrabee – Doug motion, Jeff second. Approved by Board.
 - Nadia Gkritza, Alan Holderread will be held until March meeting.
- Updates to Membership Database (Gary): There are three items that need to be reviewed; 1) update roster profiles; 2) identify life members; and 3) two year delinquent members.
- Updates to Consultant Contact List (Jeff) – Ericka commended Jeff for a job well done to update the list. Jeff has the list and will put on cloud.
- Sponsorship Update (Jeff) – Two firms have submitted. The Board will receive the current list of firms and all members will be assigned a portion.
- Sponsor Logos on Website (Ed) – Table to the March meeting. Logos from last year have been archived. Jeff is currently handling until transferred to Ed.
- Job Postings on Website (Ericka) – Sponsors can post for free. Add benefit to sponsorship letter next year. Non-sponsors should pay fee. Jeff will look into cost of posting of job listing. Doug will review all potential posting prior to advertisement.
- Update on GLD Meeting and Traffic Bowl (special guest, Tony Jones) – See below.

FINANCIAL

Doug / Jeff

- Status of Financial Transfer & credit cards (Doug/Jeff) – Doug and Jeff got everything transferred. Two debit cards in Jeff and Doug's name. Doug is the current administrator of the account and needs to add Jeff as a user. Checks were reordered in small size for \$21 (120 checks).
- Approval of 2014 Budget (Jeff) – Draft budget has been amended per Board email comments. Student and government rates are \$20 rather than \$25. Star Chapter monthly fee is increasing to \$100 / month. About \$10,000 in bank. All scholarship award winners will be paid from June to August. Ericka will look into the design and color of Board polo shirts. Ericka made motion to approve to approve the 2014 Budget. Doug second. Approved by Board.
- Insurance - Jeff will follow-up Edie of Hartford Insurance to verify contact information was switched from Doug to Jeff. Ericka asked if the bill has been received.
- Star Chapter fees have slightly increased this year.

COMMITTEE UPDATES

Committee	Liaison	Discussion Topic
Program	Doug	Will add Andy Lutz to list, Mike McBride to list for Technical Committee. Jim P is soliciting potential dates. Doug will review and do research from last year 's list for those that were used.
Membership / Social	Ed	Tabled.
Edward J Cox Scholarship	Doug	Add another off board member. Ericka will add one more. Send out meeting date. Scoring is due by the end of the week.
Scholarship Golf	Doug	
Nominations	Gary	New Board Member
Audit	Doug	
ITE / LTAP Summer	Doug	Not holding this year.

Upcoming Events

Feb Tech Lunch (Tues 2/18/14)

- Dr. Tim Brown (House District 41) is speaking (Confirmed)
- How does attendance look at this point? Approximately 25 have registered.
- Confirmed podium, mic, projector, screen, etc? Doug needs to coordinate with speaker.

Purdue Road School (3/11/14 – 3/13/14)

- No formal "ITE Track"
- Ericka & Doug will moderate on 3/12/14

Road School Banquet (Wed 3/12/14)

- Venue? Caterer? Bar? At Union Room 118. (2) drink tickets per person. Need to check ID for students. Need to find a speaker.
- Discuss possible speakers/topics
- Colleen Hill-Stramsak will speak for ~ 5min about ITE happenings on the District-level.
- Scholarships will be awarded. Who is making certificates? Doug needs to coordinate with Rich on certificates and bios. Rich will announce at the banquet.
- Doug should send announcement at least 3 weeks in advance.

Great Lakes District Meeting (4/14/14 – 4/15/14)

- Tony Jones gave update to Board on status of GL Meeting. Technical program is coming together 2 days of morning and afternoon sessions. Need keynote speaker. Adam Thiese and Ray Wilson are possibilities. Solicitation for vendors and sponsorships continues. Currently have 7 exhibitors and 3 sponsorships. Coordination of Section and GL District sponsorships did not go well. Goal is 20 exhibitors and max on sponsorships. The Committee is considering duck pin bowling for a possible Monday evening event. Location is not preferred due to logistics from the hotel. Registration email will go out

on 2/17/14. Tracks are random transportation items with six tracks on the first day and eight tracks the second day. PDHs will be offered. For certificate of PDH's, the attendees can go through national to buy certificate. Can offer \$5 product through the website at time of registration. The Committee is adding technical tours, trail tours and walking tour with a 10 person minimum. Get the word out for Traffic Bowl this year.

- Discuss financial contribution for Traffic Bowl Travel
- First announcement should go out on 2/18/14 (Doug)
- District director election from Indiana will occur in March. Past president and current presidents of Indiana, Ohio and Michigan are members of the District Board. Director is three year term. More information to come.

FOR ALL EVENTS:

- Doug should register speakers as complimentary online.
- Gary should take photos & post to website. At tech lunch and upload.
- Ed should bring banner & nametags.
- Jeff should bring checkbook and/or credit card.

Other Business

- District Board Meeting Friday 1/24/14 at Trine.

ACTION ITEMS

- Ericka will send email to Ed to send out two pending members for an email vote.
- Gary will send Ed to contact Jon Richards to complete application.
- Ericka will ask Hardik follow-up with Purdue for Traffic Bowl teams.
- Updates to Membership Database (Gary): Three items need review and updating; 1) roster profiles; 2) identify life members; and 3) two year delinquent members.
- Jeff will send out the list of firms with assignments for Board members to follow-up in early March.
- Ericka will look into shirts design and colors and email out to the Board.
- Ericka will look into the By-laws for potential change to allow Secretary and Treasurer be two year terms for continuity and learning curve.
- Jeff will follow-up with Edie of Hartford insurance.
- Jeff will send out a reminder for section dues.

OTHER

- Ericka adjourned the meeting at approximately 1:38 p.m. The next scheduled Board meeting will be held on 3/5/14, 11:30 am-1:30 pm at Fishers Town Hall.