



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Greg Dotson, P.E.
President
Amy Burch, P.E.
Vice President
Nathan Vatter, P.E.
Secretary-Treasurer
Kevin Comstock
Past President

2018 TSITE Board Meeting Minutes

December 6, 2017

Location: Falls Building Suite 1070 Memphis, TN

Call to Order

Past President, Kevin Comstock called the meeting to order at 10:06 am

First order of action - Passes President duties to Greg Dotson

Attendees Present:

Past President, Kevin Comstock

President, Greg Dotson

Vice President, Amy Burch

Secretary – Treasurer, Nathan Vatter

TN Section Representative, Chris Kirby

TN Section Representative, Terrance Hill

TN Section Representative, Lauren Gaines

Affiliate Director, Tim Britt

Officers Reports

Past President's (Kevin Comstock)

- Kevin stated that got really good feedback on meeting content, and thanks the board for all of their support.
- Working on TSITE's 2017 Annual report to Southern District ITE
 - Request for Year-end Financial Information
 - Request for Membership Information

President's Report (Greg Dotson)

- Passes Vice President duties to Amy Burch
- Award given to Kevin Comstock for Outstanding Service as Past President
- TSITE Initiatives for 2018
 - TSITE to support and promote STEM Initiatives
 - TSITE Leadership to support University of Memphis, UT and TSITE members on Educational STEM efforts



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Vice President's Report (Amy Burch) cont.

- Approximately \$1,000 remains in the general fund from the SDITE Leadership 2017 class tuition, which will be utilized to materials reimbursement to Chris Kirby and graduation certificates at the TSITE & ALSITE summer meetings.
- Proposal to add line items for budget including: meeting expenses, speaker gifts, training for webinars, stipends for travel and other expected operating costs
- Goal for 2018 is to look at breakeven costs for operating expenses vs. income. It was agreed that the cost per person for average quarterly meeting should be roughly \$40 to \$50, while the summer meeting should be around \$120 to \$150.
- Need to reserve agenda time of the Summer Meeting to allow for Leadership project presentations and graduation at the banquet. (Shorten the auction time).

Secretary-Treasurer Report (Nathan Vatter)

- Nothing to Report

TN Section Representative's Report (Chris Kirby)

- SDITE
Strategic Plan has been completed and expect to see initiatives to begin from the plan.
There is a new Young Member Initiative
There is a discussion for fee structure changes for Affiliate Dues and uniformity State to State; Currently in TN the fee is \$25
- One thing the District wants to focus on is better connection and crossover between International, the District, and the Sections. So, if TSITE needs help or advice, we should reach out to the District.
- Joint TSITE/ALSITE 2017 SDITE Leadership Training Complete
Students Presentations and Projects will be presented at the Summer Meeting
- 2020 – The Board approved a joint International and SDITE meeting in New Orleans (July or August)
Associated Business District is a concern, ABD discussion of expenses and traditional Monday Night event
Estimated Costs for the international meeting is \$600-700

TN Section Representative's Report (Lauren Gaines)

- Interest in assisting in new or young membership activities, sponsorships and outreach including corn hole championship



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Section Relations (Nermine Nashed) Not Present

- Tri-Cities (Jason Carder)
- Knoxville (Cindy Pionke) - Cindy Developed Template for PDHs for meetings, these need to be sent out to other contacts to encourage meetings are attended and uniformity of PDH credits. Amy will create a template.
- Chattanooga (Karen Anderson)
- Nashville (Najmeh Jami)
- Memphis (Greg Dotson) – Peter Kauffmann at Memphis office of Barge Design Solutions is the new POC

Technical (Luke Dixson) Not Present

Traffic Bowl (Greg Judy) Not Present – There was a discussion for setting up the day before if possible, scheduled for Winter Meeting (Knoxville), Kevin Comstock discussed a block of rooms for students or members, Amy Burch will coordinate with Brian Haas to contact Professors in January to notify and request Traffic Bowl Teams

Meeting Schedule

2018 Winter: Knoxville (UTK Hosts, Location TBD)
February (Dates TBD)
Amy to contact UT Professors for input on meeting dates and
Possible Meeting Spaces
University of Tennessee
Options Space City of Knoxville
Barge Design Solutions may have optional space
Hotel needed for students and (get state rate)
Will need access to the meeting venue the day before to set up traffic bowl

2018 Spring: Chattanooga
Date - May 22nd
Kevin Comstock may assist with coordination
Possible Meeting Spaces
Downtown Hotels
Enterprise Center Chattanooga
Smart City Theme with other topics



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Discussion Items cont.

- Budget – TSITE is not for profit and currently has a good operating budget for 2018, goals for this year are to target break even meeting costs vs. expenses, and provide line items in our budget for anticipated costs.
- Budget Items:
 - Stipends for Travel (Section Reps)
 - Speaker Gifts
 - Meetings
 - Webinars
 - Website
 - Student Travel for meetings
 - Student Paper Winners
 - Awards
- Webinars – TSITE will continue to host and provide 3 to 4 webinars for members in 2018, alternating between months of quarterly meetings

Action Items

- Amy Burch
 - Upload 2017 Meetings documents to the Google Drive
 - Send final 2017 affiliate dues email.
 - Make arrangements for Winter Meeting including Speakers & venue
 - Work on non-profit status and amendments to the charter.
 - Create uniform PDH template for chapter meetings and webinars.
- Greg to prepare SDITE award nomination as discussed.
- TSITE Board Members to reach out to ensure success in future section meetings and maintain strong membership attendance to all section meeting including Tri-Cities and others
- Kevin Comstock
 - TSITE is seeking nominations for Southern District awards, Committee Members to consider submissions; deadline for submittals is Jan. 24, 2018.
 - Send out call for Abstracts and Papers for SDITE
- Nathan Vatter to work on TSITE News Letter(s)
- Kevin Comstock working on Annual Report for SDITE
 - Yearend Membership and Financial Information to be provided by Amy