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*Missouri Valley Section - Institute of Transportation Engineers***MINUTES – MOVITE Board Meeting – Oklahoma City, OK**

October 5, 2016

Recorded by Dave Mennenga

I. Call to Order

President Michael Hofener called the meeting to order at 8:34 a.m. (see meeting agenda on *Attachment 1*). Michael welcomed all of the meeting attendees and said he appreciated all for being here in OKC, with the support of their respective firms and agencies (see attendance list on *Attachment 2*).

II. Review and Approval of Spring Board Meeting Minutes

Secretary Dave Mennenga presented the minutes for the Spring Board meeting in Wichita for discussion and approval. Dave noted that there were no comments received regarding the draft minutes that previously were distributed via email. Nathan Becknell made a motion to approve the minutes, which was seconded by Martin Gugel. The minutes were approved unanimously without further discussion.

III. MOVITE Fall Election Results

- a. Dave Mennenga then presented the results of the 2016 MOVITE election and reported the newly elected officers per a spreadsheet handout (results confidential to the Board, not attached). Eric Claussen will serve as the next Board Director. Dane Seiler and Bryan Guy were elected for State Director positions from Missouri and Nebraska, respectively. Based on the membership election results, there was a need for the Executive Board to break the tie for the Iowa State Director position. Andy Swisher and Todd Knox both provided some background about each of the candidates from Iowa for the other Board members' benefit. A vote of the Executive Board was taken, and Tyler Wiles was selected as the new Iowa State Director.
- b. Dave M. noted that the proposed MOVITE "Dues Increase" question on the ballot was approved by the membership. Michael H. indicated that the \$20 dues level for 2017 had already been passed on to ITE National for upcoming renewal period. ITE National wants all dues amounts for Sections to be rounded to the nearest \$5 going forward. There was brief discussion about Life Members needing to pay dues. Section Administrator Tom Swenson stated that he does not think ITE National can differentiate among Life Members. Mark Meisinger asked how the election candidates were being notified (Dave M. said all election results are to be announced at the Business luncheon the next day). Mark stated that he would talk directly with Bryan Guy when he returns to Omaha, and work out a transition plan with Bryan.

IV. 2016 Financial Report

- a. Treasurer Andy Swisher presented the annual MOVITE financial status to date (see *Attachment 3*). Andy stated that we have been



successful at reducing some expenditures for the year, and noted the statement includes the Wichita meeting cost-share profits. MOVITE is in the black for this year, with only a few expenditures yet to pay. The scholarship checks have already been written. We had a successful meeting in Wichita, after two meeting losses in 2015.

- b. Andy noted that the Board did choose to donate \$500 this summer to the ISU Midwest Student Leadership Summit, which was a very well run event.
- c. Andy indicated that Matt Kruse did submit a request for LeadershipITE reimbursement. Matt contacted the Board before he enrolled, and has now completed the LITE program. Andy will be issuing Matt a check for \$1,000 in support. Andy confirmed that no request for reimbursement was ever received from Dane Seiler.

Jason Haynes asked Andy S. how the books would look at year's end? Andy stated that would depend on the OKC meeting results and other year-end expenditures. Michael H. told the Board that the OKC LAC is expecting to make a profit of approximately \$12,000 to be split with MOVITE. Andy noted that a good profit for this meeting would return our checking account balance to at least 50% of the annual operating budget amount.

Andy S. discussed the "Income from Reserves" situation, which is essentially a mythical line item used to balance the budget (and represents about 60% of the budget income). Jason H. said that the desire to maintain 50% of the budget income in the checking and savings account is to ensure at least 6 months of Section operations without any additional income. Jason clarified that desire is a 'rule of thumb,' not an actual Policy. Andy S. stated that he would like the "Income from Reserves" value to be limited going forward, so that the Board focuses more on actual expenditures each year. The Policies list maximum expenditure amounts could be, but the Board should consider what the actual budget will be. The Board agreed that all current Student awards must be maintained. Todd Knox suggested a pooled amount for the State Directors, to be shared by all states. Andy S. would rather set a hard limit for spending by state, but Directors can share their funds with others if they desire. Dave M. reminded that we have had some State Directors spending their full authorized amount each year, whether the \$750 allowed by the Policies or some reduced amount as directed by the Board. Michael H. suggested we use certain dollar amounts in the budget, that if exceeded would require a vote of the Board.

Nathan B. asked Tom S. about the need to set new limits in the Policies. Tom stated that is not necessary, because the Policies only set maximum limits. The Board reviewed the budget line items for areas where expenditures could be reduced. Item 1b can be eliminated for Tom S. doing the Section tax returns instead of utilizing a consultant. Item 2b is a new line item for student meeting subsidies that should be tracked by LACs for further understanding by future Boards. Martin G. asked about any expected web and Journal expenses. Michael H. indicated that the Board would be discussing website maintenance needs later in the meeting. Andy indicated that there have not been any Journal expenses lately, with distribution via email only.

Andy asked whether there needed to be a Policy drafted to discuss the "Incomes from Reserves" situation and offer additional guidance. Tom S. thought the policies were

already adequate, but Lonnie Burkland thought a draft Policy still might be a good idea to develop. Dave M. noted that a range of \$17,000 to \$20,000 was the typical income and expenditures total for the past several years, not the \$35,000 value shown as the balanced budget value, which should provide a comfort level for the Board. Nathan B. pointed out that the MOVITE Balance sheet has never before been a tool of constraint, but now is the time for Lonnie B. to make it so. Jason H. pointed out that the “Income from Reserves” line item would be only about \$5,000 if we revised budget to reflect limited expenditures rather than maximum allowances. Michael H. summarized the discussion by saying that the Board will keep working on the proposed 2017 budget, which can be voted on and ratified at the Board Retreat in December.

V. 2016 Spring Meeting Financial Closeout

- a. Michael H. and Andy S. collaborated on a report regarding the financial close-out of the Spring meeting in Wichita, KS.
- b. Although no cost-share agreement was ever finalized before the meeting, the Board has elected to split the meeting proceeds evenly with the CKITE Chapter. The MOVITE split was \$2,661 in meeting profits, in addition to the return of \$2,000 in seed money.

VI. Proposed 2017 Budget

- a. Lonnie Burkland discussed the Budget Review Committee findings regarding student spending and tracking, and referred the group to the summary document prepared by Tom Swenson and previously distributed to the Board via email.
- b. Lonnie B. reviewed each of the line items in the proposed 2017 budget, and stated that he will continue to refine the numbers with additional Board input. Dues income will increase, as expected with the vote approving \$20 dues. He left the income from meetings amount the same as in 2016. In general, we need our meetings to make some profit or at least break even. We are consistently making about \$5,000 per meeting, with the exception of the 2015 meetings, according to Nathan B. Tom S. clarified that updated LAC Meeting Guide provides some direction for establishing meeting registration costs, but that profits cannot be guaranteed. Lonnie B. will keep working on increasing income. MOVITE sponsorships have recently been averaging about \$6,900 each year (i.e., about 23 sponsors). It was generally agreed that we need to increase our total sponsor numbers, not to increase the \$300 sponsorship amount.

Lonnie B. discussed the line item expenses. Line item 1B will be reduced, as discussed previously. Student subsidy line item 2B will need to be tracked more closely going forward. Tom Swenson’s write-up summarizing annual student expenses is now available, so that offers some good guidance (see handout from Michael H. – **Attachment 4**). The Technical Grant has not been paid out during the past few years. Dave M. asked whether we should continue to budget for it, or forego that amount in the budget? After group discussion, Michael H. stated that he prefers that we continue to budget the Technical Grant award for now.

Lonnie B. indicated that the “Income from Reserves” line item currently stands at about \$15,000. New Chapter and Student Chapter support levels could be reduced to only \$1,500. Officer travel and support levels in Section 7 should generally be

unchanged. On the officer travel topic, Nathan B. indicated to the group that he would definitely need that support for the next year, as a public agent. Section 9B could be reduced drastically? After discussion, the group suggested at least a \$500 reduction. Dave M. suggested that there is still enough funding there to support at least three hotel-nights for Chapter presidents to attend morning Board meetings, which now require one extra night stay each time.

There was group discussion of our current LeadershipITE support, namely is \$2,000 annually too much? There have been fewer applicants from our Section over the past couple of years. Martin G. indicated that we should know the actual answer for how many MOVITE participants there will be in 2017 prior to the officer's Winter Retreat. Therefore, the group decided to table the LeadershipITE funding discussion until after the participant announcement from ITE. There was discussion regarding whether Sections still need to make a contribution to ITE National. It has been done for several years to support the LeadershipITE program -- is it now expected? Michael H. and others indicated that MOVITE has definitely benefited from the program by having so many participants, so the Board decided to hold the LeadershipITE support level at \$1,000 per year.

The Board discussed whether the State Director contribution levels need to be reduced. Jason H. suggested \$500 per year instead of the current \$750, but Andy S. suggested \$300 instead due to our current financial status. Brian Geiger said that the KU and KSU Student Chapters have been constantly requesting funding from him. Brian G. wondered whether the State Directors could ask for more local industry support. Generally, each state has between zero and two chapters to support annually, which is mostly only the student chapters now. Dave M. reminded the group that most of our local chapters have recently hosted meetings and now have better bank balances to support their local activities than they have in the past. Michael H. suggested that the Board reduce the Chapter support levels for 2017, and the State Directors may have to let chapters know that the Board / Section are up against tight budget. Following discussion, the group consensus was that \$400 of support per State would be used in the 2017 budget.

Lonnie B. suggested that he should add a line item accounting for a private donation from Jason Haynes in the amount of \$20,000 to the income ledger to ease any 2017 budget concerns. After a brief group discussion, and amid protests from Jason H., it does not appear that these funds will be available in 2017 after all.

At Michael H.'s suggestion, the Board took a 10-minute break, resuming discussions at 10:00 a.m.

VII. Website Administrator Transition

- a. Michael H. reported that Guy Alon has proposed that David Church take over for Guy as the new MOVITE Web Master.
- b. David C. has agreed to assume the Web Master position, as long as we continue to use the website consultant (KC WEB Specialists) to make any updates / changes, and he serves as a liaison only.
- c. The group accepted David C.'s offer as a temporary change, until a permanent Web Master candidate can be found. Michael H. suggested that announcements be made

at the Business meeting and in the Journal in an attempt to find other possible candidates to serve as a permanent replacement for the Web Master position.

VIII. Officer Reports

- a. MOVITE Journal Editor Chris Rolling was not in attendance at the meeting or on the conference call. Therefore, no report was provided. Kendra Miller stated that she knew Chris was still working on the current edition, which would be focused on activities within the state of Kansas.
- b. There was no report provided regarding MOVITE Online from either Guy Alon or David Church. Michael H. has been working with them intermittently, and the OKC LAC will be covering some expenses from KC WEB Specialists related to meeting information that has been updated recently. David C. can take care of updating any necessary documents after this meeting.
- c. Section Administrator Tom S. reported that he had generally conducted the 'usual business' since the previous Board meeting in Wichita (see *Attachment 5*). His preparation of the Student Expenses summary document was his only specific item of note.
- d. Michael H. indicated that Midwestern District representative Carrie Falkenrath was not able to join the meeting today. Michael highlighted the recent phone conference call with the MWITE Board. Michael indicated that MWITE President John Mick is interested in trying to find more sustainable funding sources, up to and including personal contribution-based will and testament provisions. Michael reminded the group that MOVITE would host our next joint MWITE meeting in 2019.
- e. Michael H. distributed a welcome letter / template (see *Attachment 6*) that was sent out in May to new MOVITE Section members, which he shared with the group (see handout on Attachment X). Michael asked for review and comments from the group. This approved template will be the form letter sent to welcome new members joining our Section from now on.
- f. Vice President Nathan B. had no formal report regarding student chapter activities, other than to reiterate the Board's focus on reigning in the student spending. No MWITE report was available from Jennifer Dolde. Michael H. suggested that Jennifer has been helping more now at the International level instead of within only the Midwestern District. Nathan B. indicated that he and Andy Brewer have been involved in reactivating the University of Arkansas student chapter. The new student advisor (Dr. Hernandez) has utilized some TL-21 (Transportation Leadership) funding to bring more student members on-board. Jason H. reminded the group about the efforts of Mark Nichols in getting the AHTD agency to join ITE as well, adding to the momentum of membership progress in Arkansas.
- g. The LAC Meeting Guide is still in the process of being updated, thanks to a group led by Tom S. The OKC LAC has been using it in their planning of this meeting. Michael H. suggested passing along any new comments to Tom S. Whatever feedback is received will be incorporated into the draft document. The final, updated document should be available by the end of the year.

- h. Regarding the Officer's Handbook update, Michael reminded the officers that we should all be filling out the office-specific table of tasks and duties, for the benefit of the incoming officers and to facilitate discussions at the Winter Retreat.
- i. There was a summary discussion regarding the recent Chapter Reports conference call. Michael H. asked what everyone thought of the call purpose, and asked if all found it to be helpful? Nathan B. stated that he liked it (especially since it was his idea!), and asked everyone to bring ideas for improvement to the Winter Retreat in December. Andy B. stated that he liked the call format, but wished there had been more interaction between the Chapter representatives rather than just report-outs. Secretary Dave M. distributed his minutes from the conference call (see *Attachment 7*).
- j. Tom Dancey's OCITE chapter report was provided to the group (see 2-page summary on *Attachment 8*), since he missed the previous week's conference call. Tom discussed his report's highlights and stated that he supported the Chapter Reports conference call option, but also prefers that there still be Chapter representation at this meeting as well, if possible. Andy S. stated that he agreed with the need to make Chapter representatives aware that they were still welcome at these Board meetings.

IX. State Director Reports – Events, Budgets, Updates

- a. Nebraska State Director Mark Meisinger provided his report (see handout on *Attachment 9*) and summarized LOCATE's monthly and annual December upcoming meetings. The UNL student chapter now has a new advisor and renewed excitement. Mark stated that his Director funds are still supporting LOCATE's DriveSmart campaign. Mark is excited for Bryan Guy to assume this role and will help Bryan transition into his new position. Dave M. commended the LOCATE Chapter on their presentations of the DriveSmart program to more than 15,000 students over the past 7-8 years, which is a very impressive effort.
- b. Iowa State Director Todd Knox reported the same information as he previously detailed on the Chapter Reports conference call (see handout on *Attachment 10*). Todd again recapped the recent activities and ICITE's support for the recent ISU Student Leadership Summit, and stated he is also looking forward to the transition to Tyler Wiles.
- c. Kansas State Director Brian Geiger stated that he has already contributed \$700 to the KU and KSU student chapters in 2016. Both Chapters have new officers, and were recently having their first meetings of the Fall semester. As discussed previously, Brian will be providing the Chapter leaders with industry contacts for either supplemental financial or in-kind support requests.
- d. Missouri State Director Martin Gugel provided his report (see *Attachment 11*). ITE National's Traffic Engineering council is still looking for program development assistance from local chapters. Martin is still working with APWA-MO on coordination for joint meetings with both the CMITE and OCITE chapters. Martin will also begin working on his position transition to Dane Seiler.
- e. Oklahoma State Director Richard McCubbin stated that his update was provided on the Chapter Reports conference call last week (see the minutes on *Attachment 7*).

Richard reiterated that this meeting is focused on the 50th Anniversary of OTEA, which currently has 158 members. Richard welcomed the meeting attendees to OKC.

- f. Arkansas State Director Andy Brewer was not in attendance. Dave M. reminded the group that Andy's update was included within the Chapter Reports conference call minutes from last week. Michael H. reminded the group that we will be talking about the ARITE Chapter petition later in the meeting agenda.

X. Student Awards Recap

Nathan B. reviewed the winners of the 2016 student awards listed below (refer to the one-page summary provided on *Attachment 12*). Nathan indicated that he was notified that the Iowa State student chapter has also won the District's 2016 student chapter award as well.

- a. Thomas J. Seburn Student Paper
- b. Jan Kibbe Scholarship
- c. Outstanding Student Chapter – Iowa State University
- d. Technical Research Grant – The Awards Committee rejected the one application that was received this year, and provided the candidate with some comments for improvement and a recommendation to resubmit next year. Mark M. inquired about the contents of the application that resulted in its denial. In Nathan B.'s opinion, the grant application had some 'holes' in the submission.
- e. District/ITE Student Paper Submittals

XI. Membership Awards Update

Michael H. provided a summary of the winners of the 2016 membership awards, as listed below (also see *Attachment 13*):

- a. Melvin B. Meyer Transportation Professional of the Year – Shawn Leight
- b. Young Transportation Professional of the Year – Tao Liao
- c. Patrick T. McCoy Educator of the Year – No Submissions
- d. Transportation Achievement Award for Facilities / Operations – KC Downtown Streetcar Project
- e. Best MOVITE Chapter - OCITE
- f. Chapter Website Award - KCITE
- g. Distinguished Member Award – No Submissions
- h. Pinkley Award – No Submissions

XII. Arkansas Chapter (ARITE) Establishment Update

Nathan B. indicated that a charter request for the ARITE Chapter was previously submitted to MOVITE in July. The Board needs to approve this charter request and the chapter boundary. The ARITE Chapter membership will be statewide, but the Chapter activities will be centered around Little Rock. According to Nathan, there is no expected conflict at the Missouri-Arkansas state line boundary with the OCITE Chapter boundary.

Jason H. recommended that the Board approve the ARITE Chapter via an upcoming vote, in order to get their ITE chapter charter provided. ARITE has already been having quarterly meetings with about 25 to 30 attendees. Nathan B. stated that they have already decided on the ARITE chapter name, and then will draft their charter and Bylaws, and create a logo. The ARITE members are also actively planning next Fall's meeting, which may be in Hot Springs. Jason H. said that the charter and Bylaws documents need to be in hand before the MOVITE Board could vote. This item was tabled until an email vote of the Board can occur, and keeps the approval process progressing before the Winter Retreat in December.

XIII. 2019 Joint Midwestern District Meeting

Michael H. indicated that one of our 2019 meetings would be a joint meeting with the District. Tom S. says MWITE has typically asked for this joint meeting to be held during the 3rd week in June. If the MOVITE Board decides to swap the location of the joint meeting between the Spring and Fall host states, it is just a Board decision and has been done before. The group decided to table this discussion until ICITE can talk more internally about their plans for the Spring meeting. The topic will be discussed in depth at the Winter Retreat.

XIV. ITE International Update

Michael H. provided a brief update on ITE International activities. Michael stated that John Davis would give us a full report during this OKC meeting, probably during the Business lunch.

- a. Michael H., Andy S., and Martin G. all attended the 2016 International meeting in Anaheim, CA. Michael indicated that the meeting was well attended, with an excellent program. Michael worked with the national Ethics committee, which is revising the Preamble language. He indicated that there would be more training sessions and webinars forthcoming from the Transportation Consultants Council.
- b. Andy S. provided a brief council update. Andy is on the Advocacy committee, working on a guidance document for how/when to advocate for certain transportation issues. The committee is looking for better ways to support Sections and Chapters locally when advocacy is needed. Andy is also on the 'Vision Zero' task force's steering committee, which is working on a toolbox of ideas by the end of this year.
- c. Michael H. recommended that more members get involved on the technical councils.
- d. Next year's 2017 International meeting will be in Toronto, Nathan B. reminded. It was recently announced that the 2018 meeting would be held in Minneapolis, MN.

XV. 2016 MOVITE Fall Meeting Report

Michael H. and Lauren Ludwig provided an OKC LAC update. Michael says it looks to be a great program assembled by Lauren. There are 25 exhibitors, 189 attendees, and 17 sponsors for the meeting. The meeting budget looks good, with an expected ~\$12,000 profit to split between OTEA and MOVITE. Michael indicated that Wayne Russell's effort was primarily in making the meal choices, so complain to him if you dislike the food. Nathan B. commended Michael and the OKC LAC for having a cost-share agreement in place prior to the meeting. Michael indicated that the OKC Mayor and ODOT Secretary are the meeting's keynote speakers.

XVI. Upcoming Board Meeting – Winter Officer's Retreat

Nathan B. and Dave M. provided the preliminary details below for the officer's Winter Retreat in Kansas City:

- a. Date / Time: December 12, 2016 (9 a.m. – 3 p.m.)
- b. GBA Offices – 9801 Renner Boulevard; Lenexa, KS

XVII. 2017 Spring Meeting Des Moines

Todd Knox provided an LAC update for the Spring meeting planning efforts in Des Moines. Todd suggested review of the "Save the Date" cards, which will be at the registration table

(see handout as **Attachment 14**). The meeting dates will be April 19-21, and the meeting will be held at the downtown Des Moines Marriott hotel. The LAC is working on the cost-sharing agreement, a tentative agenda, and is actively recruiting speakers. Todd promises that it will be a good time. Tom S. asked Todd about the need for ICITE to use the MOVITE checking account for LACs. Todd replied that the LAC would run the meeting through their own ICITE bank accounts. ICITE may be asking for seed money from MOVITE, but they are not sure yet.

XVIII. 2017 MOVITE Annual Fall Meeting LAC Report

Nathan B. reiterated that ARITE would be arranging for the meeting to be held in Hot Springs next Fall, once their charter was established and the chapter finally formed. No specific meeting details were yet available.

XIX. Future Meetings

- a. 2017 Spring Meeting – Des Moines, IA - (TBD)
- b. 2017 Annual Meeting – Hot Springs, AR – (TBD)
- c. 2018 Spring Meeting - Nebraska– (TBD)
- d. 2018 Annual Meeting – Kansas (TBD)
- e. 2019 Spring Meeting – Missouri – (TBD)
- f. 2019 Annual Meeting – Iowa – (TBD)
- g. 2019 Joint Meeting with MWITE District

XX. Additional Items as Time Permits

- a. A discussion regarding the sponsorship of MOVITE in general, and at Spring / Fall meetings, was tabled by the group until the Winter Retreat. Andy S. will describe some possible sponsorship options for review via email conversations. The focus of the tabled discussion is how MOVITE can better manage the multiple requests that we make per year of our sponsors and vendors for website / journal advertising, meetings, etc. Because 2017 MOVITE sponsorship requests should be distributed prior to the Winter Retreat in December, Jason H. motioned to keep the advertising sponsorship levels at \$300 for next year. The motion was seconded by Andy S., and the motion carried unanimously by a vote of the Board.
- b. Michael H. has drafted a letter to be distributed to the general membership, encouraging more student scholarship donations to support our continued efforts (see **Attachment 15**). Dave M. suggested that the letter be made available for the tables at the Business meeting tomorrow. Andy S. indicated that his review of past budgets indicates that we typically provide about \$6,000 in student scholarships annually, but only have about \$600 per year received in scholarship fund contributions.
- c. On the agenda topic of Reserves Spending, some direction for Lonnie B.'s budget planning has already been provided throughout the meeting. Additional discussion on this topic will occur during the Winter Retreat in December.

XXI. Unagended New Business – NONE.

XXII. Adjourn

Nathan B. made the motion to adjourn, and Andy S. seconded that motion. The motion carried unanimously, and the Board meeting adjourned at 11:13 a.m. to the delight of all the golfers in attendance.

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Missouri Valley Section - Institute of Transportation Engineers

AGENDA – MOVITE Board Meeting – Oklahoma City, OK October 5, 2016

- I. Call to Order (~8:30 a.m.)**
- II. Review and Approval of Spring Board Meeting Minutes (Dave M.)**
- III. MOVITE Fall Election Results (Dave M.)**
 - a. Newly Elected Officers
 - b. Dues Increase
- IV. 2016 Financial Report (Andy S.)**
 - a. Financial Status to Date
 - b. Donated \$500 to Student Leadership Summit (MWITE)
 - c. Matt Kruse Request LITE Funding
- V. 2016 Spring Meeting Financial Closeout (Michael H./Andy S.)**
 - a. Board elected to split proceeds with KCITE
- VI. Proposed 2017 Budget (Lonnie B.)**
 - a. Budget Review Committee Findings (Student Spending)
 - b. Budget Proposal
- VII. Website Administrator Transition**
 - a. Guy proposes David Church take over
 - b. David agrees as long as we use the consultant
- VIII. Reports**
 - a. MOVITE Journal (Chris R.)
 - b. MOVITE Online (Guy A./Dave C.)
 - c. Section Administrator (Tom S.)
 - d. Midwestern District (Carrie F.)
 - e. Membership (Michael H.)
 - i. New Member Documents
 - f. Student Activities (Nathan B.)
 - g. Meeting Guide Update (Michael H.)
 - h. Officer's Handbook Update (Michael H.)
 - i. Chapter Report Conference Call Summary (Michael H.)
- IX. State Director Reports – Events, Budgets, Updates**
 - a. Nebraska (Mark M.)
 - b. Iowa (Todd K.)
 - c. Kansas (Brian G.)
 - d. Missouri (Martin G.)
 - e. Oklahoma (Richard M.)
 - f. Arkansas (Andy B.)
- X. Student Awards Recap (Nathan B.)**
 - a. Thomas J. Seburn Student Paper
 - b. Jan Kibbe Scholarship
 - c. Outstanding Student Chapter



Attachment 1 (2 of 2)

Page 2 of 2

- d. Technical Research Grant
- e. District/ITE Student Paper Submittals
- XI. Membership Awards Update (Michael H.)**
 - a. Melvin B. Meyer Transportation Professional of the Year – Shawn Leight
 - b. Young Transportation Professional of the Year – Tao Liao
 - c. Patrick T. McCoy Educator of the Year – No Submissions
 - d. Transportation Achievement Award for Facilities/Operations – KC Downtown Streetcar
 - e. Best MOVITE Chapter - OCITE
 - f. Chapter Website Award - KCITE
 - g. Distinguished Member Award – No Submissions
 - h. Pinkley Award – No Submissions
- XII. Arkansas Chapter Re-Establishment Update (Andy B./Nathan B.)**
- XIII. 2019 Joint Midwestern District Meeting (Michael H.)**
- XIV. ITE International Update (Michael H.)**
 - a. Anaheim Meeting
 - b. Council Update
- XV. 2016 MOVITE Fall Meeting Report (Michael H.)**
- XVI. Upcoming Board Meeting – Winter Officer’s Retreat**
 - a. Kansas City, MO
 - b. December 12, 2016 (9 a.m. – Finish)
 - c. GBA – 9801 Renner Blvd., Lenexa, KS
- XVII. 2017 Spring Meeting Des Moines (Todd K.)**
- XVIII. 2017 MOVITE Annual Fall Meeting LAC Report (Nathan B.)**
- XIX. Future Meetings**
 - a. 2017 Spring Meeting – Des Moines, IA - (TBD)
 - b. 2017 Annual Meeting – Hot Springs, AR – (TBD)
 - c. 2018 Spring Meeting - Nebraska– (TBD)
 - d. 2018 Annual Meeting – Kansas (TBD)
 - e. 2019 Spring Meeting – Missouri – (TBD)
 - f. 2019 Annual Meeting – Iowa – (TBD)
 - g. 2019 Joint Meeting with MWITE District
- XX. Additional Items as Time Permits**
 - a. Sponsorship – MOVITE & Meetings
 - b. Scholarship Increase
 - c. Reserve Spending
- XXI. Unagended New Business**
- XXII. Adjourn**

Missouri Valley Section - Institute of Transportation Engineers

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MOVITE Board Meeting – Oklahoma City, OK

October 5, 2016

Meeting Attendee Listing

Dave Mennenga	Secretary
Tom Swenson	Section Administrator
Tom Dancy	OCITE President
Martin Gugel	MO State Director
Andy Swisher	Treasurer
Nathan Becknell	Vice President
Michael Hofener	President
Jason Haynes	Past President
Richard McCubbin	OK State Director
Lauren Ludwig	OTEA / OKC LAC
Kendra Miller	KCITE President
Todd Knox	IA State Director
Mark Meisinger	NE State Director

On Teleconference:

Lonnie Burkland	Board Director
Brian Geiger	KS State Director

Absent:

Andy Brewer	AR State Director
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2016 MOVITE FINANCIAL STATEMENT

Through: Oct. 5, 2016

2016 To Date	2016 Adopted	Percent of Budget
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INCOME

1 Membership Dues	\$3,092.50	\$4,000.00	77%
2 Spring and Fall Meetings	\$4,872.93	\$6,000.00	81%
3 Checking and Savings Account Interest	\$2.52	\$5.00	50%
4 Sponsorships	\$6,900.00	\$4,000.00	173%
5 Midwestern District Annual Disbursement	\$0.00	\$0.00	-
6 Income from Reserves	\$0.00	\$20,745.00	0%
7 Scholarship Donations	\$630.00	\$500.00	126%
8 Miscellaneous	\$0.00	\$0.00	-
TOTAL INCOME	\$15,497.95	\$35,250.00	44%

EXPENSES

1A Mailing and Shipping	\$0.00	\$100.00	0%
1B Tax Return Preparation	\$0.00	\$100.00	0%
1C Liability Insurance	\$1,000.00	\$1,000.00	100%
1D Online Balloting	\$106.00	\$225.00	47%
1E Winter Board Retreat	\$0.00	\$1,000.00	0%
1F President's Plaque and Pin	\$231.89	\$150.00	155%
1G ITE President's Gift	\$195.93	\$250.00	78%
2A Local Arrangement Committee Seed Money	\$0.00	\$4,000.00	0%
2B Student Subsidy	\$0.00	\$250.00	0%
2C Invited Guest Subsidy	\$0.00	\$600.00	0%
3A Journal Editor Expenses	\$0.00	\$100.00	0%
3B Web Administrator Expenses	\$0.00	\$100.00	0%
3C Web Page Hosting, Domain Name and Elec. Storage	\$0.00	\$100.00	0%
4A Member Award Plaques	\$588.69	\$1,000.00	59%
4B1 Student Award - Student Chapter Award	\$900.00	\$500.00	180%
4B2 Student Award - Seburn Student Paper	\$2,250.00	\$2,650.00	85%
4B3 Student Award - Kibbe Scholarship	\$2,000.00	\$2,000.00	100%
4B4 Student Award - Technical Research Grant	\$0.00	\$1,000.00	0%
5A Scholarship Fund Transfer	\$0.00	\$500.00	0%
5B Scholarship Fund Contribution	\$0.00	\$0.00	-
6A Contribution to New Student Chapter	\$0.00	\$0.00	-
6B Student Chapter Support	\$500.00	\$2,500.00	20%
6C Midwestern Dist Stud Activities Comm Rep Support	\$0.00	\$300.00	0%
7A President's District Meeting Expenses	\$0.00	\$750.00	0%
7B President's ITE Annual Meeting Expenses	\$0.00	\$1,500.00	0%
7C Officer Travel to Winter Board Retreat	\$0.00	\$300.00	0%
7D Officer Travel to Other Meetings	\$0.00	\$1,000.00	0%
7E Section Administrator Meeting Expenses	\$1,013.46	\$1,500.00	68%
7F Vice President Travel to District Board Retreat	\$0.00	\$375.00	0%
8A1 Local Activities Support - Arkansas	\$285.49	\$750.00	38%
8A2 Local Activities Support - Iowa	\$0.00	\$750.00	0%
8A3 Local Activities Support - Kansas	\$700.00	\$750.00	93%
8A4 Local Activities Support - Missouri	\$0.00	\$750.00	0%
8A5 Local Activities Support - Nebraska	\$450.00	\$750.00	60%
8A6 Local Activities Support - Oklahoma	\$0.00	\$750.00	0%
9A Contribution to New Chapter	\$0.00	\$0.00	-
9B Chapter Officer Travel to MOVITE Board Meetings	\$0.00	\$2,400.00	0%
10A Contribution to LeadershipITE Program	\$1,000.00	\$1,000.00	100%
10B Support to LeadershipITE Member Participants	\$0.00	\$2,000.00	0%
11A Miscellaneous	\$295.65	\$1,500.00	20%
TOTAL EXPENSES	\$11,517.11	\$35,250.00	33%

SUMMARY OF ACCOUNTS

Beginning of Year Checking Balance	\$12,999.08
Beginning of Year Savings Balance	\$6,746.51
Subtotal	\$19,745.59
Total Income	\$15,497.95
Total Expenses	\$11,517.11
Net Over Period	\$3,980.84
Checking and Savings Balance	\$23,726.43

SCHOLARSHIP FUND

Initial Balance (January 1, 2016)	\$67,982.09
MOVITE Donations	\$0.00
Change in Account Value	\$0.00
MOVITE Scholarship Funds Paid	\$0.00
Estimated Value January 1, 2016	\$67,982.09

Attachment 3

Attachment 4 (1 of 3)

MOVITE Annual Expenses on Students

Prepared by: Tom Swenson, Section Administrator

Following is a list of the budget items that involve spending funds on students and/or student chapters. Excerpts of relevant policies are provided along with some narrative for consideration.

Meeting Subsidy

MOVITE encourages college students studying transportation engineering or planning to attend MOVITE meetings, especially when in close proximity. The registration fee for ITE Student Members shall be \$25. Students who are not members of ITE shall be charged \$35. The LAC will be credited by MOVITE for the hard costs associated with registered students (the portion that is not covered by the registration fee paid by the students). Hard costs include meals provided as part of the meeting registration and any registration gift given to the students. The LAC shall itemize the hard costs associated with the registered students on its final financial statement.

This is difficult to account for as the records we receive from each LAC are not crystal clear on the number of students registered for a meeting. The income and expense items identified in the proposed Meeting Guide will go a long way to having consistent and clear records moving forward (assuming they use them).

Anyway, inasmuch as typical registration fees are \$225 to \$250, it's probably fair to say MOVITE will subsidize each registered student to the tune of \$100 to \$125 (if requested by the LAC). Bear in mind that not every expense item will be reimbursed to the LAC. The number of students at any given meeting seems to vary considerably.

Outstanding Student Chapter Award

The winning Student Chapter shall be presented a plaque along with a cash award of \$300. All other Student Chapters that submit an annual report meeting the submittal criteria will be awarded \$100. The Faculty Advisor shall be asked that the cash award be utilized to promote the technical activities of the Student Chapter.

For round numbers, the plaque is \$100. So the cost for the winning student chapter is \$400. All other student chapters that submit a report receive \$100. There are a total of 11 student chapters, not all of which are active. In 2015, we received five reports. In 2016, it was seven reports.

So the total cost was \$800 in 2015 and \$1,000 in 2016. This policy has been on the books for a long time. The \$100 for each submission was started at a time when very few bothered to submit an annual report.

Thomas J. Seburn Student Paper Award

Annual award is offered to the engineering student whose paper is selected as the most significant contribution to transportation engineering. The paper should be based on the student's personal efforts,

Attachment 4 (2 of 3)

and authored by the student. The paper may be on any subject, study or experience of the student's selection, which pertains to the advancement of transportation engineering.

Upon selection of the paper deemed most outstanding, the President shall, at the Fall Meeting, present a certificate commemorating and citing the student along with a cash award of \$1500 plus expenses not to exceed \$400 to attend the Fall Meeting. In addition, the first-place student will be given an opportunity to present the paper at the Fall MOVITE meeting. Cash prizes of \$500 will be awarded for second place and \$250 for third place.

The first place winner receives up to \$1,900 while up to an additional \$750 could be awarded. The maximum in any year could be \$2,650.

Over the past five years, we've awarded first, second and third places three times, and first and second places the other two years. Not sure above travel but my sense is that we don't pay that very often.

Jan Kibbe Student Scholarship

Cash scholarships totaling up to \$2,000 may be offered annually to one or more students in the MOVITE area taking course work in traffic and/or transportation engineering. The scholarship is intended to encourage engineering students to pursue a career in traffic or transportation engineering.

We've been spending the full \$2,000 for the past several years. We should expect that to continue.

Technical Research Grant

Research grants may be offered to engineering students proposing technical research projects that provide significant contributions to traffic/transportation engineering and benefit to the practicing professionals within the MOVITE area. The technical research project should be based on the student's personal efforts.

AWARD/COMPLETION OF THE TECHNICAL RESEARCH GRANT

Upon selection of a research proposal for funding, the President shall present a certificate commemorating and citing the student along with an initial cash award of up to \$1000.

At the conclusion of the technical research project, a written report must be submitted by the student that summarizes the research project and provides recommendations or conclusions of the study. The report should not exceed ten (10) typewritten pages and must be submitted in Adobe Acrobat format. A final payment will be made after review of the report deems it to have satisfied the proposal.

The total amount for any grant shall not exceed \$2000. Additionally, up to \$400 in travel expenses may be provided to attend a MOVITE meeting with an opportunity to present the findings of the research project. This award shall only be used to fund or subsidize existing research projects.

This is infrequently awarded – three times in the past fifteen years but all three were in the last six years. This came about after my term on the board, so I don't fully grasp its intent, or its value to MOVITE. It seems rather cumbersome too.

Attachment 4 (3 of 3)

State Director Budget

MOVITE supports the activities of State Directors to promote and support the interests of ITE, MOVITE, Student Chapters and the transportation engineering/planning profession and may provide an annual budget of up to \$750 for each State Director. Wide latitude is provided to each State Director in the use of these funds but the interests to the section should be evident. Each State Director shall coordinate with the Treasurer for payments to third parties. In the event a State Director pays a third party, the Treasurer will reimburse the State Director provided that a receipt or sufficient documentation is submitted.

A State Director may use funds in the budget assigned to any other State Director with the written permission of the other State Director. Documentation must be presented to the Treasurer before any budget sharing can occur.

This is where support to student chapters has expanded. While detailed records are not available, some state directors have directed their funds to student chapters for such things as food for student chapter meetings and student chapter websites. It's possible some of these funds have supported travel to meetings too.

Contribution to New Student Chapter

The MOVITE Section will contribute \$250 on a one-time basis to any new ITE Student Chapter in the MOVITE area.

Most eligible universities already have a student chapter (Iowa and Oklahoma State are notable exceptions). This cost happens so infrequently it shouldn't be considered for change.

Student Chapter Support

MOVITE encourages its ITE Student Chapters to be engaged in ITE chapter, section, district and international activities. Examples of such activities include traffic bowl and poster competitions. MOVITE will reimburse costs incurred by its ITE Student Chapters engaged in such activities up to a maximum of \$2,500 per year. No single activity may receive more than \$500.

Student Chapter faculty advisors may submit a request for support to the President. The request shall identify the activity, the participants, the desired amount, and the purpose of the financial support. Any approved support would be reimbursed to the Student Chapter after the activity.

This expense has grown considerably in recent years. Started about ten years ago as a means to draw down large cash balances, this was budgeted for \$1,000 for many years (and went unused many years) and jumped to \$2,500 this year.

It seems that we may have veered away from the original intent which was to support travel to student chapters engaged in an activity at a meeting, e.g. poster competition; not merely attending a meeting.

Attachment 5

movite

Founded 1951

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Missouri Valley Section - Institute of Transportation Engineers

Section Administrator Report September 30, 2016

Activities since April 2016 board meeting:

- Reviewed financial statement from 2016 Spring meeting
- Provided contact information and sample message to Michael for new life members
- Requested MOVITE roster for use in elections
- Contacted Nathan about planning the Officers' Retreat
- Ordered award plaques, President's plaque and gift for incoming ITE President
- Prepared award certificates for students and life members
- Purchased award certificate covers
- Sent Arkansas member roster to Andy Brewer in September
- Distributed bank statements each month



bringing individuals together to advance the knowledge

and skills of transportation professionals.



www.movite.org

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Date

Name

Title

Address 1

Address 2

Dear XXX,

Welcome to membership in the Institute of Transportation Engineers, (ITE)! Being a member of ITE is a great honor and will pay you many dividends throughout your career. ITE is broken down into several districts and each district is broken down into sections. A map of the various districts and sections can be seen here: <http://www.ite.org/aboutite/districts.asp>. Based on your location, you are a member of District 4 - Midwestern District (MWITE) and are also a member of the Missouri Valley ITE (MOVITE) Section. Information about the MWITE District can be found here: <http://www.midwesternite.org/> and information about MOVITE Section can be found here: www.movite.org.

As a member of ITE and located within the MOVITE section, your name has been added to the MOVITE membership roster and you are entitled to all of the full membership benefits, including voting privileges. Since 1951, MOVITE has played an important role in the growth and development of the transportation profession in the six-state region (Oklahoma, Kansas, Arkansas, Missouri, Nebraska, and Iowa). MOVITE values its membership and we welcome your involvement in the section at whatever level suits you. There are always opportunities to serve on the executive board, to assist in organizing meetings, to present at meetings, or to just be a meeting participant, all levels of participation are welcome.

As a MOVITE Member, you can benefit from:

- Technical programs presented by experts concerning local and national transportation issues. Meetings are held twice a year, one in the Spring and the other in the Fall.
- The opportunity to participate in one-day technical workshops that provide in-depth knowledge on specific topics of today's technology. These workshops are held in conjunction with the semiannual MOVITE meetings.
- Communication and information exchange with fellow professionals in our local area through section activities.
- The MOVITE Journal, which brings professional ideas, local news, meeting notices, job opportunities, etc. to you four times a year.
- The opportunity to participate on professional policy-shaping MOVITE committees.



MOVITE - bringing individuals together to advance the knowledge

and skills of transportation professionals.



Attachment 6 (2 of 2)

- The opportunity to participate in several awards such as the Young Transportation Professional of the Year; the Transportation Professional of the Year; and the Transportation Achievement Award.

These are only a few of the many benefits that MOVITE can offer you. There are currently well over 500 total members in the various membership grades. With your active participation, we will continue to grow and be a thriving professional organization.

I invite you to visit the MOVITE website (www.movite.org) to view current information regarding future meetings, officer information, policies, by-laws, meeting minutes, etc.

I would also like to take this opportunity to welcome you to MOVITE and personally invite you to attend our 2016 Annual Fall meeting which will be held **October 5-7, 2016 in Oklahoma City, Oklahoma**. Please visit the MOVITE website for registration information and additional details about the meeting.

Please accept our congratulations and feel free to contact me any time if we can be of assistance.

Sincerely,

A handwritten signature in black ink that reads "Michael S. Hofener". The signature is written in a cursive, flowing style.

Michael S. Hofener
2016 MOVITE President
mhofener@tecok.com

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Missouri Valley Section - Institute of Transportation Engineers

Minutes – MOVITE Pre-Board Meeting Conference Call

September 27, 2016

Recorded by Dave Mennenga, Secretary

Attendees on Teleconference:

- MOVITE Officers – President Michael Hofener; Vice President Nathan Becknell; Secretary Dave Mennenga; Treasurer Andy Swisher; Director Lonnie Burkland
- State Directors – Mark Meisinger (NE); Brian Geiger (KS); Andrew Brewer (AR); Todd Knox (IA); Richard McCubbin (OK)
- Chapter Representatives – Mike Forsberg (LOCATE); Kendra Miller (KCITE); Eric Petersen (ICITE); Lauren Ludwig (OTEA)
- District Representative – Carrie Falkenrath (MWITE)

President Michael Hofener officially started the call at 11:08 a.m. Michael gave credit to Nathan Becknell for the initial conference call idea to hopefully shorten Board meeting duration by reducing the number of Chapter reports that will need to be made at next week's Board meeting. Michael clarified that all Chapter representatives can still come to the Board meeting next Wednesday morning to listen in and give other input if they are able – all are still welcome to attend. The format of today's call will be to just run through the chapters in order and hear their reports. Additional questions can be asked or further discussions can occur after each report, as necessary.

Vice President Nathan Becknell added that the idea behind this conference call is not to rush the Chapter representatives through with just five minutes per report. His hope is that this format will encourage more conversation and involvement between the Chapters located throughout our Section, and will also make it easier on the Chapter representatives who may not be able to travel for the bi-annual Board meetings.

Eric Petersen (ICITE): ICITE held a recent meeting with the ISU student transportation organization, and several students gave presentations on their research projects. Later in the summer, ICITE members toured the Iowa DOT's new Traffic Management Center for their statewide interstate facilities. This month, ISU hosted the ITE Midwest Student Leadership Summit. They are looking forward to holding a social event in the near future, possibly a group bike ride on a Friday afternoon or weekend day. ICITE is currently planning for the 2017 Spring meeting that will be held on April 19-21 at the Marriott Downtown Hotel (in Des Moines), and they are excited to host MOVITE. Michael Hofener inquired about the attendance at the student summit? Andy Swisher described the summit as a tremendous event that was very well organized. Andy praised the excellent agenda, and his firm participated in the mock interview process (described as a "speed dating" type event with the students on a 6-minute rotation). Andy said there was good interaction with the students, and that 13 universities were represented from across the Midwest. Todd Knox clarified that around 80 total students attended the summit. Michael Hofener asked about the registration costs that were supplemented by sponsorships so that it was almost free to the students.



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and skills of transportation professionals.



www.movite.org

Todd Knox indicated that it was a very low cost event, with students responsible primarily for only their own travel and accommodations. Nathan Becknell asked about the upcoming bike ride event? Eric Petersen said that the event was still in the planning stages, but they usually have about 10 attendees at such events and are still coordinating with the ISU student chapter. (See *Attachment 1*)

Kendra Miller (KCITE): Since April, KCITE has hosted three regular Chapter meetings. There were 95 attendees at the meeting that was held in July, which was a joint meeting with the APWA Transportation Committee within the KC Metro area. KCITE held their annual Harvester's food drive in September, with more than \$300 raised from the membership. The upcoming November meeting will focus on the use of drone technology in transportation, and the planning committee is still organizing the January meeting. KCITE hosted a training session last week on Integrated Corridor Management (ICM) and what that process entails. There will also be an AutoCAD training session upcoming. Nathan Becknell asked about typical KCITE meeting attendance? Kendra stated that there were about 60 attendees in May, 65 in September, and sometimes up to 85 members at some meetings. The July attendance was even higher due to the shared meeting format with APWA. (See *Attachment 2*)

Mike Forsberg (LOCATE): So far, LOCATE has held seven events this year; meetings are typically every month or two. They hosted a joint conference with the Nebraska Section of ASCE in May, with a total of approximately 150 attendees. LOCATE also had a member event in June which was a miniature golf tournament; this event was well received by members for being different. There will be at least two more Chapter meetings yet this year. First will be a joint meeting with the Nebraska Society of Professional Engineers, and then there will be a Chapter meeting in the first half of December to announce their new officers for 2017. LOCATE has continued to support their "DriveSmart" program as usual – they have presented to more than 15,000 students since 2008! LOCATE's new website was launched last year, which includes an option to pay dues and meeting registrations online via PayPal. They are still working out the bugs, but the process has been well received by their members. Chapter membership has remained steady at 100 or so for the last few years. Around 30 members typically are in attendance at the regular Chapter meetings, depending on topics or speakers. All in all, Mike considered 2016 to be a successful year with encouraging attendance. Michael Hofener encouraged other Chapter representatives to feel free to speak up for any desired information throughout the conference call, especially regarding LOCATE's "DriveSmart" program efforts. Mike Forsberg informed the group that a couple LOCATE presenters are being recorded in the near future and that videos could be shared with other Chapters to supplement materials and make it easier for others to see how the presentations are generally delivered to a classroom full of students. Anyone interested should contact Mike Forsberg for more details. (See *Attachment 3*)

Lauren Ludwig (OTEA): OTEA elected their newest Executive Board in May. There were 153 members and 29 sponsors in attendance at their annual conference in May. That conference kicked off OTEA's 50th anniversary celebration, which will continue at the Fall MOVITE meeting next week as well. OTEA has been fortunate enough to sponsor several student scholarships, and recently presented three awards at \$1,000 each. There were recently 30 attendees for a work zone safety seminar hosted by the Chapter. OTEA continues to support their "Make a Difference" initiative for distracted student drivers, and is also exploring their options for hosting "Safe Routes to Schools" Bicycle Rodeo campaigns.

Lauren indicated that this is OTEA's 10th year as a MOVITE chapter. OTEA is already planning for their next annual conference to be held in May 2017. (See ***Attachment 4***)

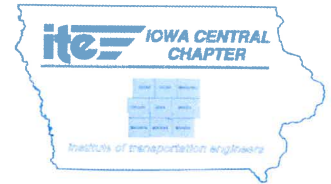
No other local ITE chapters were represented on the teleconference.

Nathan Becknell suggested that Andy Brewer could give an update regarding the status of ARITE chapter colonization. Andy said their group met in June at Garver's office in Little Rock for a sponsored lunch. Shawn Leight spoke to the group, and at that meeting the group decided to move forward with forming a local Chapter. 22 ITE members from Arkansas signed a petition to MOVITE in July with a request to form a statewide chapter. At AHTD headquarters this Thursday, they are having another Chapter meeting. ARITE is starting to plan the Fall 2017 MOVITE meeting, which will probably be held in Hot Springs, and they are formalizing the Chapter and LAC duties. Andy Brewer also provided a brief update on ITE activities at the University of Arkansas. They have reactivated the student chapter through the enthusiastic efforts of their new advisor, Dr. Sarah Hernandez, who has taken over for Dr. James Gattis. The Arkansas student chapter sent six of their students to the ISU leadership summit. Nathan Becknell spoke at their student chapter meeting last week. The student chapter will be sending five students to the MOVITE Fall meeting in Oklahoma City, and they are intending to meet monthly. Nathan Becknell indicated that Dr. Hernandez is very energetic, and the student chapter is looking to assemble a Traffic Bowl team. Nathan asked if there was someone who could call her and give advice and support in that endeavor. Carrie Falkenrath suggested that they contact John Davis, Midwest District Director on the ITE International Board, for basic information and other ITE student committee contacts. Nathan Becknell suggested that they could assemble a group of local professionals for the student chapter to practice against. Michael Hofener indicated that John Davis would be in attendance at the meeting in Oklahoma City next week as well. Michael also complimented and thanked both Nathan and Andrew for their leadership efforts in Arkansas, both with the statewide and student ITE chapters. (See ***Attachment 5***)

Michael Hofener asked for any additional comments from the group. Nathan Becknell reminded the presenters to send their report summaries to Dave Mennenga for incorporation into the minutes.

Michael Hofener thanked everyone for attending the conference call. He is looking forward to seeing everyone who can attend in OKC at next week's meetings. Please copy Michael on any email reports that are sent to Dave Mennenga. There was no other new business offered by the group. Michael asked the Board members to please review the draft meeting agendas that were distributed yesterday. The conference call ended at 11:36 a.m.

IOWA CENTRAL CHAPTER
Institute of Transportation Engineers



September 27, 2016

RE: ICITE Activity Update
MOVITE 2016 Fall Board Meeting

The following is an update on the ICITE activities since our last report in April 2016. Our current board members include:

President	Eric Petersen	eric.petersen@wdm.iowa.gov
Vice-President	Todd Knox	tknox@snyder-associates.com
Treasurer	Jennifer McCoy	jlmccoy@dmgov.org
Secretary	Tyler Wiles	twiles@hrgreen.com
Administrator	Doug Ripley	dripley@trafficcontrolcorp.com

Since April 2016, ICITE hosted the following events:

April – ICITE held a joint meeting with the Iowa State University Transportation Student Association. There were 21 students and 6 ICITE members present, and 3 students gave presentations on their current transportation research projects. After the meeting, the two organizations had a networking social event at Old Chicago in Ames.

August – ICITE organized a tour of the Iowa Department of Transportation's Traffic Management Center in Ankeny, IA. There were 14 ICITE members present. After the tour, ICITE sponsored a social event at Old Chicago in Ankeny.

September – ICITE assisted with the ITE Midwest Student Leadership Summit, held at Iowa State University and hosted by the ISU Transportation Student Association. This was the first of its kind, and about 10 ICITE members helped students with presentations, mock interviews, and resume reviews. There were around 80 students from 13 universities present at the event.

One upcoming event that ICITE is planning for this fall is to host a weekend bike ride along the High Trestle Trail. Details are still being worked out.

Also since our last report, ICITE has begun planning for the Spring 2017 MOVITE meeting to be held April 19-21 at the Marriot Downtown Des Moines. A Local Arrangement Committee (LAC) has been formed, and much of the group's efforts will be focused on planning that event over the next 6 months. We are excited to host this event and are looking forward to seeing everyone in Des Moines next April.

If you have any questions please contact me at eric.petersen@wdm.iowa.gov.

Sincerely,

Eric R. Petersen, PE - President, Iowa Central Chapter of ITE

Summary 2015-2016

MOVITE Board Conference Call Sept 27, 2016



1. General:

- a) Continue to use StarChapter to Manage KCITE meetings & transactions and plan on improving website to provide members with additional features and resources. Recruited webmaster to help with organization and technical problems

2. Developing a Social Media Plan

- a) Continuing to develop a presence on Social Media:
 - KCITE Facebook page, KCITE Twitter page, KCITE Instagram, KCITE LinkedIn

3. Recent Past Meetings:

- a) May 12, 2015
 - 61 in Attendance; 48 Members and 13 Guests
 - Annual Golf Tournament
 - MoDOT's Road To Tomorrow
 - Speaker was James Pflum, MoDOT
- b) July 14, 2016
 - 95 in Attendance; 49 Members and 46 Guests
 - Joint meeting with American Public Works Association (APWA), Kansas City Chapter (<http://kcmetro.apwa.net/>)
 - Grandview/MoDOT Cost-Share Design Build Project
 - Speakers were Jackie White, Grandview, MO, Jason Meyer - Burns & McDonnell and Todd Thalmann - TranSystems
- c) September 8, 2016
 - 64 in Attendance; 52 Members and 12 Guests
 - Harvester's Food Drive: Goal was \$300 for 900 meals and raised \$373 for 1,119 meals for KC Harvesters
 - Smart Work Zones in Kansas & Missouri
 - Speakers were Mark Sommerhauser, KC Scout (MoDOT/KDOT) and JP Storey, Salander, Inc

4. Upcoming Meetings:

- a) November 10, 2016
 - Membership/Sponsor Drive
 - Use of Drones in Transportation
 - Speakers: Ed Young, GBA, Steve Santovasi, Burns & McDonnell, Bob Brock, KDOT
 - Location: Burns & McDonnell

- b) January 12, 2016
 - Streetcar Update
 - Location TBD
 - Speaker: Christopher Kinzel
- c) March 9, 2016
 - KU Driving Simulator (Tentative)
 - Speakers Dr. Steve Schrock
 - Location TBD

5. Membership as of 9/27/2016

- a) 144 members - \$10 annual dues
- b) 388 non-members – We are looking at ways to encourage membership.
 - Membership drive- free lunch for new members and possibly those who recruit them
 - Increase non-member meeting fee

6. Most Recent/Upcoming Training Opportunities

- a) HCM 6th Edition “What’s New in the HCM?” (2 Hours)
 - Dr. Alexandra Kondyli, University of Kansas
 - Held at Mazuma Credit Union
 - Attendance: 22 total, 13 members, 9 guests
- b) Roadway Lighting Lunch & Learn (1.5 Hours)
 - Co-Hosted with IESKC (Illuminating Engineering Society of KC)
 - Held at Burns & McDonnell
 - Attendance is unknown
- c) ICM: What Is It And Why Do We Need To Know (2 Hours)
 - Jennifer Russell, Garver & Ray Webb, MARC
 - Held at TREKK
 - Attendance: 22 total, 17 members, 5 guests
- d) AutoCAD Training (10/27/16)
 - Will be held at GBA
 - Will have basic lesson learning frequently used commands



September 27, 2016

LOCATE is in its 11th year as a MOVITE Chapter. Our leadership continues to engage our members through presentations of local projects that have unique features and challenges. Membership continues to remain steady with approximately 100 paid members and distribution of Chapter materials to 140 current/inactive members. This year's Board members include:

President – Mike Forsberg, HDR
Vice President – Chris Rolling, Olsson Associates
Secretary – Adam Denney, Felsburg Holt & Ullevig
Treasurer – Ryan Haas, City of Omaha
Past President – Bryan Guy, City of Omaha
Director of Education – Dr. Larry Rilett, University of Nebraska
Affiliate Director – Austin Yates, Nebraska Department of Roads

In addition to the Board members, LOCATE created a Website Administrator position at the end of 2015 to assist in the operations and maintenance to the new LOCATE website that was launched at the end of 2015. The current Website Administrator is Kara Kosiski (Olsson Associates).

To date, LOCATE has held seven meetings/events with two more meetings planned for the year. Year 2016 meeting and event details are summarized below.

February General Meeting

Our February general meeting was held in Omaha at Upstream Brewery (West) on February 17th. A presentation on Omaha's planned Bus Rapid Transit system was given jointly by Lauren Cencic (Metro), Bryan Guy (City of Omaha) and Mike Forsberg (HDR). The 2015 Treasurer report was supplied and audited at end of the meeting. There were 27 attendees at the meeting.

2016 Transportation Engineering Meet and Greet

LOCATE held its third Meet and Greet event at the University of Nebraska – Lincoln on March 9th. The event provides an opportunity for engineering students to engage with local engineering consultants and agencies in a fairly intimate setting. The event was held in the Whittier Building on the University campus to accommodate students on campus. This year's event featured 12 consultants/agencies and had roughly 50 students attend the event. Companies participating in the event contributed \$100 each. The contributions covered some of the event overhead costs but were largely used to make a donation to the Patrick McCoy Scholarship Fund, which is used to support the Department of Civil Engineering, supporting programs, students and faculty in the area of transportation engineering. The event was held during the morning, before our March general meeting. This provided an opportunity for students to attend a Chapter meeting at no charge.

March General Meeting

Our March general meeting was held in Lincoln at Whittier Building on the University of Nebraska – Lincoln campus on March 9th. A presentation on Nebraska Department of Roads (NDOR) State Operations Center was given jointly by Austin Yates (NDOR) and Jessica Sherwood (NDOR). There were 35 attendees at the meeting.

Attachment 3 (2 of 2)

ASCE/LOCATE Transportation Conference

LOCATE again partnered with ASCE Nebraska to host a one-day transportation conference in Omaha. This was the 11th year of the joint conference. The conference was held on May 6th at the Scott Conference Center. There were approximately 151 conference attendees from both LOCATE and ASCE.

LOCATE Miniature Golf

LOCATE held a members event at Boulder Creek Amusement Park on June 16th where members were treated to miniature golf, snacks, drinks and prizes. There were 20 attendees at the event.

July General Meeting

Our July general meeting was held in Council Bluffs at Barley's on July 13th. A presentation was given by Wes Mayberry (Iowa DOT) on Segment 4 of the Council Bluffs Interstate System project. There were 28 attendees at the meeting.

September General Meeting

Our September general meeting was held in Lincoln at Old Chicago (Haymarket) on September 21st. A presentation on the NW 48th Street Diverging Diamond Interchange in northwest Lincoln was given jointly by Brian Johnson (NDOR) and Mike Piernicky (Olsson Associates). There were 34 attendees at the meeting.

October Joint LOCATE/NSPE Meeting (Upcoming)

A joint meeting between LOCATE and Nebraska Society of Professional Engineers (NSPE) will be held on October 11th in Omaha at the Scott Conference Center. A representative from the Henry Doorly Zoo will be giving a presentation regarding the ongoing zoo expansion and construction activities at the zoo.

Annual LOCATE Meeting (Upcoming)

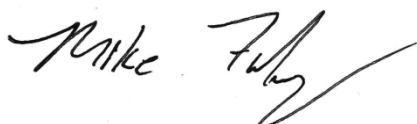
LOCATE's Annual Meeting is tentatively scheduled for December 9th. This event is typically held in Ashland, NE since it provides a central meeting location for those from Omaha/Council Bluffs and Lincoln.

LOCATE continues to support the DriveSmart program that was founded within the LOCATE Chapter. DriveSmart is an outreach program at area high schools to educate teenage drivers on safe driving and the impacts of impaired and distracted driving. DriveSmart has presented to roughly 15,000 students since inception in 2008. The DriveSmart program is led by two coordinators (one in Omaha and another in Lincoln). The Omaha DriveSmart Coordinator is Matt McLaughlin (HDR), and the Lincoln DriveSmart Coordinator is Shane King (Olsson Associates).

LOCATE will be holding elections in November for a position on the rotating Board and for our Director of Education. The individual elected to the rotating Board will be LOCATE's Treasurer for 2017 with existing Board members rotating up one level. The Director of Education will be a two-year term.

As previously mentioned, LOCATE launched a new website at the end of 2015. A PayPal account was created in combination with the new website. There has been a lot of positive feedback from our members that enjoy being able to pay for their dues online and pay for meeting lunches in advance. The Board is still working through nuances with event pages and payment of membership dues, but hopes to resolve these prior to next year.

Mike Forsberg, LOCATE President





Attachment 4

2015-2016 OTEA Update

September 27, 2016

RE: OTEA Activity Update for September MOVITE Board Meeting

Current OTEA Board Members as voted by membership are as follows:

President	Lauren Ludwig	Oklahoma DOT
Vice President	B.J. Hawkins	Traffic Engineering Consultants
ODOT Director	Jami Short	Oklahoma DOT
City/County/FHWA Director	Brian McNabb	City of Norman
Consultant Director	Esther Shaw-Smith	Lee Engineering
Contractor/Supplier Director	Len Scantling	Midstate Traffic Control
Past President	Jack Stewart	Canadian County Commissioner
Secretary/Treasurer	Angelo Lombardo	City of Norman

In May, we had a great turnout for our 2016 Annual Spring Conference with 153 members and 29 sponsors in attendance. The meeting was also the beginning of OTEA's 50th anniversary celebration. We look forward to continuing the celebration next week for the joint MOVITE/OTEA fall conference.

OTEA awards a scholarship to university students interested in the traffic and transportation engineering field. This past year we received many wonderful applicants and were happy to extend \$1,000 scholarships to three students.

OTEA also facilitates a Work Zone Training class which was held this summer and had 30 registrants.

OTEA's "Make a Difference" campaign is still going well presenting Distracted Teenage Driving workshop to local high schools. We have been brainstorming additional educational involvement this year that would reach more of our membership with ideas including getting involved in our state's Work Zone Awareness yearly campaign and Safe Routes to School Bicycle Rodeo.

This year OTEA is also celebrating our 10th year of being a chapter of MOVITE/ITE. We also have enjoyed being a part of the LAC helping with the fall meeting agenda and preparations.

Other than that, we are looking forward to this new year and planning our next conference meeting in May 3-5 in Ardmore, OK.

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Missouri Valley Section - Institute of Transportation Engineers

TO: MOVITE Board

FROM: Andy Brewer, Arkansas Director

DATE: September 27, 2016

RE: Arkansas Directors Report

The following activities have taken place in Arkansas since the April 2016 MOVITE Spring Meeting.

- Local ITE meeting and luncheon was held at Garver's North Little Rock office on June 10, 2016. Garver sponsored the lunch. There were 30 attendees. Two presentations were given, including Shawn Leight, ITE International Vice President. It was decided to move forward with forming a local chapter—a petition was signed by 18 ITE members.
- Petition (22 total signatures) and request for a local chapter covering the entire State of Arkansas was sent to MOVITE on July 22, 2016.
- University of Arkansas ITE Student Chapter was re-activated for the fall semester.
 - Six UA students attended the ITE Student Leadership Summit at Ames, Iowa, September 16-18, 2016.
 - First meeting was held on September 20, 2016. Nathan Becknell was speaker.
 - Five UA students plan to attend the Fall MOVITE Meeting next week.

Future activities include the following.

- Next local ITE meeting is scheduled for September 29, 2016 at AHTD Central Office in Little Rock. Temple is sponsoring the lunch.
- Plan for Fall 2017 MOVITE meeting in Arkansas.
- Continued coordination with the UA Student Chapter. They plan to meet every month.
- Continue to move forward with establishing local chapter.



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Attachment 8 (1 of 2)



Ozarks Chapter of the Institute of Transportation Engineers

2016 Fall MOVITE Meeting – Oklahoma City, OK MOVITE Board of Direction Report

For the Period of
April 21, 2016 to October 4, 2016

2016 Board of Direction

The officers and their positions for 2016, as voted by membership are as follows:

•	President	Tom Dancey	City of Springfield
•	Vice President	Paula Brookshire	City of Springfield
•	Secretary	Steve Prange	Crawford, Murphy & Tilly, Inc.
•	Treasurer	Jonathan Staats	CJW Transportation Consultants
•	Second Year Director	Sara Fields	Ozarks Transportation Organization
•	First Year Director	Jonathan Staats	CJW Transportation Consultants
•	Past President	Martin Gugel	City of Springfield

Membership

Current membership in OCITE is 96 members.

Financial

OCITE's balance of funds on hand 2016 year-to-date is \$2,259.16 in checking, \$4,443.65 in savings, and \$6,758.56 in the scholarship account.

Business Meetings and Technical Presentations

- **Date:** May 24, 2016
Location: Avanzare Italian Dining, Springfield, Missouri
Purpose: Business & Technical
Technical Presentation: "Kansas Expressway Extension Update" - Adam Humphrey, Assistant Administrator, Greene County Highway Department
Attendance: 35 (30 members, 5 non-members)
- **Date:** August 25, 2016
Location: Springfield-Branson National Airport, Springfield, Missouri
Purpose: Business & Technical
Technical Presentation and Tour: "SGF Airport Overview and Tour" - Brian Weiler, Director of Aviation
Attendance: 34 (26 members, 5 non-members, and 3 students)

OCITE Technical Seminar

The Chapter hosted its annual OCITE Technical Seminar on July 13 at the Lake Springfield Park Boathouse in Springfield, with 63 in attendance (including two students). The program for the day long seminar included 10 technical presentations from 13 speakers. Sponsors for the seminar included CJW, CMT, HDR, Olsson Associates, and Terracon. A Sponsor Reception was held at Big Whiskey's immediately following the seminar. The Chapter also conducted a food drive as part of the seminar and over 34 pounds of food was collected and donated to Ozarks Food Harvest.

Attachment 8 (2 of 2)

Other Educational Activities

The Chapter hosted the FHWA Older Driver and Pedestrian Design Workshop on May 18 and the FHWA Introduction to Performance-Based Practical Design Webinar on September 15. Both were held at the Transportation Management Center in Springfield.

The Chapter helped to promote the U.S. Access Board Accessible Pedestrian Signals webinar held May 5 at the City of Springfield; Doing Business with MoDOT seminar held June 6 at the Library Center, FHWA "TSMO - What Does it Mean for Planners" webinar held June 16 at the TMC, EDC Exchange for Local and Tribal Agencies "Smarter Work Zones" webinar held June 23 at the TMC, APBP "Performance Measures to Evaluate Street Design" webinar held July 20 at the City of Springfield; FHWA "Did You Know a Road Can Go on a Diet" webinar held July 28 at the TMC; Building Public and Political Support for Transit workshop on August 17; and APBP "Advancing Vision Zero" webinar held August 23 at the City of Springfield.

Student Activities

OCITE has taken an active role in getting Missouri State students involved in the organization. Students attend our business meetings at no cost. There were two students in attendance at the January meeting and three at the March meeting. Other specific student activities includes participation in the 9th Annual Engineering Back to School Event on September 1 at Missouri State University.

Student Scholarship

The board is accepting applications for the 2016 OCITE Student Scholarship through November 15. Applicants are to include the application form, resume, and letter of recommendation. All applicants will be notified of the selection by December 1 and the recipient will be presented with a \$400 check at the OCITE Annual Awards Banquet December 14.

OCITE Annual Golf Tournament

The 11th Annual OCITE Golf Tournament will be held October 14 at Island Green Golf Club in Republic, MO. There are currently nine teams (36 players) signed up and four sponsors (Anderson Engineering, CJW, CMT, and Terracon).

OCITE By-Laws and Policies

Proposed By-Law amendments have been distributed to membership and will be voted on at the October 26 business meeting. The proposed changes include provisions for adoption of the annual budget at the first business meeting of the year (as opposed to Annual Meeting in December), clarification in filling a Board vacancy, update to list of meeting dates to avoid in scheduling business meetings, and other minor grammatical edits.

In addition, the Board completed revisions to the OCITE Adopted Policies that include clarification on who prepares the Annual Report of Chapter Activities, update references to student chapters, clarification on the annual December meeting, replace references to newsletter with chapter website, and other minor grammatical edits.

Respectfully submitted,



Tom B. Dancey, P.E., PTOE
2016 OCITE President

Attachment 9



To: MOVITE Board

From: Mark Meisinger, PE, PTOE
Nebraska State Director

Date: 10.05.16

Subject: Nebraska State Director Update

MOVITE members,

Since the Spring Meeting in Wichita, I have attended several events in Nebraska and Iowa representing MOVITE.

- In May the annual LOCATE/ASCE transportation conference was held in Omaha.
- In July LOCATE hosted a lunch meeting in Council Bluffs, Iowa.
- In August the Drivesmart kickoff meeting was held in Omaha to discuss activities for the upcoming school year.
- In September LOCATE hosted a lunch meeting in Lincoln.

Upcoming events include the joint NSPE/LOCATE meeting in October and the LOCATE annual meeting in December.

I have been in contact with the UNL ITE student chapter president Sean Murphy. He is happy to report that faculty member Dr. John Sangster is the new student chapter advisor. Dr. Sangster will build upon past experience as a consultant and work with the Virginia Tech ITE student chapter to provide leadership to the UNL students.

The LOCATE Drivesmart program director has developed a budget for program materials. MOVITE State Director funds were used to fund a portion of the budget, \$250.

I look forward to working with the new Nebraska State Director in a transition of duties at the end of this year. Thank you for the opportunity to serve on the MOVITE Board.

PRESIDENT

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Missouri Valley Section - Institute of Transportation Engineers

TO: MOVITE Board

FROM: Todd Knox, Iowa Director

DATE: October 5, 2016

RE: Iowa Directors Report

ITE activities in Iowa continue to be successful. I continue to support the Iowa State Student Chapter as I assisted, as requested, them as they hosted the Midwestern ITE Student Leadership Summit. The Leadership Summit was attended by 13 Universities and over 80 students throughout the MWITE region. I will continue to coordinate and aid ICITE with branching out to other organizations to broaden ITE influence.

As the Iowa Director, my goals for 2016 were as follows:

- Increasing participation and support for the Iowa State Student Chapter. They had at least 10 students attend the MWITE meeting in Chicago, participating in the Student Design, Poster, and Jeopardy competitions. ISU also hosted the MWITE Student Leadership Summit, September 16-18, 2016. It was very well hosted and received event by students and ITE volunteer members.
- Engaging ITE members in Eastern Iowa and work with them to be more active in ITE. If there is enough interest, will encourage them to create a local chapter. I was not able to complete this, however, I will discuss this with my predecessor and hopefully this will be achieved in the near future.
- Continue involvement/support with ICITE

The 2016 State Director funds were not utilized as requested by the Board. Please let me know if you have any questions or suggestions.



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www.movite.org

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Missouri Valley Section - Institute of Transportation Engineers

Missouri Director's Report

The ITE Traffic Engineering Council is still looking to compile a running list of chapter, section, and district presentation lists, to help the organization program relevant topics for conferences and webinars. At a minimum, TEC would like each chapter/section/district to provide five trending topics that are being discussed in their areas. With this list, TEC can help the membership by providing information in newsletters and webinars, initiating TEC projects focused on those tasks, etc. This effort will be beneficial to MOVITE and its Chapters, as it will provide relevant information to programming committees as they look for presentations for conferences and lunch meetings. This compiled information will be made available to the MOVITE Chapters and various local arrangement committees on a regular basis, giving them ideas for trending presentations in our region, as well as a list of potential presenters with knowledge on the topics. I would ask that all MOVITE Chapters include me on their meeting announcements and help me gather this information which I can then provide to TEC.

The board of directors for the Missouri Chapter of the American Public Works Association has been discussing ways to coordinate with other organizations, including ITE. As a director on that board, I have been discussing ways that the Missouri chapters can partner with APWA on areas of common interest at meetings and events, especially in central and southwest Missouri. I will be working with OCITE and CMITE to discuss the possibility of holding joint meetings in the near future.



Martin Gugel, P.E., PTOE
Missouri Director



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Missouri Valley Section - Institute of Transportation Engineers

May 2, 2016

TO: MOVITE Board

FROM: Nathan Becknell, Vice President

RE: Student Awards

This memo is a summary of the 2016 student award submittals and winners. The 2016 Student Awards Committee was chaired by myself, Nathan Becknell, and consisted of Andrew Brewer, Dr. Sarah Hernandez, and Andrew Warren. The Committee was tasked with reviewing and ranking submittals for the:

- Thomas J. Seburn Student Paper Award
- Jan Kibbe Student Scholarship
- Technical Research Scholarship Grant
- 2016 Student Chapter Award

The number of submissions for each of the awards were as follows:

- Thomas J. Seburn Student Paper Award - 5 submissions
- Jan Kibbe Student Scholarship - 6 submissions
- Technical Research Scholarship Grant - 1 submissions
- Student Chapter Reports - 7 submissions

Following the Committee's review and scoring of each of the submissions, it is my pleasure to announce the following winners:

- Thomas J. Seburn Student Paper Award
 - 1st Place – Boris Claros - UMC - Certificate, \$1,500, travel expenses (\$400) - Site-specific Safety Analysis of Diverging Diamond Interchange Ramp Terminals
 - 2nd Place – Md Atiquzzaman - SIUE - \$500 - Developing Algorithms to Detect Driver Distraction Using a Driving Simulator Study
 - 3rd Place – Raha Hamzeie - ISU - \$250 - Assessing the Safety Performance of High-Speed Two-Lane Highways with Differential Speed Limits for Trucks and Buses
- Jan Kibbe Student Scholarship
 - 1st Place - Raha Hamzeie - ISU - \$2,000
- Technical Research Scholarship Grant
 - None recommended.
- 2016 Student Chapter Award
 - 1st Place – Iowa State University – Plaque, \$300
 - Additional Awards (not ranked)
 - Kansas State University - \$100
 - University of Kansas - \$100
 - Southern Illinois University Edwardsville - \$100
 - University of Missouri - Columbia - \$100
 - University of Missouri St. Louis/Washington University in St. Louis - \$100
 - University of Nebraska - Lincoln - \$100



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October 5, 2016

TO: MOVITE Board

FROM: Michael Hofener, President

RE: Membership Awards

This memo is a summary of the 2016 membership award submittals and winners. The 2016 Membership Awards Committee was chaired by myself, Michael Hofener, and consisted of Jason Haynes, Immediate Past President and Danielle Vachal, Immediate Immediate Past President. The Committee was tasked with reviewing and ranking submittals for the:

- Young Transportation Professional of the Year Award – 1 submission
- Melvin B. Meyer Transportation Professional of the Year Award – 1 submission
- Patrick T. McCoy Education Professional of the Year Award – 0 submissions
- Distinguished Member Award – 0 submissions
- John B. Pinkley Industry Member Award – 0 submissions
- Transportation Achievement Award – 6 submissions
- Best MOVITE Chapter Award – 6 submissions
- Best MOVITE Chapter Website Award – All Reviewed

Following the Committee's review and scoring of each of the submissions, it is my pleasure to announce the following winners:

- Young Transportation Professional of the Year Award
 - Tao Liao – Plaque and Executive Summary Published
- Melvin B. Meyer Transportation Professional of the Year Award
 - Shawn Leight – Plaque and Summary Article
- Transportation Achievement Award
 - Kansas City Downtown Streetcar – City of Kansas City, Downtown Streetcar Authority, HDR – Plaque and Summary Article
- Best MOVITE Chapter Award
 - OCITE – Plaque
- Best MOVITE Chapter Website
 - KCITE - Plaque

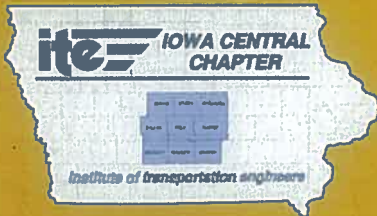


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2017 SPRING MOVITE MEETING



Coming to Des Moines, Iowa

Attachment 14

Save the Date



2017 Spring MOVITE Meeting

Des Moines, Iowa

April 19-21, 2017

Des Moines Marriott Downtown

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Missouri Valley Section - Institute of Transportation Engineers

October 5, 2016

TO: MOVITE Membership

FROM: MOVITE Executive Board

RE: MOVITE Scholarship Fund

The Board would like to challenge the membership to make a donation to the Scholarship Fund this year. A donation of any amount will help. Due to the efforts of previous Boards in the 1983 - 1985 timeframe, your donations are tax deductible. Each donation will receive a receipt that you can submit with your taxes. Additionally, we will recognize all donors at the Annual Fall Meeting.

The future of MOVITE is in the hands of our students. As an organization, we want to encourage and support the students throughout their studies ensuring they are provided an opportunity to both be involved in our industry and get a great education. In doing so we are making an investment in our future, for both the industry and the organization.

One way we make that investment is through the Scholarship Fund. We are writing this letter to increase awareness about the Scholarship Fund and to solicit additional contributions. Many of you make contributions every year, and we sincerely appreciate your commitment to our students and our future.

The Scholarship Fund was started in the mid 1980's. MOVITE was facing a tight budget in 1983 and projections were showing that at the end of the year, there would be approximately \$50 left in reserves. At the time, MOVITE had one student award that awarded cash, the "Student Paper Competition" award (later to be titled the Thomas J. Seburn Student Paper Award). The award amount was \$500. As a result of the tight budget, the Board was exploring opportunities to minimize cash outflow in order to improve the organization's financial status in the coming year. At that time it was proposed to suspend the Student Paper Competition. Mr. A. Jay Fisher who was a student, had won the 1983 Student Paper Competition and was in attendance at the board meeting. He proposed that rather than suspend the award, the membership should be solicited for voluntary contributions for the award. As a result, the Voluntary Contributions Program was initiated.

The goal of the Voluntary Contributions Program was to raise enough capital, that when invested, the \$500 student award could be supported off of the interest earned from the investment. At the time, it was determined that \$5,500 would be sufficient to accomplish this goal. This is based on an assumed 9%-10% return.

The very first contribution to the Voluntary Contributions Program was in the amount of \$100 at a meeting being held in Omaha, Nebraska and was made by Jan Kibbe. Members in attendance at the meeting were challenged to match the \$100 contribution and ultimately, \$1,600 was contributed for the fund that year.



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Attachment 15 (2 of 2)

Page 2 of 2

With that initial investment in hand, the Executive Board was determined to gain tax exempt status for the purpose of this fund. Through a lot of hard work and patience, the IRS eventually granted the Voluntary Contributions Program Fund tax exempt status in the spring of 1985, at which point it became known as the MOVITE Scholarship Fund. By the end of the year, there was a total of \$2,800 in the Scholarship Fund. Another \$2,100 was contributed to the fund in 1986, bringing the total fund to \$4,900, quickly approaching the \$5,500 goal.

The fund eventually met and exceeded the \$5,500 goal and MOVITE's student outreach/support program grew. As previously mentioned, in 1984 the only student cash award was for the Student Paper Competition in the amount of \$500. There are now 4 student cash awards, potentially totaling a cash outflow of \$8,450 (if the Technical Research Grant is awarded, as well as if all 11 student chapters submit an annual report).

At the beginning of 2016, we had nearly \$68,000 dollars in the Scholarship Fund (not including donations made in 2016) and have been averaging an approximate 8% interest rate over the last 5 years. Based on our potential award distributions, we need approximately \$106,000 in the fund to be self-sufficient. An additional \$38,000 is a significant sum of money, but is certainly attainable over time.

In an effort to accelerate the maturity of the Scholarship Fund, the Board has elected to simply reinvest the income from interest and pay for the cash awards out of MOVITE's general operating funds, during healthy financial years. This has been done for many years.

Please consider making a donation to the Scholarship Fund this year and thank you to those of you who have, your generosity is greatly appreciated!

If you are interested in donating please make your check payable to MOVITE and mail to:

Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131

Sincerely,

A handwritten signature in black ink that reads "Michael S. Hofener". The signature is fluid and cursive, with the first name "Michael" being the most prominent part.

Michael S. Hofener
2016 MOVITE President
mhofener@tecok.com