



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

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

2015 TSITE EXECUTIVE BOARD MEETING MINUTES December 10, 2014

President Mike Conger called the meeting to order at 10:00 a.m.

Attendees Present

Kevin Comstock, 2015 Secretary-Treasurer
Brandon Baxter, 2015 Vice President
Mike Conger, 2015 President
John Hunter, 2015 Past President
Tim Britt, 2015 Affiliate Director
Amy Burch, Section Representative (2014-2015)
Jonathan Cleghon, Section Representative (2015-2016)
Cindy Pionke
Hollis Loveday
Jason Carder
Brian Haas

Officer's Reports

President (Mike Conger): Mike offered appreciation to John Hunter on behalf of the section for serving as 2014 president and for the contributions that he has made to TSITE during his time as an officer.

Vice-President (Brandon Baxter): Brandon gave a summary of the 2014 meeting financials.

- Over the course of 2014 there was a \$1,920.26 surplus in meeting receipts. A question arose over the 2014 Leadership Class and the invoice from Hampton Inn. Jonathan Cleghon was going to follow up with Chris Rhodes on the matter.
- The dues reimbursements from ITE were 30% lower. Brandon had reached out to ITE regarding this with no response.

Secretary-Treasurer (Kevin Comstock): No report. Kevin and Brandon will be meeting and discussing Secretary-Treasurer transition items within a few weeks of the Executive Board Meeting.

Section Representatives (Amy Burch/Jonathan Cleghon): Highlights from the SDITE year-end meeting in Nashville included:

- SDITE is considering dues increase from \$22 annually to \$30. This will require a vote.
- Biloxi, MS meeting has raised a few concerns with a Casino Hotel and government agency attendance. This continues to be reviewed.
- Past President Summary included consideration of reducing registration costs to between \$300 - \$350.



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- The Country Music Hall of Fame was considered as an ABD venue for the 2016 Nashville SDITE meeting but is \$5 to \$10k over budget. Other sites are also being considered.
- Traffic Bowl costs are being moved from ABD to Local Area Chapters budget.
- The Membership committee is considering a check box for first time attendees. They are looking into pairing first time attendees with ambassador to aid them at the Conference.
- Meeting was in Nashville to review sites for 2016 SDITE annual meeting. The Nashville Sheraton looked very good.
- GA meeting attendance was 355. Biloxi projections are for 370 to attend.

Affiliate Director (Tim Britt): A request was made to the Affiliate Director Britt to encourage and engage vendors for sponsorship opportunities.

Committee Reports

Audit: No report.

Awards: No report.

Career Development:

- A change in term is being considered from Jan. – Jan. to Aug. – Aug. to reflect the school year. This action may require a change in the by-laws.
- The group is considering adoption of the international chapter reporting process.

Legislative: No report.

Nominations: No report.

Scholarship: No report.

Section Relations:

- Membership: No report
- Newsletter: There was agreement on a minimum of 2 editions per year. A brief discussion ensued in consideration of sub-section reports, such as the 4 main metropolitan area and tri-cities.
- Social Media: No report.
- Website: The online registration and payment system has received good feedback. There was discussion about continuing to look for ways to make the website an effective communication tool for TSITE.

Technical Report: No report

Scholarship Challenge (Traffic Bowl): There was discussion about the possibility of losing some traffic bowl teams due to lack of participation at the student chapter level. UTK wants to



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consider the possibility of fielding two teams. It was later determined that two teams from one school is not practical and would not be acceptable.

2015 Meeting Schedule

Winter: February 16-20, Memphis at the University of Memphis Campus
Spring: Date TBD, Tri-Cities Area
Summer: July 29 – 31, Gatlinburg at the Park Vista
Fall: November 4-5, Chattanooga.
(Joint meeting with Tennessee Chapter of APWA)
SDITE: April 19-22- Biloxi, MS
ITE: August 2-5, Hollywood, Florida

Other meeting items discussed included:

- 2016 Meeting Locations – Winter in Knoxville, Spring cancelled due to SDITE Meeting in Nashville on April 9-13, Summer in Gatlinburg, Fall in Jackson

Discussion Items

SDITE Strategic Plan and Leadership Training Update: Cindy Pionke reported on the Strategic Planning Annual Meeting Manual. We are looking at reaching out to High School students and providing training that results in crash reduction for that age group. A second area may be to look at a Traffic Bowl and other outreach programs for High School Students.

Hollis Loveday spoke regarding:

- the SDITE Board meeting will be in Columbia SC in November, 2015.
- There is a new “Unlimited Agency Member” that will provide membership at a fixed cost to ITE that will include a limited number of ITE Journal subscriptions.
- In addition there is a new graduated fee structure for Young Members who are recently embarking on their careers.
- SDITE spends between \$100 and \$150k on annual meetings. The budgetary committee sees this as a risk if for some reason the meeting is cancelled or needs to be rescheduled.
- SDITE is considering a budgetary reserve of 75% of the organization’s annual operations budget.
- SDITE is considering performance reviews with key performance indicators.

TSITE Strategic Planning and 2016 50th Anniversary: The TSITE’s 50th Anniversary coincides with the SDITE meeting in Nashville. Mike Conger discussed the possibility of forming a committee to look at both developing a Strategic Plan for TSITE and plan for ways to celebrate the TSITE 50th Anniversary such as creating a special logo.

2015 TSITE Committees: Various names were to be considered for deletion and addition. Committee chairs were to reach out to both categories for future involvement commitments.



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Operating Budget for 2015: Mike Conger discussed the need for developing a specific budget in order to be able to more adequately respond to ad hoc requests for reimbursements outside of the normal costs of operation. He stated that this could be one of the items that a Strategic Planning Committee would investigate.

Tax Exempt Status: TSITE does not have tax exempt status

Speaker Gift Inventory: We have 31 thumb-drives

Speaker Certificates: Mike Conger stated that a suggestion had been made by a TSITE member to create certificates that would be provided to quarterly meeting presenters as a show of appreciation in addition to the typical speaker gifts. Mike stated this initiative would be up to the Vice President to determine and develop as they are responsible for meeting arrangements and the speaker line-up.

TSITE Awards: Move from Fall meeting to Summer meeting with Scholarship/Student Awards.

Technical Committee Topic Ideas: Mike Conger noted that this item could be deferred in the interest of time and instead ideas discussed with the new Technical Committee members once they were identified.

Affiliate Membership Application Process: Mike Conger stated that he would like to add clarification to the process for becoming an affiliate member of TSITE as it seems that the current process is not exactly in line with the TSITE Bylaws. He stated that he will coordinate with the Membership Committee Chair and determine whether a possible Bylaws change was needed.

New Business

Possible Student ITE Membership Dues Reimbursement: Mike Conger noted that Brian Haas had brought up this issue in talking with a recent college graduate who suggested that a way to encourage more student membership would be to subsidize student member ITE dues. Mike stated that he had not been aware that student members were charged dues, but that apparently their first year was free and then they were subject to \$30 dues each following year. It was noted that \$30 doesn't seem like a lot of money but it can be a substantial deterrent to some students. It was determined that it would be too difficult to individually reimburse students but that other measures could continue to be explored in the future as a way to offset these dues, but it would need to wait until the Section gets a better handle on its operating budget.

Consideration for Naming of Scholarship: It has been requested that TSITE consider a Bill Kervin TDOT scholarship or award. After discussion it was determined that additional information and justification should be obtained before making this decision as several Board members were not familiar enough with Bill Kervin and specific background that ties in with TSITE activities to support this naming.



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2015 TSITE Summer Meeting Location: Mike Conger stated that he wanted the Board's input on the location for this year's Summer Meeting since there had been previous discussion about a rotation between the Smokies area and a State Park and this year it was due to be a State Park. He noted that most feedback he had recently received was in favor of skipping the State Park and going back to Gatlinburg again this year and that the Park Vista had already reserved dates at the end of August 2015 if we wanted them. The Board voted unanimously to skip the State Park in the rotation and go back to the Park Vista at Gatlinburg for the 2015 Summer Meeting.

Job Advertisements: It is being considered to charge a fee to advertise jobs through TSITE for outside groups. Brandon Baxter volunteered to develop a specific fee schedule based on the North Carolina Section example for future review by the Board.

TSITE Meeting Pre-registration Payment Policy: Mike Conger stated that he wanted to review the tiered meeting registration fee schedule that we had been using recently to see if that should be tweaked. He noted that currently we were charging a reduced rate for those who both preregistered and prepaid the registration fee. Mike said he thought it might be simpler and less confusing to allow the reduced rate for those who preregister and not force them to pre-pay. The attendees that walk up at the meeting without preregistering would be subject to a higher fee. There was discussion about the pros and cons of each approach and it was decided that Brandon would try out the new procedure to see how it worked for the meetings he was setting up this year.

With no further business to consider, Mike Conger adjourned the meeting at 2:10 pm. Mike Conger, Brandon Baxter and Kevin Comstock then met at Sun Trust to update signatures on the TSITE account.