



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

Nathan Vatter, P.E.
President
Stephen Edwards, P.E.
Vice President
Luke Dixon, P.E., PTOE
Secretary-Treasurer
Amy Burch, P.E.
Past President

2020 TSITE Board Meeting Minutes

January 9, 2020

Location: Ragan-Smith Associates, 315 Woodland Street
Nashville, TN 37206

Call Meeting to Order

Past President, Amy Burch called the meeting to order at 9:30
First order of action – Amy Burch passed President duties to Nathan Vatter

Attendees Present:

Past President, Amy Burch
President, Nathan Vatter and Pam Cobb
Vice President, Stephen Edwards
Secretary Treasurer, Luke Dixon
TN Section Representative, Steve Bryan
TN Section Representative, Zane Pannell
Section Administrator, Brandon Baxter

Approval of 2019 Fall Business Meeting Minutes:

Stephen Edwards stated that he has not completed them yet.

Officers Report

Past President's Report (Amy Burch)

- Amy passed President Duties to Nathan Vatter
- Working on TSITE's 2019 Annual Report to Southern District ITE
- We had a great year last year, got a lot of administrative stuff done – updated history manual and section administrator position setup.
- Working of southern district award nominations

President's Report (Nathan Vatter)

- Nathan passed Vice President Duties to Stephen Edwards
- Strive to provide excellent meetings for membership with a balanced cost and exciting agendas/tours
- Nathan enjoyed his duties last year, settings up the meetings and planning the speakers was rewarding
- Nathan included a list of duties for each officer to help officers moving forward
- Who is going to take sponsorships this year?
 - Brandon will take the lead on the sponsors this year to maintain consistency every year
- Nathan worked on new scholarship description, Luke will post on the website
- We need to nail down our meeting dates as far as possible that we can so that folks can plan ahead and put it on their calendar



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Vice-President's Report (Stephen Edwards)

- Stephen passed Secretary-Treasurer Duties to Luke Dixon
- Stephen presented the TSITE Year-to-Date TSITE Financial Report
 - Outstanding items:
 - Need scholarship check for ITE, Stephen going to send a new check
 - Need 2019 sponsorship check from WSP, Stephen going to contact Brad
 - Need to reconcile with GA ITE fall meeting. Plan was to split the profit evenly with GAITE section, the state discounted rate is supposed to come out of their profit since they gave a discounted rate to public sector employees
- Stephen Edwards stated that he working to complete the 2019 Fall Business Meeting Minutes
- Discussion of what to with the paper copies of documents in the secretary treasurer boxes
- Discussion of winter meeting, February 12th in Memphis. Haven't posted an agenda yet because Stephen is still working out details. Trying to keep all one day meetings at \$50 this year like 2019. Students are not required to pay but they will need to be accounted for in the final numbers.
- Thinking about sending out a survey for the summer meeting to make sure we capture what our group is interested in. Thinking about doing panels for 3 areas of the state, east, middle and west
- Discussion of Spring meeting in Nashville: need to decide location and date to provide 2 months advance notice to members.
- Fall meeting will be held in Chattanooga again this year
- Liability insurance for officers has been paid for this year
- Discussion of yearly budget: We need a better idea of the general operating costs for the chapter. We need to budget how much we are spending via paypal fees and constant contact fees. Meeting registrations and other transactions all have fees that add up to overall budget. Overall goal of chapter is to break even, keep checking account balance stable.

Secretary-Treasurer Report (Luke Dixon)

- Website last updated in 2012, consider look at having technical committee hire a web developer to have the website refreshed.
- Luke will continue as webmaster for 2020. Luke will teach Brandon how to update the website to provide redundancy for the webmaster position
- Stephen suggested starting a mentor shadow roll with the newly elected officers, let them listen in on fall meeting so that they have a better idea of their role when they start in January
- All website 2019 sponsors have been removed from the website, ready to add 2020 sponsors.
- ITE national database is live, we can check to see if people are members of ITE international. Look at charging more for non-members to attend meetings
- Luke needs to update TSITE member email list. Check with international ITE site to confirm new members and remove old bad addresses. Add addresses from website.

TN Section Representative's Report (Steve Bryan)

- Zane will be attending the Student Leadership Summit on the February 29th, Steve will not be able to make.
- Next section rep meeting is on August 9th
- Becky has taken over reigns of Southern District, we have provided her the contact information of the 2020 TSITE officers

TSITE: ADVANCING TRANSPORTATION IN TENNESSEE



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TN Section Representative's Report (Zane Pannell)

- Lauren submitted year-end report last year, Amy will build on this to create her report. Nathan thinks this information should be used to produce the newsletter
- We need to make sure we have representation at the Southern District meetings, if are section reps cannot make it, we need to send someone to represent us.
- Zane has some younger staff that may be interested in joining TSITE

Committee Reports

Audit (Kevin Cole)

No report

Awards (Amy Burch)

First awards to be nominated are the Southern District awards.

Nominations (Amy Burch)

Anyone we want to nominate? Please think about who we want to nominate and let her know. We should consider sending an email to the members for TSITE award nominations in March

Scholarship (Amy Burch)

Discussion of the 2020 scholarship plans and activities occurred during the New Business portion of the meeting.

Career Development (Brian Haas)

No report

Legislative (Michelle Nickerson)

No report

Section Relations

Luke, current Secretary-Treasurer to head sections relations committee. Luke will work on producing newsletter.

Technical (Kenneth Perkins)

Kenneth was not present, but Steve provided an update.

- Add new task to have website refreshed, updated
- Need to add new scholarship to website
- All meetings are web based to allow members from around the state to join, also meet at ASCE office
- we want to take on a project this year instead of just updating the documents, going to send top 3 to the board

Traffic Bowl (Greg Judy/Trey Todd)

This is the last year Greg Judy will be heading the TSITE traffic bowl because he will be taking over the southern district traffic bowl chair next year. Trey Todd will be the new traffic bowl chair. Nathan mentioned he may know a few others that would be willing to help out.



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Meeting Schedule

2020 Winter:	February 12 th - Memphis, University of Memphis
2020 Student Leadership Summit:	February 28 th – March 1: Georgia Tech University
2020 Spring:	May 19 th – Nashville (Drury Inn, Franklin TN)
2020 Summer:	July 22 nd -24 th – Park Vista, Gatlinburg
2020 ITE/SDITE:	August 9 th – 12 th – International / SDITE Joint Meeting New Orleans, LA
2020 Fall Meeting:	October 13 th – Chattanooga (TBA)

Stephen working on setup hotels for meetings

Old Business

- Operational Manual – Bylaws amended, and board may assist in any updates as needed, see new business for scholarship changes
 - Amy has a list of some things that need to be updated on the manual, she will send to the technical committee.
- 2020 SDITE Distracted Driving Service Project
 - Competition for student chapters to create a PSA about distracted driving.
 - Timeline now until the summer meeting. Need to give them time to put together PSA and be reviewed by committee. Prize is small amount of money and free attendance to summer meeting
 - Need TSITE members / existing committees to help. Need technical committee to come up with a set a rule and guidelines. Career development will pitch the project idea to members, gives us contact with students and let them know about the project.
 - Amy has some rules from project yellow light that she will provide technical committee.
 - Brian Haas meets with the UT student chapter and has already let them know about this project
 - No deadline for southern district, just want us to have the project completed this year. Main deadline is to have submissions ready by our summer meeting so that we can announce the winners at the meeting
 - The board discussed options for picking the winners: Three options will be worked out at the technical committee meeting in January.
 - The awards committee will select the winners.
 - The TSITE board will select the winners
 - Or consider having membership vote on the video the like the best.
 - Career development committee needs to put together a power point presentation together to talk to the students.
 - Look at submittal deadline of midApril to allow us to announce the winning teams before school is out for the semester
 - Also consider getting into middle schools and high schools to get them interested in transportation

New Business

- Student Scholarships Update
 - Bill Hart Scholarship being developed
 - The board discussed increasing Funding Levels

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- Currently \$6800 given out each year (5) \$2000, rest are \$1200
- We want to look at increasing payout to draw down the balance. The board voted to update to scholarship amounts to 3 \$2,000 and 3 \$1,500 awards.
- Non-profit Tax status for 501c3 filed and may need to be updated for current year
 - Will save up almost 10% because we won't have to pay taxes.
- Administrator Position effective – discussion of specific duties
- Affiliate Director Position removed – discussion of duties to be assumed for obtaining sponsors, sponsor boards and presentation loops
 - Section administrator will take over managing sponsors (Brandon Baxter)
- Joint SDITE and ITE International Meeting in New Orleans, encourage participation and involvements of section and Board
- Updates to Website
 - Technical committee will look at refresh of the website
- Update TSITE Annual Reports and merge with Section Reports and New Letter

Discussion Items

- Look at possibility of discounted rate for retirees. We are going to try it for the first few meetings to see how well it works. Will be on the honor system for us honoring.
- Look at increasing the cost of the summer meeting registration. Without accounting for sponsors, we lost 5k with just meeting registrations.

Call to Adjourn

Meeting was adjourned at 1:02 pm.