



Lauren Gaines
President
Karen Trowell, P.E.
Vice President
Terrance Hill, P.E.
Secretary-Treasurer
Kenneth Perkins, P.E., PTOE
Past President

Tennessee Section ITE 2024 Fall Business Meeting

Tuesday, October 29, 2024
Drury Plaza Downtown
Nashville, TN

Call Meeting to Order at 12:35 PM

Recognition of Past Presidents: Steve Allen, Brandon Baxter, Amy Burch, Luke Dixon, Jeff Hammond, Nathan Vatter, Chris Kirby were all in attendance.

Vote to approve Summer Business Meeting Minutes: Chris Kirby moved to approve, and Brandon Baxter seconded

Officers Report

- President's Report (Lauren Gaines) – Lauren thanked everyone for attending and pivoting from the original date and location of this meeting because of election day. She also thanked Karen and Terrance for their efforts in organizing the meeting.
- Vice-President's Report (Karen Trowell) – Karen thanked everyone (including the speakers) for coming and also being flexible with the location and date.
- Secretary-Treasurer Report (Terrance Hill) – There were 85 attendees at the meeting; 89 signed up. PDHs will be mailed out to everyone after the meeting, and everyone was encouraged to sign the sign-in sheet. Also, everyone was asked to return their name badges as well. Terrance also asked for feedback with the new, preferred pay-online process with the meeting. Exceptions will be made for those that cannot pay online, but this new process will help speed up registration the day of the meeting
- TN Section Representative's Report (Carmen Harvey & Andrew Padgett) – The Section report was submitted to Southern District ITE. Carmen and Andy will be traveling to Biloxi, MS to attend the annual Southern District Board meeting. The Southern District ITE annual meeting will be held April 12-15, 2026, in Biloxi, MS.
- Section Administrator's Report (Brandon Baxter) – TSITE has seen a reduction in collecting meeting fees via cash and checks since before COVID, and this has helped to reduce paperwork. Brandon mentioned that TSITE will likely be sticking with online prepay; however, we will still work with TDOT (and others) where necessary. Brandon will continue to work with the Audit Committee and wrap up the year-end report. After Thanksgiving, Brandon will be contacting sponsors. There be will changes to the sponsor categories and amounts. We will remove the bottom category and remove the consultant booth at the Summer meeting. Perhaps instead of a booth, we will allow consultants an opportunity to bring in younger staff to meetings. More information to come.

Committee Reports

- Audit (Kevin Cole) – The committee will be working with Brandon on the end-of-year report.
- Awards, Nominations, and Scholarship (Kenneth Perkins) – No update



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- Career Development (Brian Haas)
 - Looking forward to seeing students participating in TSITE Traffic Bowl at the Winter Meeting in Knoxville in February.
- Legislative (Brad Waldschmidt)
 - The City of Nashville votes next week on a transportation referendum.
 - The Tennessee General Assembly reconvenes in January, and the committee will monitor any new legislation impacting the transportation industry. They will likely have more updates in the Winter meeting.
- Section Relations (Terrance Hill)
 - Tri-Cities (Jason Carder) – No Update
 - Knoxville (Mike Conger & Geneva Dowdy) – Geneva mentioned they had a PDH Lunch on August 29th at the City of Knoxville’s Engineering Building with the City’s new Vision Zero Coordinator, Cody Gentry, presenting. More than 50 people were in attendance.
 - Next Lunch meeting is planned for November 22nd and will be a joint KAPA/TSITE gathering with Ekem Amonoo-Lartson with East Tennessee Development District, and he will presenting on international planning. Invites will be sent out soon.
 - Please contact geneva.dowdy@bargedesign.com and mike.conger@knoxtpo.org if you want to be added to the Knoxville distribution list or if you are interested in presenting.
 - Chattanooga (Karen Trowell) – No Update
 - Nashville (Tiffany Reid) – Tiffany mentioned that they held a PDH lunch & learn on August 14th at TDOT Region 3 with presentations on the 2nd Avenue Streetscape Project presented by Leo Espelet and Michelle Scopel. 25 people were in attendance.
 - Upcoming social to be held on November 7th at 5pm at Monday Night Brewing.
 - Please contact treid@ragansmith.com if you want to be added to the Nashville distribution list or would like to present.
 - Memphis (Peter Kauffmann)
 - Social gathering was held on September 24th at Topgolf with 8 attendees, including members from the University of Memphis Student chapter.
 - The next gathering will be in conjunction with the Memphis MPO meeting on Thursday, November 21st.
 - Please contact Peter.Kauffmann@hdrinc.com for more details or if you would like to be added to the email distribution list.
- Technical (Peter Kauffmann) – They met in August to discuss strategies for the intersection saturation flow rate project. They are looking for feedback from Knoxville and Nashville residents and TDOT. The History manual updates are in progress with hopes to have it completed before the end of the year. They are also working on updating the operations manual.
- Traffic Bowl (Trey Todd) – Traffic Bowl will be in February at UTK

Future Meeting Schedule – Lauren walked through the tentative schedule for the next 3 years.

Meeting	Date	Location
TSITE Winter Meeting/Traffic Bowl	February TBD, 2025	UTK, Knoxville, TN
ITE Virtual Spring Conference	March 25-26, 2025	Virtual



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Meeting	Date	Location
SDITE Annual Meeting	April 13-16, 2025	Memphis, TN
TSITE Spring Meeting	May TBD, 2025	Virtual
TSITE Summer Meeting	July 29-August 1, 2025	Gatlinburg, TN
ITE Annual Meeting	August 10-13, 2025	Orlando, FL
TSITE Fall Meeting	October TBD, 2025	Chattanooga, TN
TSITE Winter Meeting/Traffic Bowl	February TBD, 2026	TTU, Cookeville, TN
SDITE Annual Meeting	April 12-15, 2026	Biloxi, MS
TSITE Spring Meeting	May TBD, 2026	Nashville, TN
ITE Annual Meeting	July 19-22, 2026	Detroit, MI
TSITE Summer Meeting	July 28-30, 2026	Gatlinburg, TN
TSITE Fall Meeting	October TBD, 2027	Memphis, TN
TSITE Winter Meeting/Traffic Bowl	February TBD, 2027	UTC, Chattanooga, TN
SDITE Annual Meeting	April TBD, 2027	South Carolina Section
TSITE Spring Meeting	May TBD, 2027	Knoxville, TN
TSITE Summer Meeting	July 27-29, 2027	Gatlinburg, TN
ITE Annual Meeting	July 25-28, 2027	Calgary, AL
TSITE Fall Meeting	October TBD, 2027	Nashville, TN

- Additionally, since southern District is in Memphis in 2025, TSITE will not have a spring meeting in person, but the Board voted to have a virtual meeting.
- In the future, TSITE would like to start announcing individuals running for office in the Spring meetings. It is envisioned that the 2025 Spring virtual meeting will have a DOT update, a speaker, and announcement of candidates. The meeting may be 2 to 3 hours long.

Old Business

- Updates to Website – Murray Allen is the new webmaster. He has created a webpage, and the board members are currently reviewing it and offering Murray comments to make tweaks. We hope to have the website completed by the end of the year. We will ask for feedback from members as well.

New Business

- Presentations/Copyright – We can post presentations on the website with a disclaimer that TSITE does not own them. ASHE had some copyright issues recently in which they were sued.
- Meeting dates – The board is actively trying to avoid overlaps for district or chapter or ITE international meetings and other organizations in the future.
- History Manual Update/Operations Manual Update – We will be reaching out for volunteers to help with this effort. We specifically would like old photos of members and events.
- Chris Kirby – SDITE President. Executive SDITE Board meeting will be held in November, and if anyone has any items they would like added to the budget, please let him know. SDITE is also updating their operations manual. Steven Edwards was selected for LeadershipITE, and SDITE and TSITE will help sponsor him. Chris wants to bring back the Southern District leadership program soon. Also, Southern District will be held in Memphis and we are looking forward to it.

Discussion Items

Call to Adjourn at 12:54 PM