



## *Institute of Transportation Engineers*

Indiana Section

[www.indianaite.org](http://www.indianaite.org)

HARDIK R. SHAH – PRESIDENT  
ERICKA W.H. MILLER – VICE-PRESIDENT  
DOUG VALMORE – TREASURER

JEFF HILL – SECRETARY  
GARY MROCZKA – DIRECTOR  
WILL D. TOLBERT – PAST PRESIDENT

### **SECTION BOARD MEETING MINUTES**

Date/Time: November 15, 2013 at 11:30 a.m.

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

Attendees: Hardik Shah – President  
Ericka Miller – Vice President  
Doug Valmore – Treasurer  
Jeff Hill – Secretary  
Gary Mroczka – Director  
Will Tolbert – Past-President

Absent: None

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#### **ADMINISTRATIVE**

- Hardik called the meeting to order at 11:30 a.m.
- The action items from the October 2013 meeting were reviewed:
  - Jeff and Gary contacted some of the membership to gauge their interest in being nominated to serve in the Director position. Notifications were sent by Dave Henkel of the Nominating Committee; a ballot was be pushed out via the website by Jeff.
  - Jeff checked the link on the website to the newly approved Section Bylaws, there is possibly a broken link, but this still needs to be fixed.
  - Doug investigated other insurance providers and/or why our liability insurance premium increased so much and found that these increases are trending nationwide, so no action is necessary.
  - Ericka finalized some of the details for the November Student Dinner and December holiday luncheon, and sent notifications.
  - Will coordinated an event at Trine University with the new student chapter.

- The October 2013 meeting minutes were reviewed by the Board prior to the meeting via e-mail. The approval of the meeting minutes was motioned by Hardik, seconded by Will. The October 2013 minutes were approved unanimously.
- There were no new Membership Applications to review from this past month.
- Jeff has sent out the Director Nominee list to the membership for a vote for: Jim Sturdevant, Ed Cox, Mike McBride, Andy Lutz, and Rich Zielinski are the candidates. The vote was to be complete by November 27, 2013. Because of limited participation, this was extended to December 6, 2013.
- There is concern about whether our membership is receiving all e-mail communication. Starchapter seems to think it is a firewall issue and at this point Structurepoint's IT group will need to communicate with Ashly at Starchapter to see if this can be resolved. Hardik will send a direct e-mail about possible communications that may not be delivered in a timely manner.

### **FINANCIAL**

- Doug provided a treasurer's report and there is approximately \$8,000 in the bank. All bills are paid and many of the incorrect membership paid amounts are fixed. The journal subscriptions are paid and Doug has updated the addresses and member list with Pete Frentz with ITE National.
- No insurance cost updates are being pursued because rates are up nationwide, so our rates are fairly competitive.
- Doug will need to prepare a year-end financial report for submittal to ITE National for tax purposes. At the December luncheon, a brief report should be given about the revenues and expenditures with a focus on the scholarship lunch and the sponsorship.
- For future events, the Board needs to discuss and consider rates at Tech lunches and other events for the following attendee classifications: Student rate, government rate, member rate, non-member rate.
- Doug will follow up with Pete Frentz about the 501(c)3 status for ITE National.

### **COMMITTEE UPDATES**

Committee	Liaison	Discussion Topic
Program	Ericka	The November Student Dinner at Purdue was well-attended.  The December holiday lunch will be held on December 13, 2013 at Harry & Izzy's in downtown Indianapolis. This is seen as a benefit to the ITE membership and the Board budgets a loss for this to keep the cost low.
Membership	Doug	175 Members have paid and paid correctly as noted above.
Social	Gary	
Scholarship	Hardik	
Sponsorship	Jeff	Two sponsorships were received at the golf outing from MGI and Carrier & Gable.
Scholarship Golf	Hardik	The golf outing actually made a small profit. The television door prize and its cost did not seem worth the investment.
Section Golf (June)	Gary	This event has been postponed indefinitely.

Nominations	Jeff	The ballot for the 2014 Director is out to the membership at this time. The results will be announced at the Holiday luncheon.
Audit	Ericka	Ericka to meet with Kim Mills so audit can be completed by Thanksgiving. Hardik will need the files by end of November.
Communications	Will	Will is scheduling an event at Trine University hosted by ITE in the first week of December. Tom Ford will be the guest speaker and it will be fairly informal.
History	Will	
Great Lakes District Meeting	Hardik	Indiana will be the 2014 host for the GLD annual meeting and a host committee will be assembled in January 2014. With Road School, MASHTO, and ITE GLD meeting all in Indianapolis next year, it will be a struggle to find good speakers with good presentations.
Legislative	Ericka	INDOT's new commissioner is Karl Browning.

### **PROGRAM UPDATES**

- At the November Student Dinner there was a plug for the scholarship program and the Scholarship application is being updated and will be sent out at the end of the month. A hard copy of the application should be taken to Trine University for their students to be considered. The evaluations should be completed by those identified in the Education and Scholarship Committee by-laws.
- The December holiday lunch will be held on December 13, 2013 at Harry & Izzy's in downtown Indianapolis. There are already 21 people signed up and there is a maximum of 50. Will will order the Past President badge for Hardik; Hardik will order the President's Pin for Ericka. A speaking agenda will need to be developed, including: accomplishments in 2013; financial update; outlook for 2014. The Director position will be announced to the Section membership at this meeting. The Board will investigate if there are Life Members to announce this year. Ericka will send a reminder notice in the first week of December.
- As a reminder, the 2014 GLD meeting will be held at the Omni Severin Hotel on April 15-16, 2014. There will be two learning tracks. There will be traffic bowl, tours around the City (including the Cultural Trail). A vendor event will be held Monday night of this event. A poster event for students will be set up.
- Will has coordinated a student dinner at Trine on December 3, 2013. This dinner will likely be held from 6:00 pm – 7:30 pm to engage the students in the arena of Transportation Engineering. Pizza could be served for a very informal dinner. Ericka will notify our membership of this Meet & Greet for the new student chapter with contact/rsvp to Will. Tom Ford (alum) will be there as well. Will will contact many of our Section members in the northeast part of the state to attend.
- Kim Mills has the information from Ericka and has started the audit and will be completed by Thanksgiving. However the final audit is not needed until December.
- Will is going to prepare a year-end newsletter as has been done in past years. This is a tradition that needs to be kept alive. It has historically been sent out around the time of the holiday luncheon and the newsletter is also published on the website. Some of the items covered will be: traffic bowl; ITE student write-up; ITE Indiana committees; new member highlight. Will will e-mail Section board members the items they need to write-up. The individual write-ups are due to Will by December 6, 2013.
- The Road School planning committee met and discussed the ITE/Traffic tract to identify potential topics from the abstracts submitted. Debbie and Darcy get very busy in February

so it took a lot of prompting and we need to identify moderators for the sessions. Some INDOT staff has been assigned to do this (Bill Smith and Jim Poturalski). The Board can moderate to introduce speakers and put in a plug for ITE membership and the Road School dinner.

### **MISCELLANEOUS**

- The Board discussed and agreed to do one joint event per year with WTS.
- The Board discussed and noted that member firms that sponsor ITE Indiana should have their logos on flyers and notifications for future events and tech luncheons. It was noted that the Board likely needs to review and consider modifications to the sponsorship letter to better communicate what benefits will be provided.
- The Board will discuss consideration of raising dues, even a nominal amount of \$5 per year, at a future meeting.

### **ACTION ITEMS**

- Jeff will check the link on the website to the newly approved Section Bylaws, there is possibly a broken link.
- Hardik will contact Section members about receipt of e-mails due to concerns over them getting to all.
- Ericka will finalize some of the details for the November Student Dinner.
- Will will coordinate an event at Trine University with the new student chapter and notify the Section about attending.
- Doug will follow up with Pete Frentz at ITE National regarding the status of the 501(c)3.
- Jeff will follow up with possible candidates for Section Life Certificate for announcement at the Holiday luncheon.

### **OTHER**

- Hardik adjourned the meeting at approximately 1:40 p.m. The next scheduled Board meeting will be held at 11:30 am on Thursday, January 9, 2014 at Parsons Brinckerhoff, 300 N. Meridian Street, Suite 1010, Indianapolis, IN 46204.