



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 Summer Business Meeting

Friday, July 28, 2023

Location: Park Vista, Gatlinburg, TN

Call Meeting to Order – Time – 8:45am

Recognition of Past Presidents – Steve Allen, Mike Conger, Brandon Baxter, Jeff Hammond, Nathan Vatter, Chris Kirby, Jason Carder, Luke Dixon, Stephen Edwards, Steve Bryan, Kevin Cole, Chris Rhodes, John Hunter

Vote to approve Spring Business Meeting Minutes - approved

Officers Report

- President's Report (Kenneth Perkins)
- Vice-President's Report (Lauren Gaines) –
 - Discussed Fall Meeting as a joint meeting with TSITE/TAPA on Oct 25 thru 27th in Memphis, TN.
- Secretary-Treasurer Report (Karen Trowell) –
 - 115 attendees at the summer meeting
- TN Section Representative's Report (Bryan Bartnik & Carmen Harvey) –
 - The next SDITE meeting will be in Wilmington, North Carolina on April 6-10, 2024.
 - TSITE is partnering with Deep South ITE to put on a webinar for SDITE. We are still working out details but TDOT's Region 1 Legal Counsel Ms. Sarah McBride will partner with a lawyer from Deep South. The topic will be along the lines of Ethics. We are planning to hold watch parties in each of our major areas to go along with it. The date is being figured out, but it should be late August or early October.
 - SDITE 2025 is being hosted jointly by TSITE and MOVITE in Memphis. The SDITE board will be holding our Board meeting in December and providing a tour of the venue. The LAC may be asking for volunteers to help with various committees.
- Section Administrator's Report (Brandon Baxter) –
 - See attached financial report.

Committee Reports

- Audit (Kevin Cole) –
 - prepared to review all documents
- Awards (Luke Dixon) –
 - Special "Thank You" to the committee
- Nominations (Luke Dixon)
- Scholarship (Luke Dixon)



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- Career Development (Brian Haas) –
 - Congratulations to all students that received awards
 - Will be reaching out to student chapters for updates soon
- Legislative (Brad Waldschmidt) – no update
- Section Relations (Karen Trowel) –
 - Chattanooga: Carmen Harvey – Looking to start meetings soon.
 - Kingsport: Jason Carder – No update.
 - Knoxville: Mike Conger & Geneva Dowdy – Knoxville has been meeting monthly as a chapter with good attendance.
 - In May, we hosted our first group happy hour with 10 attendees at Yee Haw Brewing.
 - In June, we hosted a lunch at TDOT Region 1 where Bryan Bartnik spoke on an SDITE Leadership Course: Creating Positive Change. We had 19 attendees there.
 - For our July event, we hosted a happy hour on July 25th at a local brewery.
 - Memphis/West TN: Peter Kauffmann –
 - The Memphis section met on Thu May 25 2023 in association with the quarterly Memphis MPO meeting. 10 total attendees, approximately half of them guests, the highest we've seen since the pandemic.
 - Our next meetup will be at noon on Thu Aug 17, between the Q3 MPO ETC and TPB meetings. Please contact Peter.Kauffmann@hdrinc.com for more details or if you would like to be added to the email distribution list
 - Peter is looking to reimagine the format for these meetings (currently held quarterly) in the fall to encourage more participation. Stay tuned for updates!
 - The section is always looking for opportunities for “extracurricular” gatherings and crossover events with the student chapters, especially PDH talks and site visits. If you have a project that you'd like to show off, please contact Peter.Kauffmann@hdrinc.com
 - Nashville: Harrison Turner – No update.
- Technical (Peter Kauffmann) –
 - Looking into potential project for saturation flow rates in the fall
- Traffic Bowl (Trey Todd) – No update

Meeting Schedule

2024 Winter Meeting:	February - Memphis
2024 SDITE Annual Meeting:	March
2024 Spring Meeting:	May
2024 ITE Annual Meeting	Aug
2023 Summer Meeting:	July 26-28 – Park Vista, Gatlinburg, TN
2023 Fall Meeting:	October 25-27 – Memphis, TN
April 13-16 – 2025 SDITE Memphis	

Old Business

- Updating Operations Manual – Ongoing
- Updating History Manual – Ongoing



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- TSITE Student Chapter engagement – try to get students engaged through technical committee projects and invite chapters to local meetings,
 - Discuss potential meeting / engagement options
 - Speak with Vandy on Student Chapter
- New Tennessee Section ITE Bylaws and Charter
 - 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? Yes! Murray Allen is taking over the website from Luke Dixon
- SDITE 2025 Meeting with Missouri Valley Section in Memphis, TN. – Update?
 - Stephen Edwards – got contracts signed for convention center
 - Working on ABD social time
 - Possibility to rent out Beale St for social
 - Convention center – 2 different districts, but everything will be in the same similar area
 - Next few months, Stephen and Greg will be reaching out for committee chairs
- Technical Committee Project: Determine calibration factors/saturation flow rates at signalized intersections. If interested, see Peter Kauffman

New Business

- Results from Election of TSITE Officers – Confirmed
 - Section Rep – Andy Padgett
 - Secretary/Treasurer- Terrance Hill
- Other Items?

Discussion Items

- Meeting Schedule – 42% preferred to keep at Park Vista

Motion to destroy documents from election

Call to Adjourn – time 9:15am