



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

John Hunter, P.E.
President
Mike Conger, P.E.
Vice President
Brandon Baxter, P.E., PTOE
Secretary-Treasurer
Jason Carder, P.E.
Past President

2014 TSITE EXECUTIVE BOARD MEETING MINUTES **JULY 30, 2014**

Past President Jason Carder called the meeting to order at 4:26 p.m.

Attendees Present

Brandon Baxter, 2014 Secretary-Treasurer
Jason Carder, 2014 Past President
Mike Conger, 2014 Vice President

Upcoming Meeting Schedule

The Board established the following meeting schedule for 2014-2016:

Fall 2014 Meeting:	October 7, 2014, Clarksville, TN (joint meeting with ITS-TN)
Winter 2015 Meeting:	Memphis (Date TBD)
Spring 2015 Meeting:	Tri-Cities (Date TBD)
Summer 2015 Meeting:	Fall Creek Falls (Date TBD)
Fall 2015 Meeting:	Chattanooga (Date TBD)
Winter 2016 Meeting:	Knoxville
Spring 2016 Meeting:	SDITE Meeting (Nashville)
Summer 2016 Meeting:	Gatlinburg
Fall 2016 Meeting:	Jackson

Other meeting items discussed included:

- There was discussion about the location and schedule/format for the Summer Meeting. Establishing a rotation or routine for meeting locations was a preferred option by the board members present. Additional discussion of this topic was planned for the Summer Business Meeting, so it was decided to defer any action until the Winter Board Meeting.

Old Business

2016 SDITE Meeting in Nashville: No report.

Speaker Gift Inventory: Mike Conger stated that the supply of TSITE water bottles will be exhausted at the Summer Meeting. A supply of new speaker gifts (USB storage drives) has been received and they are available for future meetings. The Board members present at meeting decided to place any TSITE water bottles not given to speakers in the TSITE Scholarship Auction (1 bottle was placed in the auction).

Leadership Class/Training: Brandon Baxter stated that there was a Leadership Class being organized but that a final roster and details (location, date) were not available.



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Scholarship Investment: It was decided to delay the discussion and any action on this topic to the Winter Board Meeting so that more information could be gathered and more Board members could attend and participate in the discussion.

Newsletter: Mike Conger stated that there had been some early interest in volunteering to prepare the newsletter but that there was still no one on board to do it. The schedule and format for the newsletters was discussed and the Board members present thought that two (2) newsletters per year would be appropriate. The timing of the newsletters would generally occur in the early summer after the SDITE meeting and in the late fall or early winter as a year-end summary. The Secretary/Treasurer will be responsible for overseeing the newsletter preparation but other officers and TSITE members will need to provide newsletter content.

New Business

Fall 2014 Meeting Format: Mike Conger discussed the planning efforts underway for the Fall Meeting in Clarksville. It will be a joint meeting with the ITS-TN chapter but TSITE is taking the lead in planning. Discussion of the format for the meeting included whether to include space for vendor exhibits/booths and if any of the technical sessions should be designated for vendor presentations. It was decided that the location for the meeting would best support technical sessions but no vendor exhibit/booth space. The Board also decided that a TSITE Business meeting will be conducted at the end of the technical sessions.

TSITE Awards: Jason Carder noted that TSITE awards are currently handed out at the Fall Meeting but that it may be appropriate to give the awards at the Summer Meeting. The Board discussed that this was a sensible suggestion since the TSITE scholarships are awarded at the Summer Meeting and that attendance at the Summer Meeting is typically higher than the Fall Meeting. It was decided to add this item to the Summer Business Meeting agenda and that without any objections the 2014 TSITE awards would be presented at the 2015 Summer Meeting.

Job Ad Posting Fee: The Board discussed that there had been a steady increase in the requests for posting job openings on the TSITE website and in emails to TSITE members. To help manage these requests the Board decided that all future job opening requests would be posted on the TSITW webpage but not emailed to TSITE members. A schedule of fees for job postings would be reviewed at the Winter Board Meeting for implementation in 2015.

TSITE Strategic Planning: Mike Conger noted that 2016 will be the 50th anniversary of TSITE and that any special activities or celebrations could be planned to coincide with the SDITE Meeting in Nashville. The Board also discussed the need to develop longer vision plans for TSITE meetings including meeting locations, formats including vendor days, and schedules including weekend activities. Mike Conger has prepared a visioning session for the Summer Business Meeting that will begin to get input from TSITE members on some of the items. Continued discussion will occur at the Winter Board Meeting.

With no further business to consider, Jason Carder adjourned the meeting at 5:04 p.m.