



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

2016 TSITE EXECUTIVE BOARD MEETING MINUTES
JANUARY 7, 2016

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

President Brandon Baxter called the meeting to order at 2:00 pm.

Attendees Present

Brandon Baxter, 2016 President
Kevin Comstock, 2016 Vice President
Greg Dotson, 2016 Secretary-Treasurer
Mike Conger, 2015 Past President
Jonathan Cleghon, Section Representative
Karen Anderson, Section Representative
Ben Ledsinger, Section Representative

Officer's Reports

Past President

- Mike transferred duties of President to Brandon and had no other information to report.

President

- Brandon transferred duties of Vice-President to Kevin.
- Brandon stated that he was in the process of editing/confirming TSITE committee members and planning for quarterly meetings for 2016.

Vice President

- Kevin transferred duties of Secretary-Treasurer to Greg Dotson.
- Kevin went over ledger and explained to Greg how data was entered.
- Kevin stated that he sent Greg all of the login information to access TSITE documents. Greg confirmed.
- Kevin informed everyone that planning for the Winter Meeting was ongoing. Date will be February 18, 2016 at a location in Middle Tennessee. Possible locations include Vanderbilt and Tennessee Engineering Center.
- Kevin led a discussion about traffic bowl teams. After a brief discussion, Tennessee Tech, Vanderbilt, UT Knoxville and University of Memphis all will have teams. TSU has yet to confirm. Final list of teams will not be confirmed until later in January after classes begin.
- Brandon said he would train Kevin on planning meetings using Event Spot.
- Kevin went over financial report as of December 2015. Those in attendance noticed an error on the report, which was noted and corrected by Kevin during the meeting. The information on the ledger was correct.
- Kevin requested all remaining 2015 financial information that he has yet to receive. Jonathan said that he has some information that he will send to Kevin after the meeting.
- Brandon indicated that he would check to see what TSITE owes APWA for the TNAPWA fall meeting.
- After the meeting, Brandon, Kevin and Greg went to SunTrust Bank to revise names on bank account.



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Secretary/Treasurer

- Greg had nothing to report.

Section Representative (Jonathan Cleghon)

- Jonathan welcomed new Section Representatives - Karen and Ben.
- Mike asked Jonathan to send him TSITE annual report. Jonathan agreed.

Affiliate Director (Tim Britt)

- Tim was not present. His future report will include getting sponsors for the Winter Meeting in February 2016.

Committee Reports

Audit (Chris Kirby)

- Chris was not present and did not provide a report.
- In an effort to have a committee member in West Tennessee. Greg agreed to ask Dr. Lipinski to become a member of Audit Committee.

Awards (Mike Conger)

- Mike informed everyone that there will be six SDITE awards for 2016 and that nominations are now being accepted.
- Mike updated list of committee members during the meeting.
- Mike also led a discussion about when to distribute TSITE awards (e.g. at joint meeting with TAPA or at summer meeting). A decision will be made at a later date.

Career Development (Brian Haas)

- Brian was not present. Currently he's confirming traffic bowl teams.
- Greg to check with Stephen Edwards to see if he wants to be on this committee.

Legislative (Brian Waldschmidt)

- Brian was not present and did not provide a report.

Nominations (Mike Conger)

- Mike updated list of committee members during the meeting.

Scholarships (Mike Conger)

- Mike updated list of committee members during the meeting.

Section Relations

- Those in attendance had a brief discussion about the TSITE newsletter.
- Greg will connect with committee members to confirm commitment, specifically Heather Krauss and Steve Bryan.
- Greg to solicit articles from universities for newsletter.

Technical (Luke Dixon)

- Luke was not present and did not provide a report
- The board agreed to provide website updates/revisions to Luke for implementation after the meeting.



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Traffic Bowl / SDITE Annual Meeting (Greg Judy)

- Greg J. provided updates via phone conference.
- He is working with Brian Haas to finalize traffic bowl teams for TSITE Winter Meeting.
- Mike asked Greg J. if there will be an opportunity to have a TSITE business meeting during the SDITE meeting since there won't be a TSITE Spring Meeting. Greg J. said he would look into this.
- Kevin indicated that he would send out a "Save the Date" email for the TSITE Winter Meeting.
- Greg J. will contact Steve Bryan about TSITE 50th anniversary activities during SDITE meeting.
- Craig Hanchey will be handling sponsor requests for SDITE in the next 2-3 weeks.
- Greg J. said registration information for SDITE will be sent in the next 2-3 weeks.
- Greg J. requested that all board members spread the word about the SDITE meeting.

2016 – 2017 Meeting Schedule

- Brandon led a brief discussion about the quarterly meetings for the next 2 years. Below is a summary of that discussion:

2016 Winter:	Nashville (Vanderbilt University)
2016 Spring:	Combined with SDITE Annual Meeting in Nashville (April 9-13)
2016 Summer:	Gatlinburg (The Park Vista, July 13-15)
2016 Fall:	Knoxville (September 21-23, Joint Meeting with TNAPA)
2016 SDITE:	April 9-13, Nashville, TN
2016 ITE:	August 14-17, Anaheim, CA
2017 Winter:	Cookeville (?)
2017 Spring:	Clarksville/Nashville/Murfreesboro (Joint Meeting with ITS-TN?)
2017 Summer:	Gatlinburg (?)
2017 Fall:	Memphis (?)
2017 SDITE:	March 26-29, Columbia, SC
2017 ITE:	July 30 – August 2, Toronto, Ontario, Canada

- Everyone agreed that attendance reports should be provided at quarterly meetings and added to business meeting notes.

Discussion Items

- Pre-Registration Payment and Refund Policy: Brandon led a discussion on this topic. The board agreed that refunds and partial registrations will only be allowed at the Summer Meetings.
- 2016 Operating Budget: Greg will compare TSITE roster with ITE to determine operating budget for 2016. Mike added that the Strategic Plan may address this.
- Sponsorships: The board had a brief discussion about the website and traffic bowl sponsors. Subsequent to the meeting, the board agreed that Brandon would send out the request for 2016 website sponsors during the week of January 11, 2016. Greg will send an email to Tim Britt on January 8, 2016, reminding him to request sponsors for the traffic bowl during the Winter Meeting.
- Speaker Gift Inventory: Brandon mentioned that the speaker gifts (USB drives) were low. The board agreed to purchase enough to last 2 years and add the 50th anniversary logo on them.



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- TSITE Strategic Planning Committee: There was no update provided from this committee, which is being led by Cindy Pionke.

- TSITE 50th Anniversary: Below is a summary of this discussion:
 - o Karen gave update from most recent conference call.
 - o The board approved 50th anniversary logo submitted by the anniversary committee.
 - o There will be a 1960s theme for the social event at the 2016 Summer Meeting.
 - o There will also be a scavenger hunt with more details to follow.
 - o Next conference call will be held on January 19, 2016.

- Survey for Quarterly Meetings: The board decided not to conduct surveys for every quarterly meeting.

- Fee Schedule for Job-Ad Postings: Brandon agreed to draft up a policy for the board to review.

- Separation of Secretary and Treasurer Duties: Brandon decided to look into options from other ITE sections and professional organizations.

- Operations Manual Update: Mike mentioned the need to update the operations manual to reflect many of the most current changes. The board agreed that the Technical Committee can handle this. Brandon will follow up with them.

- Technical Committee Webinars: The board indicated that webinars are well attended, but the topic greatly affects attendance. Everyone also agreed that all previous topics were OK with the exception of Roundabouts. Mike stated that Cindy Pionke and Jeff Hammond could conduct a webinar during the Winter Meeting. The board agree to table this decision until a later date

- Ethics Session: The board agreed to contact Cindy Pionke about conducting a presentation on this topic. Kevin will follow up with her.

Action Items

- Greg to send email to Tim Britt about traffic bowl sponsors.
- Greg to ask Dr. Lipinski to join Audit Committee.
- Greg to ask Stephen Edwards to join Career Development Meeting.
- Greg to confirm/connect with members of Section Relations Committee.
- Greg to solicit articles for newsletters from universities.
- Greg will look into determining 2016 Operating Budget.
- Kevin to confirm location for TSITE Winter Meeting.
- Kevin to send out "Save the Date" email for Winter Meeting.
- Kevin will contact Cindy Pionke about Ethics presentations.
- Brandon to draft policy for Fee Schedule for Job-Ad Postings.
- Brandon to look into options for Separation of Secretary and Treasurer Duties.
- Brandon to send request for website sponsors.
- Brandon to train Kevin on Event Spot usage.
- Brandon to determine what TSITE owes APWA for joint Fall Meeting.
- Brandon to follow up with Technical Committee about update to Operations Manual.



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- Luke Dixon to provide updates to website.
- Brian Haas to finalize traffic bowl teams.
- Board to determine if webinar will be held during Winter Meeting.
- Board to decide when to distribute TSITE awards

With no further business to consider, Brandon Baxter adjourned the meeting at 2:00 p.m.