



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 Spring Business Meeting

Tuesday, May 9, 2023

Location: Tennessee State Library & Archives - Nashville, TN

Call Meeting to Order – 12:49pm

Recognition of Past Presidents – Steve Allen, Steve Bryan, Brandon Baxter, Jeff Hammond, Amy Burch, Greg Judy, Bob Murphy, Chris Kirby, Chris Rhodes, Kevin Comstock

Voted to approve Winter Business Meeting Minutes

Officers Report

- President's Report (Kenneth Perkins)
- Vice-President's Report (Lauren Gaines) –
 - "Thank You" to all that came out and to the State Library
 - Cindy & Chris Pionke – Virtual Blood Drive
- Secretary-Treasurer Report (Karen Trowell) –
 - We had 87 in attendance.
 - Please turn name tags in before you leave.
 - Update on 2025 Annual Meeting in Memphis – Stephen and Greg are currently identifying committee chairs starting with local Memphis folks and then other TSITE members. Don't be surprised if they reach to you for help with this meeting. Since this will be a joint meeting, they are pushing for dual committee chairs (MOVITE(Missouri Valley District ITE)/TSITE). – They have signed the annual meeting contract with Sheraton hotel last week. They are in the process of reviewing/signing the contract for the board meeting in December, as well as the Convention Center and should wrap up in the next two weeks.
- TN Section Representative's Report (Bryan Bartnik & Carmen Harvey)
 - SDITE – Had 36 members attend in Savannah, GA
 - Several TSITE members gave presentations
 - Awards – TDOT members and UTK Student Section received awards
- Section Administrator's Report (Brandon Baxter)
 - See Attached Report

Committee Reports

- Audit (Kevin Cole) – Brandon Baxter to follow-up with Kevin after meeting.
- Awards (Luke Dixon)-

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- Nominations (Luke Dixon)
 - SDITE Awards & Nominations -
 - SDITE Nominations – No TSITE members selected for 2022 SDITE Individual Awards or SDITE Outstanding Section Award
 - The University of Tennessee Knoxville (UTK) received 2nd place for the Student Chapter Report
 - Jing Guo from the University of Tennessee Knoxville (UTK) received 1st place for Graduate Technical Paper
 - TSITE Awards & Nominations -
 - TSITE award Nominations
 - Received a few nominations for TSITE Awards this year, please feel free to send more.
 - TSITE Executive Board Nominations
 - I have a short list started for both Secretary / Treasurer and Section rep officer positions. I'll be reaching out to these individuals soon to verify they would like to run. Please feel free to send me nominations for these positions as well.
- Scholarship (Luke Dixon)
 - TSITE Scholarships
 - We received 14 scholarship applications this year. The applications came from four different schools including Lipscomb University, TSU, TN Tech and UTK. I organized the applications and sent them to the scholarship committee for ranking last week. We are planning to notify the winners no later than June 1st so that they have plenty of time to make travel arrangements if they would like to attend the summer meeting in Gatlinburg.
- Career Development (Brian Haas) –
 - “Thank You” to all that evaluated student papers
 - Will announce winners at Summer Meeting in Gatlinburg
- Legislative (Brad Waldschmidt) –
 - Tracked Legislative Activity
 - Worked with TSITE Executive Board to send email update on March 22, 2023, pertaining to Transportation Modernization Act and signal timing.
 - Worked with TSITE Executive Board to send email update on April 19, 2023, pertaining to Transportation Modernization Act.
- Section Relations (Karen Trowel) Memphis, Nashville, Chattanooga, Knoxville and Tri-Cities –
 - **Chattanooga: Karen Trowell/Carmen Harvey** – Planning of local meetings have been turned over to Carmen Harvey. Please contact Carmen at CHarvey1@chattanooga.gov if interested in becoming a guest speaker.
 - **Kingsport/Tri-Cities: Jason Carder** – Working to schedule a meeting this quarter.
 - **Knoxville: Mike Conger & Geneva Dowdy** - Conducted an "Activities Survey" using a Google Form during late March to gauge interest in various gathering types. The most popular types of gatherings are the lunch PDH presentations as well as Happy Hour meet-ups which we have never done before with our group. We organized a lunch PDH presentation that was held on April 20th

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at Farragut Town Hall and given by Alan Childers from Cannon&Cannon who discussed the history of projects and solutions to keep traffic moving through the extremely busy and constrained interchange of I-40/75 at Campbell Station Rd in Farragut. It was very well-attended as these usually are with around 33 folks that showed up. We did the survey presentation at this meeting and told the group that we'd like to schedule a happy hour meet-up for the end of May, with details to be worked out later but most likely to be held at Yee Haw Brewing near downtown. We are also talking of planning a larger social activity maybe sometime this summer but will share those details once we figure out what that will be.

- **Memphis/West TN Section: Peter Kauffmann** – The Memphis section met on Thu Feb 16, 2023, in association with the quarterly Memphis MPO meeting. 5 total attendees, including 1 guest.
 - Our next meetup will be at noon on Thu May 25, between the Q2 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** – Had a social gathering on May 8th. Plans coming for future meetings.

Other – Chris Rhodes reminded all local branches that SDITE has presentations available on their website that can be used for local monthly meetings.

- Technical (Peter Kauffmann) – Looking for smaller projects for technical committee; will need volunteers
- Traffic Bowl (Trey Todd) – UTK went to SDITE and lost to Clemson but gave it a good shot!

Meeting Schedule

2023 Winter Meeting:	February 15 – UTC
2023 SDITE Annual Meeting:	March 19-22 – Savannah, GA
2023 Spring Meeting:	May 9 – Nashville, Tn
2023 ITE Annual Meeting	Aug 13-16 – Portland, OR
2023 Summer Meeting:	July 26-28 – Park Vista, Gatlinburg, TN
2023 Fall Meeting:	October 25-27 – Memphis, TN – Joint meeting with TAPA

Old Business

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

New Business

- TSITE Student Chapter engagement
 - 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.



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- Updates to Website
 - Technical committee will look at refresh of the website?
 - New webmaster?

- SDITE 2025 Meeting with Missouri Valley Section in Memphis, TN. – Update?
 - See Secretary/Treasurer Report above

- 2023 SDITE Student Leadership Summit: March 3-5 – Update?
 - Univ. of Memphis student leadership won the next leadership summit.

- Technical Committee Project: Determine calibration factors/saturation flow rates at signalized intersections.

Discussion Items

Call to Adjourn – 1:10pm



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**TSITE Financial Report
2023 Spring Meeting**

Previous Balance (2/13/2023): \$ **26,905.93**

Income:

Winter Meeting Registration (Square Inc)	\$	996.85
Winter Meeting Registration (Check)	\$	65.00
2023 TSITE Sponsorships (Check)	\$	1,250.00
2023 TSITE Sponsorships (Square Inc)	\$	730.40
Total Income:	\$	3,042.25

Expenditures:

TSITE Traffic Bowl Student Chapter Travel Reimbursement (U of M)	\$	200.00
TSITE Traffic Bowl Student Chapter Travel Reimbursement (UTK)	\$	100.00
2023 Winter Meeting (Food)	\$	2,629.50
2023 Winter Meeting (Space)	\$	1,100.00
UT Cancer Institute Donation (In Honor of Ernie Pierce)	\$	100.00
Office Supplies (Reimbursement to TSITE Secretary)	\$	155.23
Office Supplies & Membership Giveaway (Reimbursement to TSITE VP)	\$	183.01
Traffic Bowl Team Rooms at SDITE Meeting (Reimbursement to TSITE VP)	\$	1,109.00
2023 SDITE Meeting Giveaway (Reimbursement to TSITE LAC)	\$	272.82
2023 SDITE Meeting Giveaway (Reimbursement to TSITE President)	\$	79.16
Speaker Gifts	\$	1,003.00
Constant Contact (monthly fees)	\$	114.72
Total Expenditures:	\$	7,046.44

Ending Balance (5/07/2023): \$ **22,901.74**

Scholarship Fund Balance (3/31/2023): \$ **36,435.73**