



TENNESSEE SECTION INSTITUTE OF TRANSPORTATION ENGINEERS

*Kenneth Perkins, P.E., PTOE*  
*President*  
*Lauren Gaines*  
*Vice President*  
*Karen Trowell, P.E.*  
*Secretary-Treasurer*  
*Luke Dixon, P.E., PTOE*  
*Past President*

## **2023 TSITE Winter Business Meeting**

**Wednesday, February 15, 2023**

**Location University of Chattanooga, Chattanooga, TN**

### ***Call Meeting to Order***

### ***Recognition of Past Presidents – 14 in attendance***

### ***Vote to approve Fall Business Meeting Minutes***

### ***Officers Report***

- President's Report (Kenneth Perkins) -
- Vice-President's Report (Lauren Gaines)
- Secretary-Treasurer Report (Karen Trowel) – 68 in attendance
- TN Section Representative's Report (Bryan Bartnik & Carmen Harvey) –
  - Everyone should've received an email about SDITE elections
  - Student Summit Leadership – sponsoring 2 students from each school
  - SDITE Annual Meeting in Savannah, GA - 2 Young Member Scholarships awarded to 1.) Geneva Dowdy and 2.) Cameron LaRose
  - SDITE 2025 is in Memphis
- Section Administrator's Report (Brandon Baxter) – summarized the Financial Report (see attached)

### ***Committee Reports***

- Audit (Kevin Cole) – reviewed all materials and all is in good standing.
- Awards (Luke Dixon) –
  - SDITE award nominations were submitted - 5 scholarships
  - Working on Student Scholarships
- Nominations (Luke Dixon) – Request for nominations
- Scholarship (Luke Dixon) – 6 student scholarships to give out.
- Career Development (Brian Haas) –
  - Scholarships due in April



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- Need Reviewers for student papers - 2 student papers submitted
- 5 student chapter reports submitted this year
  
- Legislative (Brad Waldschmidt) –
  - Discussed 8-9 bills to follow - noted HB0321 and HB0766
  - Reviewed committee goals – always open for discussion on any topic
  
- Section Relations (Karen Trowell) –
  - Memphis – Statement read from Peter Kauffmann with upcoming meeting date/location.
  - Nashville – Lauren Gaines updated members on upcoming meeting date and location.
  - Chattanooga – Karen Trowell updated members on past joint meeting with GAITE and possible meeting again in March.
  - Knoxville – Mike Conger updated members on possible changes to meeting times/locations.
  - Tri-Cities – Nothing to report.
  
- Technical (Peter Kauffmann) – n/a
  
- Traffic Bowl (Trey Todd) –
  - Gave a “thank you” to all that helped with the event
  - Gave a “congratulations” to the University of Tennessee - Knoxville for winning the TSITE Traffic Bowl this year

**Meeting Schedule**

2023 Winter Meeting:	February 15 – UTC
2023 SDITE Annual Meeting:	March 19-22 – Savannah, GA
2023 Spring Meeting:	May XX – Nashville, Tn
2023 ITE Annual Meeting	July 31-Aug 3 – ?
2023 Summer Meeting:	July 26-28 – Park Vista, Gatlinburg, TN
2023 Fall Meeting:	October TBA – Memphis, TN

**Old Business**

- Updating Operations Manual – Peter Kauffmann is working on update
- Updating History Manual - same

**New Business**

- Profiling the TN Section in ITE Journal – Kenneth Perkins submitted to ITE
- TSITE Student Chapter engagement
  - Discuss potential meeting / engagement options –
- New Tennessee Section ITE Bylaws and Charter



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- Timeline for Operations Manual Update once Section Bylaws and Charter are finalized
- Updates to Website
  - Technical committee will look at refresh of the website?
  - New webmaster? – Luke Dixon looking for a replacement
- SDITE 2025 Meeting with Missouri Valley Section in Memphis, TN. – Hope to have an update at the end of February.
- SDITE meeting scholarship: Geneva Dowdy & Cameron LaRose
- SDITE Student Leadership Summit: UTC
- Proposed Technical Committee Project: Determine calibration factors/saturation flow rates at signalized intersections throughout the state – Could develop adjusted rates for each major urban area/TDOT Region.
- Other Items? -

***Discussion Items***

***Call to Adjourn –***

**1<sup>st</sup> Motion - Steve Meyer**

**2<sup>nd</sup> Motion - Mike Conger**