

## ***2003 MOVITE Competition Transportation Achievement Award***

An award is offered annually by MOVITE to an organization (government agency, legislative body, consulting firm, industry, and other private-sector organization) for outstanding transportation achievement in the categories of operations and facilities. The award will recognize an organization for one or more of the following: a) development of an innovative concept in transportation planning, design or operations; b) the innovative application of a proven concept in transportation planning, design or operations; c) the implementation of a “difficult” transportation program through perseverance in its development and promotion; d) a program or project having a significant effect on transportation; e) a multifaceted transportation program or project, combining many innovative and/or well-applied concepts; or f) a program or project promoting a major advance in the efficiency and/or economy of transportation.

### **Procedures for Selecting the Award Winner**

The President will appoint a review board. The winner of the Transportation Achievement award shall be determined by March 1, 2003. An award winner shall be selected from the nominations received and the award presented except in the event of receiving no nominations. Organizations of the members of the selection committee are not eligible for the award.

### **Procedures/Schedule of Submission for Award Consideration**

The nomination should include a description of the achievement (a minimum of five double-spaced typewritten pages) and supporting material, including reports, newspaper articles, photographs, etc. Total length of nomination, including supporting documentation, is not to exceed twenty pages. The manuscript should be submitted on original form plus five copies. Any member of the organization may submit nominations. However, at least one member of the organization must be a member of MOVITE. Nominations shall be submitted to the MOVITE Section President no later than February 1, 2003. If mailed, the postmark must be January 31, 2003, or earlier. The mailing address is as follows:

C. Jay Wynn  
Mathews & Associates  
1661 W. Elfindale  
Springfield, MO 65807  
(417) 869-6009

### **The Transportation Achievement Award**

The President shall, at the Fall meeting, present a suitable plaque commemorating and citing this achievement to the representative(s) of the organization. A summary article about the achievement will be printed in the MOVITE Journal following presentation of the award.

### **Questions**

Contact C. Jay Wynn, 2003 MOVITE President, during business hours at (417) 869-6009.

**INTERNATIONAL DIRECTOR:** *Earl E. Newman*  
**DISTRICT ADMINISTRATOR:** *Tom E. Campbell*

**DISTRICT 4 OFFICERS**

*Michael N. Gorman, Chair, MOVITE*  
*Dawn R. Patten, Vice Chair, Illinois*  
*Jay R. Obenberger, Secretary, Wisconsin*  
*Thomas A. Sohrweide, Treasurer, NCITE*

**DISTRICT 4 REPRESENTATIVES**

*C. Jay Wynn, MOVITE*  
*Karen M. George, Illinois*  
*Patrick E. Hawley, Wisconsin*  
*John Crawford, NCITE*



**2003 ITE District 4 Board Meeting**  
**Meeting Minutes**  
**June 22, 2003, 8:00 a.m. to 12:00 p.m.**  
**Delta Hotel, Westminister Room**  
**Winnipeg, Manitoba, Canada**

**Attendees:**

**ITE Officers**

International President	Jack Freeman
International Vice-President	Steve Hofener
International Director (District 4)	Earl Newman
District 4 Administrator	Tom Campbell

**District 4 Officers**

Chairperson	Mike Gorman (MOVITE Section)
Vice-Chairperson	Dawn Patten (Illinois Section)
Secretary	Jay Obenberger (Wisconsin Section), absent due to travel restrictions
Treasurer	Tom Sohrweide (NCITE Section)

**District 4 Representatives**

Wisconsin Section	Pat Hawley (absent)
NCITE Section	John Crawford
MOVITE Section	Jay Wynn
Illinois Section	Karen George

**Int'l Vice-Presidential Candidates**

District 6,	Tim Harpst
Florida Section	Jack Freeman

**Guests**

International Executive Director	Tom Brahms
NCITE Vice President	Bob Green
2004 International Director (D4) Candidate	Ken Voigt
2004 International Director (D4) Candidate	Chris Fornal

- I. Convene Meeting, Mike Gorman, 8:05 a.m.
  - A. Welcome
  - B. Introductions
- II. International Report
  - A. Jack Freeman, ITE International President
    - 1. Draft ITE Strategic Plan is available on web.
    - 2. Professional Development fund is for creating a series of training modules, mostly PowerPoint. Goal is to raise \$250,000 over 3 years.

- 
3. Software upgrades have been occurring at the Institute, focus is for Membership (dues, bookstore, etc).
  4. Future Meetings:
    - Annual Meeting, Seattle, August 24-27, 2003
    - Spring Conference, Irvine, March 2004
    - 2004 Annual Meeting, Orlando, FL
  5. Latin American Initiative:
    - Growth potential for professionals via Spanish publications, Fundamentals of Traffic Engineering is now available. Spanish version of web site will be available.
- B. Steve Hofener
1. Six months into 3-year term. Feel free to contact Steve with any concerns. He is a great connection for District 4 directly to the Board of Direction.
- C. Tom Brahms
1. Stressed the value of Jack Freeman's efforts for the Latin American Initiative
  2. Professional Development Modules are multi-purpose
  3. Student enrollment has declined, therefore:
    - Course offerings are reduced → grad school reductions → Labor force hasn't had transportation courses. DOT is preparing programs to attract undergrads. A professor advisor / champion is needed to make student chapters succeed.
- III. ITE International Vice Presidential Candidates
- A. Timothy Harpst
- Tim provided his flyer to the board.
- B. Don Henderson
- Don provided his flyer to the board.
- IV. International District Director Report – Earl Newman
- A. Ballots for International Vice-President are out, please vote.
  - B. International Direction vote will conclude at the business meeting. Candidates are Chris Fornal and Ken Voigt.
  - C. PTOE – almost 1000 PTOEs
  - D. ITE is focusing on member retention, especially from student to Member.
  - E. ITE can now host section web sites.
  - F. Membership as of end of February:
    1. 16,500 members
    2. 13,600 voting members
    3. 10% of ITE voting members are District 4 voting members – 1,366
  - G. New ITE Fellows:
    1. Tom Campbell
    2. Chris Fornal
    3. Total of 54 Fellows in District 4
  - H. Future International meetings within District 4:
    1. Milwaukee in 2006
    2. St. Louis in 2011

## V. District Officer Reports

## A. Chair – Mike Gorman

Brief update of current District meeting shows possible surplus, which will be split with District 7.

## B. Vice Chair – Dawn Patten

## Awards:

- a. Student Chapter Award, 7 applications, Iowa State won.
- b. Student Paper Award, 8 applications, winner from MOVITE
- c. Section Activities Award went to NCITE
- d. Web page award went to MOVITE

## C. Secretary – John Crawford for Jay Obenberger

2002 District Meeting Minutes, motion to approve by Dawn Patten, second by Earl Newman, passed unanimously.

## D. Treasurer – Tom Sohrweide

## 1. Year 2003 Budget Update

- a. Year-end report: motion to approve by Earl Newman, second by Dawn Patten, passed unanimously.
- b. The updated 2003 budget is attached to this document, and is updated based on meeting discussions.

## 2. Year 2004 Proposed Budget

The 2004 proposed budget is attached to this document, and is updated based on meeting discussions.

- a. Motion by Earl Newman to change district policies for director travel expenses to “expenses as approved by the Board”, second by Jay Wynn, passed unanimously. **Action item: Tom Campbell** to update policies.
- b. District Administrator travel costs will be \$1,000 for 2004.
- c. Add line for District 4 Officer travel expenses. \$1,000 for section/student chapter visits.
- d. Expense Line 11: MOVITE Reimbursement 3<sup>rd</sup> of 3 completed in 2002. Line removed from budget.
- e. Income Line 2: Interest, change to \$100
- f. Income Line 3: District 4 Meeting Surplus, change to \$0 for budgeting purposes.
- g. Add income line item 4: “Income from Reserves” \$2,700 to show balanced budget.
- h. Motion by Earl Newman to approve 2003 budget as amended (and attached to these minutes), second by Dawn Patten, passed unanimously.

## 3. Other treasury discussions that occurred:

- a. **Action item: Tom Campbell** to look into opening account at another bank, preferably easily accessible to Tom. Close existing account (Citibank), and move forward with new bank / account. Motion by Earl Newman, second by Dawn Patten, passed unanimously.
- b. **Action item: 2004 treasurer (Jay Wynn)**, please include to-date activities at 2004 District 4 board meeting.

- c. **Action item: Tom Sohrweide** to provide set of current checks to Tom Campbell as safeguard measure. If Tom Campbell ever writes a check, provide a copy of the check to the current treasurer.

VI. Section Reports

- A. Illinois Section – Dawn Patten (see attachments for the Illinois Section Semi-Annual Report)
  1. Financially ok
  2. Added to scholarship account
  3. Scholarship award to Georgette Hlepas
  4. Internship for summer, matching students with employers.
  5. Past Presidents Award
  6. Rural ITS seminar August 6 in Peoria, IL
  7. Golf outing in September
  8. 2004 District 4 conference will be in Chicago
  9. Discussion about out-state meeting attendance. It has been low.
- B. MOVITE Section – Jay Wynn
  1. Section is growing with two new chapters, and one new student chapters:
    - a. Ozarks Chapter
    - b. Kansas City Chapter
    - c. University of Missouri at Columbia
  2. Finances are OK, sending a student to Seattle for International Meeting
  3. Joint meeting with ITS Heartland in Springfield, MO September 24-26.
  4. MOVITE appreciates the efforts of Earl Newman and Steve Hofener.
- C. NCITE Section – John Crawford
  1. Monthly meeting synopsis was provided.
  2. Legislative activities:
    - a. Provided opinion on school zone legislation
  3. Treasury has been high (\$25,000) as a result of increased dues, PTOE and outreach. Contributions \$1,000 to Professional Development fund, and \$4,000 to University of Minnesota endowed chair for Panos Michelopolis, in honor of Matthew Huber.
  4. Fortieth anniversary year. Pins have been distributed to the membership to promote the long-standing history.
  5. Student activities have new life with a newly forming Interdisciplinary Transportation Student Organization (ITSO).
- D. Wisconsin Section – Ken Voigt and Ken Voigt for Patrick Hawley
  1. Financial situation has improved significantly.
  2. Updating 1996 strategic plan as a living document. Plan includes legislative outreach, which is a good voice for the profession.
  3. Meetings:
    - a. New social meeting
    - b. Considering breakfast meeting
  4. Reinvigorating Design Form: conference for design of our profession.
  5. New Agency Member organization: City of Milwaukee.
  6. Annual scholarship of \$1,000
  7. Spring Traffic Engineering Workshop had good attendance.

8. Missed deadline for section activities award.
9. Decreasing involvement of government agency professionals. Meetings were held at DOT offices in a successful attempt to recruit members.
10. New ITS Wisconsin organization. ITE trying to coordinate efforts to help encourage ITE membership.
11. Lunch meetings have helped increase member involvement.

VII. District Administrator Report – Tom Campbell

A. New election process

Tight timing, somewhat by design.

B. International VP, candidates consider internet video presentation?

C. History

D. District 4 Officer duties: Earl will e-mail to Board. Please review and comment to Tom Campbell.

VIII. Old Business

A. 2002 District 4 Meeting Minutes

Previously discussed and approved.

B. Fiscal Responsibilities of District Administrator

Added administrator to checking account as signatory

C. District Records

Any records older than 3 years should be shipped to Tom Campbell for storage.

D. International District Director Election Process during 2003

1. Ken Voigt reported that the process is evolving. Recent rules lessened campaign efforts due to lateness of setting rules.
2. Chris Fornal suggested allowing candidates to appear at functions as long as each candidate is present. Consider broadening campaigning to entire District, rather than staying within home section.
3. Send any thoughts to Tom Campbell for process update. Updates will be implemented in 2006.

E. District 7/District 4 Meeting Agreement

Still need to determine how to split any surplus money.

F. Approval of New ITE Student Chapter on November 20, 2002 – University of Missouri-Columbia

1. Previously discussed under MOVITE report.

IX. New Business

A. District Director Travel Costs Reimbursement

1. New Director Orientation to ITE Board of Direction – Washington, D.C.

Previously discussed under treasurer's report

B. District Administrator Travel Costs Reimbursement

Previously discussed under treasurer's report

C. District Officer Travel to Section and Chapter Meetings

Previously discussed under treasurer's report

D. Review of District 4 Voting Policies

- 
- Previously discussed under VIII D., Director Election
  - E. District Director Campaign Conduct Policy
    - Previously discussed under VIII D., Director Election
  - F. Credit Card Registration for District and Section Meetings
    - Works well for CITE. 1% processing fee, 1-time up-front fee of approximately \$80.00.
    - Action Item: MOVITE (Jay Wynn) will provide summary of credit card use findings to Board.**
  - G. District Newsletter
    - Will be developed by sections as responsible for District Meeting. Will be web site only.
  - H. Officer Handbook
    - Previously discussed.
  - I. Meeting Guide
    - 1. 1983 version is outdated
    - 2. Tom Brahms suggested including meeting history into meeting guide.
    - 3. Ken Voigt has potential people that could update the guide.
  - J. Donations to ITE Educational Foundation
    - Previously discussed.
  - K. 40<sup>th</sup> Anniversary Recognition for NCITE
    - Steve Hofener recognized NCITE's 40<sup>th</sup> Anniversary
  - L. New Chapters in MOVITE Section
    - 1. Charter presented to TEAM (St Louis) September 2002
    - 2. Charter approved for OCITE (SW Missouri) February 2003
    - 3. Charter approved for KCITE (Kansas City) September 2003
  - X. Future Meetings
    - A. August 24-27, 2003 – International ITE Annual Meeting – Seattle, WA
    - B. March 28-31, 2004 - International ITE Mid Year Conference – Irvine, CA
    - C. 2004 – ITE District 4 Annual Meeting – Chicago, IL.
      - 1. Try not to conflict with other District meetings for International VP candidate visits.
      - 2. Local Arrangements – Illinois Section
      - 3. Budget yet to be determined.
    - D. August 1-4, 2004 – International ITE Annual Meeting – Orlando, FL
    - E. 2005 – ITE District 4 Annual Meeting – Wisconsin Section
    - F. August 7-10, 2005 – International ITE Annual Meeting – Melbourne, Australia
    - B. 2006 – ITE District 4 Annual Meeting – NCITE Section
    - C. August 6-9, 2006 – International ITE Annual Meeting – Milwaukee, WI
    - D. August 7-10, 2011 – International ITE Annual Meeting – St. Louis, MO
  - XI. Other Business - None
  - XII. Motion to adjourn by Jay Wynn, second by Mike Gorman. Approved unanimously.

**2003 INSTITUTE OF TRANSPORTATION ENGINEERS DISTRICT 4 BOARD**

**INTERNATIONAL DIRECTOR:** *Earl E. Newman*  
**DISTRICT ADMINISTRATOR:** *Tom E. Campbell*

**DISTRICT 4 OFFICERS**

*Michael N. Gorman, Chair, MOVITE*  
*Dawn R. Patten, Vice Chair, Illinois*  
*Jay R. Obenberger, Secretary, Wisconsin*  
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**DISTRICT 4 REPRESENTATIVES**

*C. Jay Wynn, MOVITE*  
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*John Crawford, NCITE*



**2003 ITE District 4 Board Meeting**

**June 22, 2003, 8:00 a.m. to 12:00 p.m.**

**Delta Hotel, Westminister Room**

**Winnipeg, Manitoba, Canada**

- I. Convene Meeting
  - A. Welcome
  - B. Introductions
- II. International Report
  - A. Jack Freeman, ITE International President
  - B. Steve Hofener, ITE Vice President
- III. ITE International Vice Presidential Candidates
  - A. Timothy Harpst
  - B. Don Henderson
- IV. International District Director Report – Earl Newman
- V. District Officer Reports
  - A. Chair – Mike Gorman
  - B. Vice Chair – Dawn Patten
    1. Awards
  - C. Secretary – John Crawford for Jay Obenberger
  - D. Treasurer – Thomas Sohrweide
    1. Year 2003 Budget Update
    2. Year 2004 Proposed Budget
- VI. Section Reports
  - A. Illinois Section – Dawn Patten
  - B. MOVITE Section – Jay Wynn
  - C. NCITE Section – John Crawford
  - D. Wisconsin Section – Chris Fornal or Ken Voight for Patrick Hawley
- VII. District Administrator Report – Tom Campbell

- VIII. Old Business
  - A. 2002 District 4 Meeting Minutes
  - B. Fiscal Responsibilities of District Administrator
  - C. District Records
  - D. International District Director Election Process during 2003 – Wisconsin Section
  - E. District 7/District 4 Meeting Agreement
  - F. Approval of New ITE Student Chapter on November 20, 2002 – University of Missouri-Columbia
- IX. New Business
  - A. District Director Travel Costs Reimbursement
    - 1. New Director Orientation to ITE Board of Direction – Washington, D.C.
  - B. District Administrator Travel Costs Reimbursement
  - C. District Officer Travel to Section and Chapter Meetings
  - D. Review of District 4 Voting Policies
  - E. District Director Campaign Conduct Policy
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  - G. District Newsletter
  - H. Officer Handbook
  - I. Meeting Guide
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    - 1. Local Arrangements – Illinois Section
    - 2. Budget
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  - E. 2005 – ITE District 4 Annual Meeting – Wisconsin Section
  - F. August 7-10, 2005 – International ITE Annual Meeting – Melbourne, Australia
  - G. 2006 – ITE District 4 Annual Meeting – NCITE Section
  - H. August 6-9, 2006 – International ITE Annual Meeting – Milwaukee, WI
  - I. August 7-10, 2011 – International ITE Annual Meeting – St. Louis, MO
- XI. Other Business
- XII. Adjourn

## ITE District 4 2004 Budget

	2002 Actual	2002 Budget	2003 Budget	2003 YTD	2004 Budget
<b>INCOME</b>					
1 Dues	\$ 12,393.80	\$ 12,800.00	\$ 13,000.00	\$ 8,903.00	\$ 12,500.00
2 Interest	\$ 172.99	\$ 200.00	\$ 200.00	\$ 63.36	\$ 100.00
3 District IV Meeting Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
4 Income from Reserves	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
<b>TOTAL INCOME</b>	<b>\$ 12,566.79</b>	<b>\$ 13,000.00</b>	<b>\$ 13,200.00</b>	<b>\$ 8,966.36</b>	<b>\$ 15,300.00</b>
<b>EXPENSES</b>					
1 District Administrator	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
2 District Administrator Travel	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
3 District Director Travel	\$ -	\$ -	\$ 5,000.00	\$ 1,148.81	\$ 5,000.00
4 District Director-Elect Travel	\$ 5,227.96	\$ 4,600.00	\$ 1,500.00	\$ -	\$ 500.00
5 District Meeting Contribution	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
6 District Officer Travel	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
7 ITE Educational Foundation Fund	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
8 ITE Nominating Committee Rep. Travel	\$ 1,474.00	\$ 2,600.00	\$ 1,025.00	\$ -	\$ 1,000.00
9 ITE V-P Campaign	\$ -	\$ -	\$ -	\$ -	\$ -
10 Mailing	\$ 8.00	\$ 1,000.00	\$ 1,025.00	\$ 13.10	\$ 1,000.00
11 Miscellaneous	\$ 746.00	\$ 400.00	\$ 425.00	\$ 27.64	\$ 600.00
12 Student Chapter Award	\$ 500.00	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
13 Student Paper Award	\$ 500.00	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
14 Surplus Distribution	\$ 1,110.83	\$ 500.00	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 12,566.79</b>	<b>\$ 13,300.00</b>	<b>\$ 15,175.00</b>	<b>\$ 1,189.55</b>	<b>\$ 15,300.00</b>

Submitted By:

Thomas A. Sohrweide  
2003 District 4 Treasurer

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Date

**Institute of Transportation Engineers**

**Section Annual Report**

**For the 2003 for the**

**Illinois Section of the *Institute of Transportation Engineers***

<http://www.ilite.org>

**Officers:**

**Current Officers and Committee Chairs:**

**Officers**

President	Karen George	(312) 930-5100	karen.george@parsons.com
Vice President	Jeff Young	(630) 773-3900	jyoung@CivitechInc.com
Secretary	Todd Fagen	(773) 506-8498	tfagen@landstrategiesinc.com
Treasurer	Maynard Abuan	(630) 773-3900	mabuan@civitechinc.com

**Activities Group**

Director	John Ellis	(630)773-3900	jellis@trafficonline.com
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**Committees :**

House &	Joel Christell	(630) 773-3900	jchristell@civitechinc.com
Special Events	Joe Emry	(630) 773-3900	jemry@civitechinc.com
	Kim Kolody	(773) 693-3800	kkolody@ch2m.com
Program	Matt Letourneau	(312) 424-5424	mletourneau@ekmail.com
	Kevin Bischel	(312) 321-6101	kevin.bischel@dmjmharris.com
Awards	John Sauter	(847) 362-3950	jsauter@co.lake.il.us

**Technical Group**

Director	Brian Scifers	(630) 795-7304	bscifers@patrickengineering.com
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**Committees:**

Seminars	Michael Garrow	(312) 726-9445	
Transportation Planning	Peter Reinhofer	(312) 930-5175	peter.reinhofer@parsons.com
ITS	Mousa Abbasi	(312) 930-9119	mabbaasi@hntb.com
Traffic Safety	Joe Fazio	(773) 282-2192	fazio@iit.edu
Roundabouts	Dorin Fera	(630) 434-5460	dfera@vil.downers-grove.il.us

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**Student Affairs Group**

Director Dennis Dal Santo (847) 228-4287 dalsantodg@nt.dot.state.il.us

**Committees:**

Scholarship	Michael Zorn	(312) 372-3011	mzorn@hwlochner.com
	David Angelakis	(630) 213-1000	dwa@metrotransportation.com
Student Internship	Craig Moore	(312) 930-5224	craig.moore@parsons.com
Student Activities	Sagar Sonar	(847) 605-9600	srsonar@transystems.com

**Public Affairs Group**

Director Ron Rude (630) 213-1000 rgr@metrotransportation.com

**Committees:**

Public Relations	Mark Rinnan	(312) 424-5419	mrinnan@ekmail.com
Legislative Affairs	Dan Loftus	(312) 630-8200	loftus@chicago.louisberger.com
Conference Coordination	C. Kropidlowski	(312) 744-4866	ckropidlow@aol.com

**Operations Group**

Director Peter Lemmon (312) 853-0820 pcl@metrotransportation.com

**Committees:**

Records & Mailing	Dan Plottner	(773) 506-8498	dplottner@landstrategiesinc.com
Ambassador	Tom Hein	(847) 255-8500	tmhein@ace-plc.com
Advertising	Jeff Pisha	(312) 726-5910	jpisha@civiltechinc.com
Web Site	YoungJae Ju	(312) 930-9119	yju@hntb.com
ITEMS	Mark De La Vergne	(630) 213-1000	mv@metrotransportation.com

**Membership:**

<u>Number</u>	<u>Membership Grade</u>	<u>Section Annual Dues Rate</u>
1	Honorary	\$ 20
14	Fellow	\$ 20
17	Fellow Life	
181	Member	\$ 20
16	Member Life	
127	Associate	\$ 20
8	Institute Affiliate	\$ 20
46	Student Member	\$ 10

**Sections Affiliates [List Each Type]**

128	Section Affiliation	\$ 20
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538	Total	
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**Financial:** Reporting Period – January 1, 2003 to March 31, 2003

Identification Number: 03-3237057

	Checking Account	CD Account	National Scholarship Account	Total
Balance of Funds at Beginning	\$10,995.02	\$2,860.66	\$11,612.48	\$25,468.16
Income for the Reporting Period	10,305.12	-	2,005*	12,310.12
Expenditures for the Reporting Period	8,845.66	-	-	8,845.66
Net Income YTD	1,459.46	-	2,005	3,464.46
Balance of Funds	\$12,454.48	\$2,860.66	\$13,617.48	\$28,932.62

\*Income for Scholarship Account from donations and auction at the Annual Banquet

For a more detailed breakdown of above Income/Expenditures, please see the Treasurer's Report that follows.

There was no change in the Section By-Laws during this reporting period.

**Technical Activities:**

List Projects underway by title and, if available, provide expected date of completion:

**Seminars:** This committee assists in the development of technical seminars throughout the Section. Seminar is planned for November 20, 2003.

**Transportation Planning:** This committee investigates to issues relating to transportation planning at both a regional and a local level.

**ITS:** This committee supports development of Intelligent Transportation Systems involving Section members, disseminates information, and represents the Illinois Section to ITS Midwest.

**Traffic Safety:** This committee analyzes comprehensive accident records of the City of Chicago using student manpower and resources.

**Roundabouts:** This committee keeps Section members informed of developments related to roundabouts, traffic circles and traffic calming measures.

**List Projects by title which were completed during this reporting period:**  
None during reporting period.

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**Legislative Activities during this reporting period:**

The Section has a Public Affairs Group with three Committees (Public Relations; Legislative Affairs; Conference Coordination).

**Meetings held during this reporting period:**

Date: Jan. 24<sup>th</sup> Location: Wellington-Arlington Heights, Illinois  
Purpose: Annual Dinner Banquet -Installation of Officers Attendance: 68

Date: Feb. 21<sup>st</sup> Location: Downtown Chicago  
Purpose: Engineers Week Joint Meet Luncheon Attendance: 500

Date: Mar. 20<sup>th</sup> Location: Maggiano's - Downtown Chicago  
Purpose: Monthly Meeting Luncheon Attendance: 31

Planned:

April 24 <sup>th</sup>	Maggiano's Luncheon (Chicago)
May 22 <sup>nd</sup>	Maggiano's Luncheon (Chicago)
June 12 <sup>th</sup>	Maggiano's Luncheon (Oakbrook)
September 11 <sup>th</sup>	Maggiano's Luncheon (Chicago)
September 25 <sup>th</sup>	Golf Outing - Bloomingdale Golf Club
October 9 <sup>th</sup>	Maggiano's Luncheon (Chicago)
October TBA	University of Illinois at Champaign-Urbana Traffic and Safety Conference
November 20 <sup>th</sup>	Section Technical Seminar
December 18 <sup>th</sup>	Maggiano's Luncheon (Chicago)

**Student Chapter Activities during this reporting period:**

In January, a \$2,000 scholarship was awarded to Ms. Georgette Hlepas as this year's recipient of the Section's scholarship.

The Illinois Section has a \$1,000 program for student paper awards. The scholarship fundraising activities have been very successful. Most noteworthy is an auction conducted at the Annual Banquet where the Section raised over \$2,000 from members purchasing auction items and from private donations. The Section's Scholarship account at National is close to \$10,000.

The student Internship committee solicited information from Illinois Section members' employees regarding summer internship positions. A list of available positions was compiled and distributed to student chapters and posted on the Section's Website.

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**Awards Presented during this reporting period:**

**Past President's Award - Plaque**

Recipient's Name: Bob Seyfried

Purpose of Award: Recognition for Outstanding Service to the Section and/or to the Profession.

**Student Scholarship - \$2,000**

Recipient's Name: Ms. Georgette Hlepas

Purpose of Award: Recognizes outstanding junior or senior in transportation engineering.

**Student Paper - \$1,000**

Recipient's Name: Not awarded as of date.

Purpose of Award: Technical and professional papers prepared by Students in ITE Student Chapters.

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INCOME	Budget
<u>Dues</u>	
Affiliate Dues	\$1,000.00
Dues from National/District	\$5,706.00
District IV Dues Remittance (Annual Meeting)	\$376.35
Dues SUBTOTAL	<b>\$7,082.35</b>
<u>Advertisement</u>	
Directory Ads	\$500.00
ITEMS Ads (Employment, Business, etc..)	\$875.00
Advertisement SUBTOTAL	<b>\$1,375.00</b>
<u>Activities</u>	
Golf Outing	\$2,500.00
Basketball Outing	\$200.00
Activities SUBTOTAL	<b>\$2,700.00</b>
<u>Meetings &amp; Seminars</u>	
Annual Banquet	\$1,950.00
Lunch Meetings	\$6,948.65
Seminar	\$0.00
Meetings & Seminars SUBTOTAL	<b>\$8,898.65</b>
<u>Scholarship</u>	
Scholarship Donations	\$2,000.00
Transfer from National	\$2,000.00
Scholarship SUBTOTAL	<b>\$4,000.00</b>
<u>Banking</u>	
Interest from CD	\$63.60
Transfer from CD/Savings	\$0.00
Banking SUBTOTAL	<b>\$63.60</b>
<b>2003 TOTAL INCOME</b>	<b>\$24,119.60</b>

EXPENSES	Budget
<u>Activities Group</u>	
Plaques	\$400.67
Golf	\$2,100.00
Door Prizes	\$218.50
Name Tags	\$10.66
Annual Banquet	\$2,398.65
Lunch Meetings	\$6,150.00
Deposits	\$300.00
Speakers/New Members	\$350.00
B-Ball Tournament	\$150.00
Summer Outing	\$350.00
Activity SUBTOTAL	<b>\$12,428.48</b>
<u>Dues</u>	
Illinois Engineers Council	\$150.00
National E Week	\$300.00
Dues SUBTOTAL	<b>\$450.00</b>
<u>Operations Group</u>	
ITEMS	\$2,500.00
Records/Mail	\$50.00
Year Book Directory (Disks)	\$200.00
WEB Page	\$600.00
Insurance	\$900.00
Honorarium	\$100.00
Operations Group SUBTOTAL	<b>\$4,350.00</b>
<u>Postage Supply</u>	
Officers Election	\$225.00
Postage SUBTOTAL	<b>\$225.00</b>
<u>Public Affairs</u>	
Misc.	\$0.00
Public Affairs SUBTOTAL	<b>\$0.00</b>
<u>Student Affairs</u>	
Scholarship	\$2,000.00
To National for Scholarship	\$2,150.00
Student Activity	\$256.12
E-Week Future Cities Award	\$300.00
Student Intern	\$0.00
Student Paper	\$1,000.00
Student Affairs SUBTOTAL	<b>\$5,706.12</b>
<u>Technical Group</u>	
Committees/Seminar	\$400.00
Technical Group SUBTOTAL	<b>\$400.00</b>
<u>Banking</u>	
Checking Account Fees	\$60.00
To CD/Savings	\$2,500.00
Banking SUBTOTAL	<b>\$2,560.00</b>
<b>2003 TOTAL EXPENSES</b>	<b>\$26,119.60</b>

Note: \$2,000 deficit for Year 2003 is caused by a transfer of \$2,500 to the CD account.

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2003 ITE Receipts and Disbursements - YEAR TO DATE						
RECEIPTS	Jan	Feb	March	Total		
<b>DUES</b>						
Affiliate Dues	\$	20.00		\$		20.00
from National/District				\$		
Section Dues			\$	20.00	\$	20.00
from National/District			\$	3,730.00	\$	3,730.00
<b>DIRECTORY ADS</b>						
Misc.				\$		-
<b>INTEREST</b>						
CD Account	\$	55.12		\$		55.12
Check Account				\$		-
<b>BASKETBALL OUTING</b>						
Misc.				\$		-
<b>GOLF OUTING</b>						
Misc.				\$		-
<b>ITEMS ADS</b>						
Employment				\$		-
Business Cards			\$	175.00	\$	175.00
Mail list				\$		-
<b>MISCELLANEOUS</b>						
District IV Conference				\$		-
PTOE				\$		-
Transfer from National for Scholarship			\$	2,000.00	\$	2,000.00
<b>SCHOLARSHIP DONATION</b>						
Auction and Contributions	\$	1,575.00	\$	180.00	\$	1,755.00
<b>SECTION MEETING</b>						
International Meeting				\$		-
Annual Meet	\$	1,680.00		\$		1,680.00
Monthly Luncheon/Dinner Meet			\$	870.00	\$	870.00
				\$		-
<b>Total RECEIPTS</b>	<b>\$</b>	<b>3,330.12</b>	<b>\$</b>	<b>6,975.00</b>	<b>\$</b>	<b>10,305.12</b>
<b>DISBURSEMENTS</b>						
	Jan	Feb	March	Total		
<b>ACTIVITIES GROUP</b>						
Luncheon/Dinner Meet	\$	2,398.65	\$	744.18	\$	3,142.83
Annual Meet-Plaques		\$	400.67	\$		400.67
Annual Bqt. Door Prizes		\$	218.50	\$		218.50
Maggranos dep		\$	300.00	\$		300.00
Wellington Deposit				\$		-
Basketball				\$		-
Golf				\$		-
Honorarium				\$		-
District IV				\$		-
Misc - Supplies		\$	38.66	\$		38.66
<b>CHECKING ACCOUNT</b>						
Maintenance Fees	\$	5.00	\$	5.00	\$	15.00
<b>DUES</b>						
E-Week	\$	300.00		\$		300.00
Illinois Engineers Council for 2003			\$	125.00	\$	125.00
Future Cities	\$	300.00		\$		300.00
ITE Millennium Cabinet/Plaque				\$		-
<b>OPERATIONS GROUP</b>						
ITEMS-Metro / PIP Printing				\$		-
Yearbook				\$		-
Web hosting				\$		-
<b>POSTAGE SUPPLY</b>						
Dues notice				\$		-
Ballots				\$		-
<b>PUBLIC AFFAIRS</b>						
Misc				\$		-
<b>STUDENT AFFAIRS</b>						
Scholarship	\$	2,000.00		\$		2,000.00
Student Dinner				\$		-
Paper Awards				\$		-
Scholarship sent to National	\$	250.00	\$	1,755.00	\$	2,005.00
<b>TECHNICAL GROUP</b>						
Misc				\$		-
<b>INTERNATIONAL MEETING</b>						
Misc				\$		-
<b>FINANCIAL EXPENSES</b>						
Misc				\$		-
<b>INSURANCE</b>						
Misc				\$		-
<b>Total DISBURSEMENTS</b>	<b>\$</b>	<b>5,253.65</b>	<b>\$</b>	<b>962.83</b>	<b>\$</b>	<b>8,845.66</b>
<b>Receipts Less Disbursements</b>	<b>\$</b>	<b>(1,923.53)</b>	<b>\$</b>	<b>(962.83)</b>	<b>\$</b>	<b>1,459.46</b>

## Timothy P. Harpst, P.E., PTOE (F)

Transportation Director  
Salt Lake City, Utah USA

### Education

B.S.C.E., Penn-State University, 1973  
M.S.C.E., Virginia Tech, 1975

### Professional Experience

Tim has enjoyed a broad transportation and traffic engineering career having served with the U.S. Army Corps of Engineers, working for the Pennsylvania Department of Transportation and the city of Salt Lake City, consulting on numerous projects, teaching as a University of Utah adjunct professor and being active at all levels of ITE.

Tim worked three years as a traffic engineer for PennDOT identifying and correcting traffic safety and capacity problems. In 1979, Tim joined the Salt Lake City Transportation Division where he led work groups in planning, design, traffic engineering, street lighting, parking enforcement, and signing, marking, parking meter and traffic signal operation and maintenance. He was named City Transportation Director in 1987.

Tim has used his leadership, consensus-building and management skills to help lead the transformation of Salt Lake City into a multi-modal, international Olympic city. Tim has managed Salt Lake City's transportation interests, in conjunction with partners Utah DOT and Utah Transit Authority, on many major projects including the planning, design and implementation of a highly successful light rail line, a new Advanced Traffic Management System and the design/build reconstruction of Interstate 15.

A highlight of Tim's career was the six-year effort overseeing Salt Lake City's responsibilities for the development and operation of the award-winning 2002 Winter Olympic Transportation System. The planning and operation efforts introduced Tim to many ITE colleagues worldwide and provided unique insight to the needs of our profession.

### Related Activities

- Adjunct Professor of Civil Engineering, University of Utah, 1988-1993
- Utah Engineers Council Board of Directors, 1986-1990, (Chair, 1988) representing 16 professional engineering societies and 6,000 professional engineers
- Salt Lake City Credit Union Board of Directors, 1990-Present, (Chair 1998-2000)

### Personal Life

Tim hails originally from Erie, Pennsylvania and his ITE-supportive wife, Stephanie, is from Minneapolis, Minnesota. They have lived in Salt Lake City, Utah for more than twenty years. Stephanie is Vice President for Community Relations at Wells Fargo Bank. Together, Stephanie and Tim enjoy nurturing the community by volunteering their time in service to many charitable and arts organizations. During their free time, they enjoy golfing, skiing, bicycling and world travel.

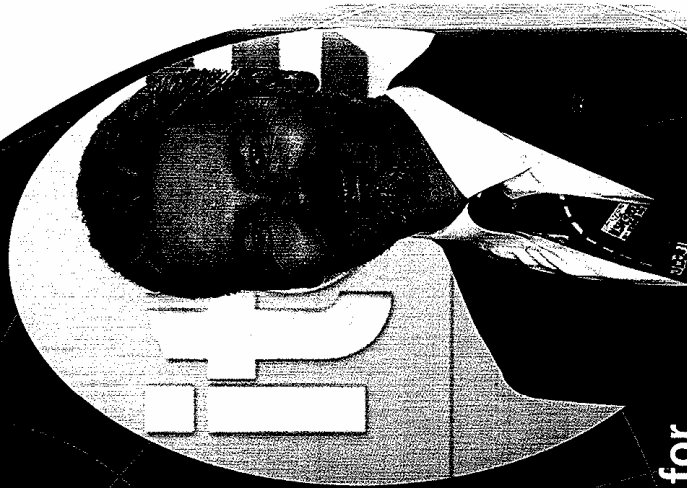


**Elect**  
**Tim Harpst**  
**P.E., PTOE (F)**  
**Vice President 2004**

### Suggestions & Comments

**Mail:** Tim Harpst  
Salt Lake City Transportation Division  
349 South 200 East, Suite 450  
Salt Lake City, UT 84111 USA  
**Phone:** 801 535-6630  
**Fax:** 801 535-6019  
**Email:** tim.harpst@ci.sl.ut.us  
**Web Site:** <http://home.earthlink.net/~vote4tim/>

# Elect **TIM** **HARPST** **P.E., PTOE**



**for**  
**International**  
**Vice President**

## Service to ite

Tim has actively volunteered for ITE throughout his 27-year career, including 14 years in elected leadership.

### Elected Offices

- International Board of Direction, 1999-2001
- District 6 Board, 1994-1997 (President, 1996)
- Intermountain Section Board, 1987-1990 (President, 1990)
- Utah Chapter Board, 1981-1983 (President, 1983)

### Committees

#### International

- Transportation Security & Evacuation Committee, 2001-Present
- Elections Task Force, 2001-2002
- Budget Committee, 2000-2001
- Transportation Achievement Awards Committee, 1999-2000
- Membership Issues Outside the U.S., 1999
- Annual Meeting Site Selection Committee, 1999
- Constitutional Amendments Committee, 1998
- Program Speaker Resource Committee, 1998
- Nominations Committee, 1997 and 2001
- Safety Coordinating Committee, 1991

#### District/Section/Chapter

- District 6 Annual Meeting Local Arrangements Committee, 1997
- District 6 Advisory Committee, 1997-1999, 2001-Present
- Authored Intermountain Section Student Scholarship Program

#### Specialty Councils

- Public Agency Council Executive Committee, 2001-Present
- Traffic Engineering Council

#### Publications and Presentations

- By Western ITE, Public Agency Council, TRB
- At numerous ITE Annual Meetings, conferences and civic organizations

## Goals for ite

Since its beginning in 1930, ITE has worked to become the **Organization of Choice** for transportation professionals. ITE exists to serve our membership. My goals support these tenets.

### Member Services

To provide the fullest range of member services at an affordable price, I will work to **control costs** of annual meetings and ensure efficient use of ITE resources in the development and offering of the **products** and **services** our members rely upon. I wish to **enhance the affinity program** offerings to members and further develop the **ITE website** as our communication medium.

### Workforce Development

To perform our best my priorities will include providing **additional continuing education opportunities** such as more e-learning courses, ITE-sponsored traveling seminars and use of teleconferencing. I will also promote **mentoring programs** for the benefit of our younger members.

To insure a continuing, professional workforce, we must **support and expand our student chapters**. It is vital for students to participate in ITE annual meetings to ratify their career choice and be active ITE members.

### Public Relations

To further the understanding by the public and elected leaders of the importance of our profession in providing safe and reliable transportation, I will support development of **public relations tools** such as the Traffic Calming video. How Traffic Signals Work and Promoting Pedestrian Safety have been identified as the next highest priority needs by member focus groups. ITE must take a **strong position on Reauthorization** and establish an **in-house quick response capability** to respond quickly to current events.

### Growth and Diversity

ITE must **grow internationally**. I support more multi-national presentations at annual meetings and **expanded publication of worldwide best practices**.

## Reasons to Elect Tim

- 14 years elected leader at all four levels of ITE
- 23 years experience as a City Traffic Engineer
- 3 years experience as a State D.O.T. traffic engineer
- 5 years experience as an educator
- International perspective and experience
- Consensus builder and innovator
- Strong management and budgeting experience
- Committed to ITE

*"My deep respect for our profession and the Institute has instilled in me a career-long passion to serve ITE. I consider this opportunity to serve our membership to be a true honor. If elected, I pledge my full attention to the continued success and betterment of ITE. I appreciate your support in this election."*

- Tim Harpst

### Awards

- **2002 Transportation Achievement Award for Operations** in recognition of the successful planning and operation of the 2002 Winter Olympics regional transportation system
- **James L. Plank Distinguished Member Award**, 1999, the Intermountain Section's highest honor recognizing outstanding continuing service to the Intermountain Section, District 6 and International ITE
- **Intermountain Section Best Technical Presentation Award**, 1986 and 1991
- **Outstanding Educator**, University of Utah, 1989, 1991, 1992

## Elect

**TIM HARPST, PE., PTOE (F)**

for **ITE**

Intermountain Vice President

**DONALD M. HENDERSON, P. Eng., PTOE (F)**  
 Senior Transportation Engineer  
 Bunt & Associates Engineering Ltd.  
 Vancouver, British Columbia, Canada

#### EDUCATION

Bachelor of Science (Civil Engineering) University of Manitoba, 1967  
 Master of Science in Civil Engineering (Traffic and Transportation) Texas A & M University, 1971

#### PROFESSIONAL EXPERIENCE

Don is a registered Professional Engineer in the Province of British Columbia and has lectured at the University of British Columbia and the British Columbia Institute of Technology.

Don is a transportation engineer with both public and private sector experience. He started his career in Winnipeg (1967) with the Metropolitan Winnipeg Streets and Traffic Department where he was involved in a broad range of activities including transportation planning, traffic operations, street design and construction, and structures.

In 1970, Don returned to university to obtain his Master of Science Degree from Texas A&M University. While studying for his post-graduate degree he also worked for Texas Transportation Institute, specifically on studies in Houston and Dallas.

After completion of his Masters Program in 1971, Don started work with Wilbur Smith and Associates in the Houston office where he completed assignments in Dallas, St Louis, Cleveland and Louisiana.

In 1972, Don started work for the Regional Municipality of Ottawa Carleton as the Traffic Studies Engineer and was promoted to the position of Chief Traffic Operations Engineer. In this position he was responsible for managing the Regional Street System.

Don became the Traffic Management Engineer for the City of Vancouver in 1977, with the responsibility of managing the Street System. In this position he was project manager for the first computer based signal system in the Province of British Columbia. In 1991, Don became the Senior Transportation Engineer, which included responsibility for several major downtown development projects and safety improvement initiatives on major bridges.

In 2000, Don became the Senior Transportation Engineer with Bunt & Associates Engineering Ltd., located in Vancouver, British Columbia.

#### PERSONAL LIFE

Don lives in Richmond, British Columbia, with his wife Ruth and son Sean. Ruth works for the Richmond School District and Sean is working in the security field. Their daughter, Kim is living in Vernon, British Columbia.

Ruth and Don play in a social curling league where both have served on the executive committee of the league. Don has also organized an annual golf tournament for a group of engineers for several years and is actively involved with Tourism Vancouver as a volunteer.

Don enjoys golfing, curling, gardening, photography and hiking.

#### SUGGESTIONS OR COMMENTS

If you have questions, suggestions, or comments, I would like to receive and discuss them with you. Please contact me at the following:

Email: [dhendrsn@bunteng.com](mailto:dhendrsn@bunteng.com)

Phone: 604 685-6427

Fax: 604 685-6579

Mail: Suite 800 1199 West Pender Street

Vancouver, BC, V6E 2R1, Canada

Web Site: [www.bunteng.com/donhenderson.html](http://www.bunteng.com/donhenderson.html)

## ITE ACTIVITIES

Don has been a member of ITE for over 30 years. He has held elected ITE offices for most of the past 20 years. His ITE experience includes :

### ELECTED OFFICES

- International Board of Direction
- Canadian District President
- Canadian District Past President
- Canadian District Vice President
- Canadian District Secretary/Treasurer
- Greater Vancouver Section President

### COMMITTEES

- Annual Meeting Committee
- Budget Committee
- Awards Committee
- Resolutions Committee
- Constitutional Amendments Committee

### SPECIALTY COUNCILS

- Traffic Engineering
- Transportation Demand Management
- Trip Generation

### TECHNICAL

- Presented and published papers for ITE events
- Moderator at ITE conferences
- Chaired the rewrite of the MUTCD for Canada
- Served on committees that prepared guidelines for Geometric Design, Traffic Calming, Pedestrian Standards, Temporary Traffic Control, Provincial Guide Signs
- Guest lecturer at the University of British Columbia
- Chairman of the National Committee on Uniform Traffic Control for Canada

### AWARDS

- Transportation Association of Canada Award for chairing National Committee on Uniform Traffic Control for Canada
- Transportation Association of Canada Award for preparation of the MUTCD for Canada

### ANNUAL MEETINGS

- Committee member for 1988 ITE Annual Meeting in Vancouver where a new attendance record was established
- Prepared Vancouver's successful bid to host the ITE Annual Meeting in 2010

## LEADERSHIP PRIORITIES

ITE is the leading professional association in transportation. This respected position was achieved by addressing members' needs. This status is retained by continually refining the services to meet the changing needs of its members.

Membership is currently at the 15,000 level, representing a broad range of technical specialties. The International Board of Direction, led by the Executive Committee that includes the Vice President, President and Past President, establishes policy to guide the Institute.

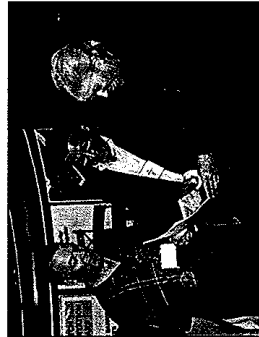
The purpose of the Institute is to provide resources that permit the transportation professionals to meet society's need for mobility and to provide for the professional development of the members. Don's objectives and priorities as Vice President are to:

- Manage the costs of dues and the Annual Meeting
- Increase the level of participation within the international membership
- Ensure the ITE Strategic Plan is implemented
- Increase the level of electronic communication for members
- Increase the number of agency memberships through increased awareness of the program
- Increase the level of participation in technical councils
- Increase membership, especially to increase the number of student members

The Vice President chairs the Institute's Budget Committee. Don's three years on the Board of Directors and work with the Budget Committee have prepared him for this responsibility. He is committed to controlling costs of annual dues and the annual meeting while seeking new sources of revenue to assist in increasing member services.

## WHY ELECT DON

- Provides an International focus
- Long-standing commitment to service to the leading professional transportation association
- International Board of Direction for 3 years
- Public sector experience for over 25 years
- Private sector experience in Canada and the United States
- An elected leader over the past 20 years
- ITE Member for over 30 years



Don and Ruth at an ITE meeting

# ELECT

## For

## 2004 ITE International Vice President

## president's message



**JOHN R. FREEMAN JR., P.E., PTOE (F)**  
INTERNATIONAL PRESIDENT OF ITE

### ITE NEEDS YOUR HELP!

As I visit various district and section meetings, I frequently hear praise of ITE's technical programs. The Coordinating Council is one of the primary contributors to ITE's technical accomplishments. In late March 2003, the Coordinating Council and the International Board of Direction conducted brainstorming sessions toward the implementation of our strategic plan and the identification of our 2004 emphasis areas. The ideas and areas suggested for providing technical documentation and training for our membership included:

- Signal timing
- Intersection safety
- Accessibility
- Context sensitive design
- Transportation for all modes and all users

I think you will agree that each of these areas is not only relevant but extremely important to transportation professionals. ITE's ultimate goal is to develop affordable and accessible training programs for our members. Training materials must be developed for use at chapter, section, or district meetings and for use by employers in these and other subject areas.

Here is where ITE can use your help—resources to implement the program. The International Board of Direction has approved a new Professional Development Program Fund to meet our growing need for timely, effective and affordable professional development courses. During the March 2003 board meeting, a fund goal was set—\$250,000 by 2005—for ITE's 75th anniversary.

Please consider making an individual contribution toward this very important ITE program. If you are in a district, section, or chapter leadership position, please consider making a contribution from your organization's funds. I recently attended the District 10 board meeting and provided details of this opportunity to contribute to ITE. The District 10 board immediately approved a \$1,000 contribution to the fund. We are on our way! We already have nearly \$10,000 in contributions from our membership.

Personally, I view this as an opportunity to give back to the profession that means so much to me. Your work may preclude you from volunteering your talents and time to ITE, but each of us certainly wants to make our profession better for those who follow. Here is your opportunity to make a contribution to ITE, which will foster education and training programs that are pri-

marily focused for those who do not have the opportunity to attend ITE's annual meetings or technical conferences. I already have made a contribution and I plan to pledge more—I encourage you to join me!

Information regarding contributions can be found in this issue of *ITE Journal*. Special recognition will be given to individuals, firms and agencies contributing in the following categories: diamond—\$2500 and above; platinum—\$1000–\$2499; gold—\$500–999; silver—\$100–\$499; and friends—less than \$100. Please consider any donation, maybe \$75 for our upcoming 75th anniversary! All contributions will be recognized. You also can make an annual pledge of equal contributions over a three-year period.

I want to personally thank you for considering this request.

### TRANSPORTATION SAFETY COUNCIL

Each month in the President's Message, I highlight a council within ITE's Coordinating Council. Because the theme of this issue of *ITE Journal* is safety, the focus is on the Transportation Safety Council. Safety is one of ITE's 2003 emphasis areas and we recently decided that the theme for ITE's 2004 Technical Conference and Exhibit will focus on intersection safety. Under the leadership of new Chair Louisa Ward and Vice Chair Brian Malone, the Transportation Safety Council is leading some exciting programs.

In conjunction with representatives from the other specialty councils, the Transportation Safety Council is leading the update of ITE's Safety Action Plan. This plan sets safety priorities for all of ITE's councils and committee activities. One of the elements of the Safety Action Plan is intersection crashes. The Transportation Safety Council has been involved in improving safety at intersections through its participation in the Intersection Safety Workshop, which, in conjunction with the Federal Highway Administration and many other associations, set the National Agenda on Intersection Safety. The council also will play an important role in developing and delivering the seminars and sessions for the ITE 2004 Technical Conference and Exhibit.

Recently, the council's executive committee set eight priority areas on which to concentrate efforts: electronic enforcement techniques, crash records systems, flexible safety standards, driver distractions, funding for safety projects, work zone safety, two-lane roadway safety and roundabouts.

For more information, or if you are interested in helping the Transportation Safety Council in any of these areas, contact Louisa Ward; 617-494-2419; [louisa.ward@fhwa.dot.gov](mailto:louisa.ward@fhwa.dot.gov).

*John R. Freeman, Jr.*

# Invest in Your Future...

## Give to the ITE Professional Development Program Fund

As a contributor to the ITE Professional Development Program Fund, you will be assisting ITE in expanding affordable and accessible professional development opportunities. The need to develop comprehensive, ongoing professional development programs that meet the needs of transportation professionals is great. Now, you can be a part of the solution!

To show your support, complete the contribution card below and mail it to ITE. Your support is greatly appreciated. Special recognition will be given to individuals and organizations in the following categories:

**Diamond: \$2,500 and above • Platinum: \$1,000–\$2,499 • Gold: \$500–\$999**  
**Silver: \$100–\$499 • Friends: Less than \$100**

**Your contribution  
is needed to help meet  
our profession's growing need  
for timely, effective and affordable  
professional development courses.**

The Professional Development Program Fund, managed by the ITE Educational Foundation, is dedicated to funding the development and implementation of professional development courses and materials for transportation professionals. The ITE Educational Foundation is recognized under section 501(c)(3) of the Internal Revenue Code. Donations to the Foundation are generally tax deductible for U.S. income tax purposes.

Tear here. Return the form below with your donation to ITE c/o the ITE Educational Foundation, 1099 14th St., NW, Suite 300 West, Washington, DC 20005-3438 USA.



### ITE Professional Development Program Fund

Thank you for supporting the ITE Professional Development Program Fund through your donation to the ITE Educational Foundation. In submitting your donation, please be sure to complete the following and mail to ITE. Please note that you can specify a donation for the three years that the campaign fund will exist. Special recognition will be given in the following categories: **(Diamond: \$2,500 and above; Platinum: \$1,000–\$2,499; Gold: \$500–\$999; Silver: \$100–\$499; and Friends: Less than \$100.)**

Donation Amount Enclosed \$ \_\_\_\_\_ ☐ Amount Pledged in 2003 \$ \_\_\_\_\_, 2004 \$ \_\_\_\_\_, 2005 \$ \_\_\_\_\_  
 You will be invoiced for the amount pledged.

Name \_\_\_\_\_ Please check one: ☐ Mr. ☐ Ms. ☐ Mrs.

Street/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Donation method: ☐ Check made payable to ITE Educational Foundation  
 Credit card payment: ☐ MasterCard ☐ VISA ☐ AMEX

Card number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Print the name as it appears on the credit card: \_\_\_\_\_

Signature: \_\_\_\_\_

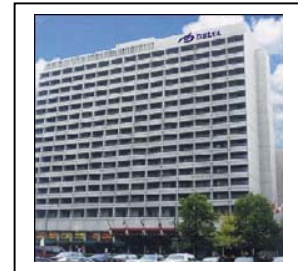
Complete this form and mail to:

ITE Educational Foundation, 1099 14th St., NW, Suite 300 West, Washington, DC 20005-3438 USA  
 Phone +1 202-289-0222 • Fax +1 202-289-7722 • [www.ite.org](http://www.ite.org)

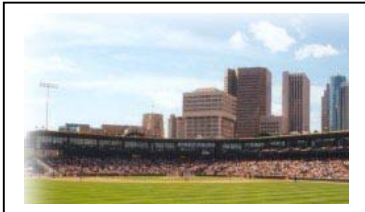
## Winnipeg Hosts CITE (District 7) and ITE (District 4) 2003 Conference

The Manitoba Chapter of CITE is pleased to be hosting the 2003 CITE Annual Conference, at the Delta Hotel in downtown Winnipeg, Manitoba, Canada. To increase the appeal of this years program we invited our neighbours from District 4, in the US midwest to join us. The organizing committee were extremely pleased when they accepted our invitation.

The venue, the luxurious Delta Winnipeg in downtown Winnipeg is located in the heart of the city, close to shopping, entertainment and Winnipeg's famous choice of restaurants to please the most discriminating of palates. For those that over indulge in Winnipeg's culinary delights the Delta has bragging rights to the best equipped full service hotel fitness center in the province to work off the extra calories. [www.deltahotels.com](http://www.deltahotels.com)

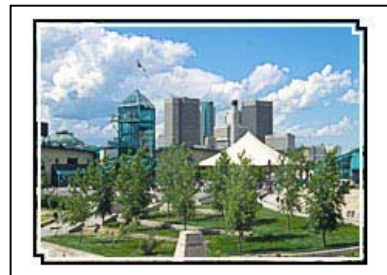


For the armchair athletes, the Winnipeg Goldeyes, our Northern League baseball team will be playing each day of the conference. Come and check out the expanded stadium, judged by some as the best minor league park in North America. The ballpark is located at the edge of the exchange district with its eclectic shops and clubs, and adjacent to the Forks, the National Historic meeting place of Winnipeg. All this is also located next to the new Provencher Bridge, the newest landmark in Winnipeg, the Provencher pedestrian Bridge, and the unique French Quarter of St. Boniface across the river. All just a 10 minute walk from the hotel.



Winnipeg Goldeyes Field  
and the Winnipeg  
Skyline

The Forks



The conference theme is "New Approaches to Transportation Challenges" and the technical committee has received papers from across Canada and from our American neighbours. The papers focus on the challenges we, as transportation professionals, face every day and how we meet these challenges by using innovative and creative solutions. We'll find out from our colleagues what works and what doesn't, What directions various agencies are taking in problem solving and how roadblocks to innovation are overcome. With papers focusing on roundabouts, access management, neighbourhood traffic management, road safety and others, it promises to be an entertaining and enlightening experience.

Winnipeg is unique among major cities, in that it has no freeway system. This creates some challenges that other cities may not have as well as some opportunities for others to learn from our ability to deal with traffic with only an arterial system. Our rivers, flat terrain and winters also lead to some unique challenges and opportunities.

The organizing committee is also very pleased to announce that Mr. Dan Havercroft is confirmed as the instructor for the PTOE refresher course. Dan is the Coordinator of the Traffic Engineering program at Mohawk College, and has been CITE's lead instructor for this course since it's inception. The PTOE refresher course provides an overview of topics, key references, and a brief independent study guide by topic for practicing engineers who intend to take the PTOE certification examination, but is also a very good technical course for anybody to brush up on their traffic operations skills.

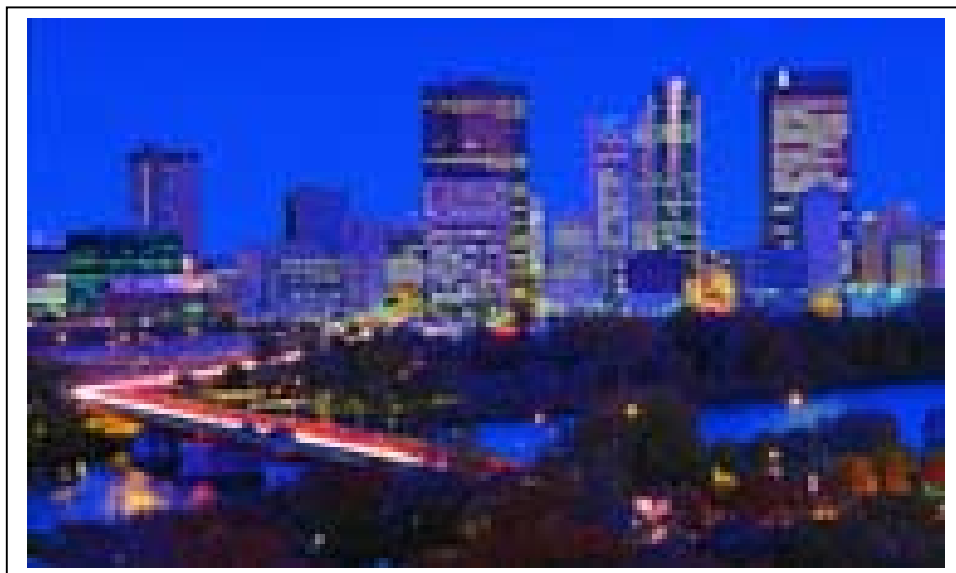
No conference is complete without an inviting social and companion program. The Winnipeg area provides many opportunities to experience your choice of activities and late June is the best time to be there. We have golf courses to challenge the best and let novice players enjoy themselves.

Our lakes and beaches are famous for their fine sand and clear waters, not to mention our great fishing.



We are planning an evening of River Boat Cruising on the historic Red and Assiniboine Rivers. Check out Tourism Winnipeg's web site at [www.tourism.winnipeg.mb.ca](http://www.tourism.winnipeg.mb.ca) and [www.travelmanitoba.com](http://www.travelmanitoba.com) for more attractions.

We hope to see you all in Winnipeg in June.



<b>Name</b>		
<b>Organization</b>		
<b>Address</b>	<b>City</b>	
<b>E-mail</b>	<b>Prov/State</b>	
<b>Phone</b>	<b>Fax</b>	<b>Zip/Postal Code</b>

Registration Fees	Advance	After	# People	Subtotal
	By Apr. 30, 2003	May 1, 2003		
	Canadian (US)	Canadian (US)		
Full Registration – Member	\$400 (\$280)	\$450 (\$315)	_____	_____
Full Registration – non-member	\$475 (\$335)	\$575 (\$410)	_____	_____
One-Day Registration	\$200 (\$140)	\$225 (\$160)	_____	_____
Student Member – Day Registration	\$50 (\$35)	\$60 (\$45)	_____	_____
<b>Affiliated Government Agency Members – 10% Discount on Full and One-Day Registrations</b>				

**Full Registration** – Admission to the Technical Program, Products & Services Exhibit, Suppliers Reception, Tours, Keynote Luncheon, Annual Awards Luncheon, Riverboat Dinner Cruise, Traffic Bowl, and a copy of Compendium of Technical Papers (CD).

**One-Day and Student Members** – Admission to the Technical Program, plus any special event, Technical Tour, Lunch and Dinner as scheduled for that day only, and a copy of the Compendium of Technical Papers (CD).

Registration for Technical Tour			
Details to be Announced	Wednesday, June 25	2:00 - 5:00 p.m.	Register at Reception Desk

Professional Development Seminar	Date	Time	Cost Canadian (US)	# People	Subtotal
Professional Traffic Operations Engineer – Refresher Course	Saturday, June 21	8:00am – 5:00pm	\$175 (\$125)	_____	_____
<b>Social Functions</b>					
Golf & Dinner at Larters	Sunday, June 22	1:00 – 7:00pm	\$130 (\$95)	_____	_____
Baseball: Wpg Goldeyes vs St.Paul Saints	Sunday, June 22	1:30pm start	\$10 (\$7)	_____	_____
Keynote Luncheon (Additional Tickets)	Monday, June 23	11:45am – 1:30pm	\$30 (\$20)	_____	_____
Riverboat Dinner Cruise (Additional Tickets)	Tuesday, June 24	5:30 – 10:30 pm	\$50 (\$35)	_____	_____
Awards Luncheon (Additional Tickets)	Wed., June 25	11:45am – 1:30pm	\$30 (\$20)	_____	_____
Additional Compendium of Technical Papers (CD-ROM) (Included with full and one-day registrations)			\$35 (\$25)	_____	_____

Payment by cheque accepted in U.S. or Canadian funds.	Sub-Total	
Purchase Orders do NOT constitute payment for early registration discount.	7% GST (89635 8108 RT)*	
Method of Payment: <input type="checkbox"/> Cheque (payable to ITE 2003 District 4 and 7 Annual Conference)	<b>Total</b>	
<input type="checkbox"/> Cash		
<input type="checkbox"/> MasterCard		

<b>NAME on CARD</b>	<b>CARD NUMBER</b>
<b>SIGNATURE</b>	<b>EXPIRATION DATE</b>

**Return Registrations to:**

**U.S. Registrations:**

ITE 2003 District 4 and 7  
c/o Todd Pfitzer, P.E., P.T.O.E.  
Ehrhart Griffin & Associates  
3915 Cumming Street  
Omaha, Nebraska 68131  
E-mail: [tpfitzer@ehrhartgriffin.com](mailto:tpfitzer@ehrhartgriffin.com)  
Tel. (402) 561-2316  
Fax: (402) 551-6540

**Canadian Registrations:**

ITE 2003 District 4 and 7  
c/o Carl Kummen  
821 Elgin Avenue  
Winnipeg, Manitoba R3E 3R1  
E-mail: [ckummen@winnipeg.ca](mailto:ckummen@winnipeg.ca)  
Tel. (204) 986-4188  
Fax: (204) 772-6306

For more information, contact:

Canada: Glenn Cuthbertson – (204) 945-0329

[gcuthberts@gov.mb.ca](mailto:gcuthberts@gov.mb.ca)

US: Mike Gorman – (402) 333-5792

[mgorman@hws-con.com](mailto:mgorman@hws-con.com)

Details/updates at: [www.cite7.org/Winnipeg.htm](http://www.cite7.org/Winnipeg.htm)

**\* All registrants shall pay the Canadian GST (7%).**

Reimbursement forms for U.S. registrations will be made available at the conference.

New approaches  
to  
transportation challenges!

The Manitoba Section of the  
Canadian Institute of Transportation Engineers  
and ITE District 4  
are pleased to invite you to attend the  
2003 Annual Conference in  
**Winnipeg Manitoba  
Canada**

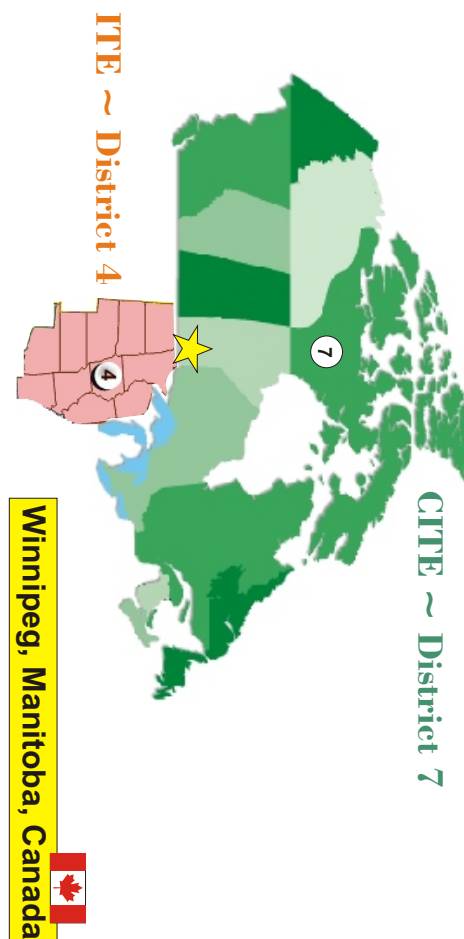


Our license plate logo,  
**FRIENDLY MANITOBA**,  
shows the kind of experience you  
and your companion can expect in  
Winnipeg. Winnipeg and the  
surrounding region also offer  
spectacular opportunities for touring  
before and after the event.



INSIDE

ANNUAL  
CONFERENCE  
2003



BACK



CITE ~ District 7  
ITE ~ District 4

ANNUAL CONFERENCE  
2003

June 22-25, 2003



FRONT

New approaches to transportation challenges

Conference Theme

The challenges we face daily as Transportation Professionals continue to grow. The Technical Program Committee has assembled an exciting program to explore these challenges and the diverse and creative approaches we can use to address them. The technical program themes are centered around the topic of finding new and better ways of solving our challenges :

- ▶ What works; what doesn't;
- ▶ What directions are agencies taking in problem solving;
- ▶ What are the roadblocks to innovation and how were these overcome.

With Papers from Canadian and American professionals, the technical sessions on roundabouts, access management, neighborhood traffic management, road safety and others, will prove to be very informative and entertaining. (Please refer to the attached program).

Technical Tours

Complementing the technical program will be a number of technical tours exploring the diverse transportation sector showcasing Manitoba's transportation solutions.



Venue and Attractions



The conference will be held at the luxurious Delta Hotel in downtown Winnipeg. All guests will enjoy the complimentary access to their newly renovated Health Club, the best-equipped full service hotel fitness centre in the province, with convenient access to downtown shopping and entertainment.

[www.winnipeg-hotel.com/delta\\_hotel\\_winnipeg.html](http://www.winnipeg-hotel.com/delta_hotel_winnipeg.html)



Companion Program

No conference is complete without an inviting social and companion program. River boat cruises, shopping, and an exciting nightlife are just some of the experiences you can expect.



Larters at St. Andrews  
Golf & Country Club  
<http://www.larters.com/golfcourse/>

Tourism Winnipeg  
[www.tourism.winnipeg.mb.ca](http://www.tourism.winnipeg.mb.ca)

CITE 2003 PRELIMINARY PROGRAM						
	June 21 Saturday	June 22 Sunday	June 23 Monday	June 24 Tuesday	June 25 Wednesday	
MORNING	PTOE Refresher course	Separate District 4 & 7 Board Meetings	Opening remarks Keynote Speaker	Plenary Session US / Canada Safety Issues	ITS	Altern- ative modes
			Access Manage- ment			
NOON			Keynote Speaker Luncheon	OPEN LUNCH		Joint District 4 & 7 Awards Luncheon
AFTERNOON	CITE golf at Larters; 2:00 Tee-Off	Neigh- bourhood Traffic Control Management	Traffic Control	Context Sensitive Design Workshop	Trans- portation modeling	Technical Tours
			Parking	Round- abouts	Data Issues	
EVEN- ING		Suppliers' Reception	Traffic Bowl District 4 vs. 7	Annual Dinner M.S. Paddelwheel Princess Riverboat		Open Evening

Date: April 13, 2002

To: ITE District 4 Members (ITE National Members)

From: Jay Obenberger  
ITE District 4 Secretary

**Subject: ITE District 4 Director – Request for Nominations**

Dear ITE District 4 Member

In accordance with the ITE District 4 Bylaws, Article VII – “Nomination and Election of District Director”, the following persons (in alphabetical order, by last name) have been nominated to the position of District 4 Director, serving for a term of three (3) years (January 1, 2004 to December 31, 2006):

Chris Fornal  
Ken Voigt

Additional nominations for the District Director may be made by written petition signed by not less than ten eligible District 4 (ITE National Member’s) voters of which a minimum of two shall be from each section within the District. Each such petition shall be accompanied by the written consent of the nominee and shall be received by me prior to May 8, 2003. Any additional nominees must be a member of the Wisconsin Section.

I will then send to each eligible voter in the district a final ballot prior to May 20, 2003. All ballots shall be returned by June 15, 2003 to be tallied by three tellers appointed by the board chairman. ITE Headquarters will then be notified of official tallies.

ALL WRITTEN PETITIONS AND CONSENT FORMS MUST BE RECEIVED PRIOR TO  
MAY 8, 2003.

SUBMITTALS AND QUESTIONS SHALL BE SENT TO:

Jay Obenberger  
Wisconsin Department of Transportation  
Transportation District #1, Madison  
2101 Wright Street  
Madison, Wisconsin 53704-2583  
Phone: 608-243-3379, Fax: 608-246-3819

***2003 MOVITE Competition***  
***Patrick T. McCoy***  
***Education Professional of the Year Award***

An award is offered annually by MOVITE to an individual in the academic profession who has made outstanding contributions to the advancement of transportation/traffic engineering through their dedication in higher academics and through their service to MOVITE/ITE and achievements in the transportation/traffic academic profession. The award will recognize an individual for contributions over a period of years.

#### **Procedures for Selecting the Award Winner**

The President will appoint a review board. The winner of the Education Professional of the Year award shall be determined by August 1, 2003. An award winner shall be selected from the nominations received and the award presented except in the event of receiving no nominations. Members of the selection committee are not eligible for the award.

#### **Procedures/Schedule of Submission for Award Consideration**

The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, and a statement as to why this individual is particularly worthy of recognition (a maximum of five double-spaced typewritten pages).

Nominations shall be submitted to the MOVITE Section President no later than June 1, 2003. If mailed, the postmark must be May 31, 2003, or earlier. The mailing address is as follows:

C. Jay Wynn  
2003 MOVITE President  
Mathews & Associates  
1661 W. Elfindale  
Springfield, MO 65807

#### **The Education Professional of the Year Award**

The President shall, at the annual meeting, present a suitable plaque commemorating and citing this achievement. A summary article about the award winner will be printed in the MOVITE Journal following presentation of the award.

#### **Questions**

Contact C. Jay Wynn, 2003 MOVITE President, during business hours at (417) 869-6009.

# MOVITE

2003 fall meeting



september 24-26, 2003  
university plaza holiday inn  
springfield, mo



## Institute of Transportation Engineers Educational Foundation

*Thank you*

***Members of the ITE Missouri Valley Section***

To: \_\_\_\_\_

The Trustees of the Institute of Transportation Engineers Educational Foundation gratefully acknowledge your gift of \$ 500.00. Your generosity will allow us to provide a broad range of professional development products and services to the transportation community. If you designated a specific area for the use of your gift, please be assured that we will use the funds as you have directed.

On behalf of the Board of Trustees of the Foundation:

A large, stylized signature in blue ink, appearing to read "Thomas W. Brahms", is written over a horizontal line. The signature is enclosed within a large, hand-drawn blue oval.  
\_\_\_\_\_  
Thomas W. Brahms, Trustee

May 22, 2003

\_\_\_\_\_  
Date

The ITE Educational Foundation is a recognized nonprofit organization under Section 501(c)(3) of the U.S. Internal Revenue Code. As such, contributions to the Foundation are generally deductible for U.S. income tax purposes. In exchange for the contribution noted above, the Foundation has provided no goods or services of material value to you. Therefore, we believe that the entire amount contributed is tax deductible.

## ***2003 MOVITE Competition Transportation Professional of the Year Award***

An award is offered annually by MOVITE to an individual who has made outstanding contributions to the advancement through service to MOVITE/ITE and achievements in the transportation/traffic engineering profession. The award will recognize an individual for contributions over a period of years.

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### **Questions**

Contact C. Jay Wynn, 2003 MOVITE President, during business hours at (417) 869-6009.

# ***Modeling Intersections using VISSIM and CORSIM***

By: Scott Poska

## **Introduction**

Traffic simulation programs are very useful to traffic engineers. They have the capability of approximating vehicle activity without having to go out into the field. Additionally, they allow different scenarios to be tested. Many different traffic simulation software programs are used today. This report compared two modeling programs: VISSIM 3.5 and CORSIM 4.2. Three intersections in the Chicago area were modeled with each program to obtain results. The three intersection improvement project proposals were evaluated as part of the Fiscal Year 2002 CMAQ proposed program.

## **Background**

The Congestion Mitigation and Air Quality program (CMAQ) was started as part of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991. It provided \$6 billion in federal funding to surface transportation and other projects that contribute to air quality improvements and reduce congestion. Eligible projects fall into the following categories: Intersection Improvements (II), Bottleneck Elimination (BE), Bicycle/Pedestrian (BP), Signal Interconnects (SI), Transit Improvements (TI), Commuter Parking (CP) and Demonstration projects (DE). Traffic modeling software is used to determine project rankings for the Intersection Improvement and Bottleneck Elimination project proposals.

The Chicago Area Transportation Study (CATS) is the Metropolitan Planning Organization (MPO) for northeastern Illinois. The organization is responsible for administering the CMAQ program to northeastern Illinois each year. I took part in the evaluation of the 2002 fiscal year CMAQ project proposals while I worked at CATS on my CO-OP term during the spring of 2001. I worked with CORSIM to determine average speeds of Intersection Improvement and Bottleneck Elimination projects. Intersection improvement projects are evaluated by how much they improve average speeds. Transportation-related emissions are higher at lower average speeds, reach a minimum around 35-55 mph, depending on the pollutant, and then increase at higher average speeds. Consequently, average speed improvements from low average speeds to mid-speed ranges have an impact on emissions. The purpose of obtaining the average speeds was to see how much of a difference in speed could be found between the pre-project state and the post-project state. The speed results were combined with emission rates from MOBIL5 emission factor model to determine emissions generated from each project. Once this was complete, it was then possible to rank each project by reduced emissions divided by the total project cost. The best emissions reduced to cost ratio determined which project proposals were selected for CMAQ funding.

## **Methodology**

Traffic modeling software lets an engineer accurately model a study area. For the project ranking process, it was crucial that the average speeds of the pre-project and post-project were an accurate representation of the existing conditions of the study area. In order to properly model each project proposal, many parameters needed to be in place. The CATS staff decided to analyze quarter mile sections of road on each intersection approach. Traffic volumes used for both the pre-project state and post-project state were the evening peak hour volumes. An analysis period of 15 minutes was decided on to obtain the average project speed.

The Chicago Area Transportation Study requires an Input Module worksheet from the Highway Capacity Manual (HCM, 2000) to be accurately filled in for both the pre-project state and the post-project state by the municipality that submitted the project proposal. This worksheet provides the basic intersection data necessary to simulate an intersection. A blank sheet can be found in Appendix A. The pre-project state is the current configuration of the signal timings, lanes, lane channelizations, as well as the current traffic volumes. The post-project state is the proposed intersection configuration after there has been a change in the signal timings, or number of lanes and lane channelizations. The traffic volumes remain constant. Most post-project configurations change all three parameters. The three intersections studied change all three parameters in the post-project design.

### **Intersection Descriptions**

*Wise Road at Springinsguth Road (I10358).* This intersection is located in Schaumburg, Illinois. The current configuration has a traffic control signal with a 60 second pretimed cycle length. Each approach on Springinsguth Road has a left turn lane, and a shared through/right lane. Each approach on Wise Road has a left turn lane, a through lane, and a shared through/right lane. The proposed design includes a new signal phase configuration with a 60 second pretimed cycle length. The new lane configuration for the northbound Springinsguth Road approach will have a left turn lane, a through lane, and a shared through/right lane. The new lane configuration for the southbound Springinsguth Road approach will have a left turn lane, a through lane, and a right turn lane. Both signal timings in this project allow for permitted left turns. An aerial photo of the intersection is shown in Figure 1 below.

Figure 1. II0358



Wise Road at Springinsguth Road. Schaumburg, Illinois.

*Randall Road at IL 64 (II0927).* This intersection is located in St. Charles, Illinois. The current configuration has a traffic control signal with a 150 second pretimed cycle length. Each approach has one left turn lane, one through lane, and a shared through/right lane. The proposed design includes a new signal phase configuration with a 90 second pretimed cycle length. The new lane configuration for each approach on Randall Road will have two left turn lanes, three through lanes, and a right turn lane. The new lane configuration for each approach on IL 64 will have two left turn lanes, two through lanes, and a right turn lane. An aerial photo of the intersection is shown in Figure 2 below.

Figure 2. II0927



Randall Road at IL 64. St. Charles, Illinois.

*Cemetery Road at Washington Street (II1092).* This intersection is located in Gurnee, Illinois. The current configuration has a traffic control signal with a 90 second pretimed cycle length. The southbound Cemetery Road approach has one lane for all movements. The northbound Cemetery Road approach has a left turn lane, and a shared through/right lane. The eastbound Washington Street has a left turn lane, a through lane, and a right turn lane. The westbound Washington Street has a left turn lane, and a shared through/right lane. The

proposed design includes a new signal phase configuration with a 90 second pretimed cycle length. The new lane configuration for each approach on Cemetery Road will have a left turn lane, and a shared through/right lane. The new lane configuration for each approach on Washington Street will have a left turn lane, a through lane, and a shared through/right lane. Both signal timings in this project allow for permitted left turns. An aerial photo of the intersection is shown in Figure 3 below.

Figure 3. II1092



Cemetery Road at Washington Street. Gurnee, Illinois

## Observations

While evaluating the three projects in CORSIM and VISSIM, I observed the way each program generated average speeds. Most importantly, VISSIM was developed in Europe so all units are Metric. This added an extra step to the evaluation process because all the intersection data needed to be changed from English units to Metric units. CORSIM was developed in the United States so it uses English units. Aside from units, there were two distinct differences between CORSIM and VISSIM.

The first difference between CORSIM and VISSIM is the technique they use to set up the intersection geometry. CORSIM uses nodes and links to set up the geometry of an intersection. A node is placed in the center of an intersection and at points where the traffic enters the intersection. Links represent the road by connecting the nodes to each other to represent the intersection geometry. The links have different properties associated with them including lane widths, channelizations, and speed limit. VISSIM, on the other hand, uses a point-to-point line technique to set up the intersection geometry. Intermediate points between the ends can be placed to allow the line flexibility to match the intersection geometry. Lines must be joined together using connector lines for left and right turns. Lane widths can be modified in the line properties menu. VISSIM also allows an aerial photograph to be placed under the modeled intersection to pinpoint the exact intersection geometry. Intersection geometry can change the overall average speed because the vehicles will move more

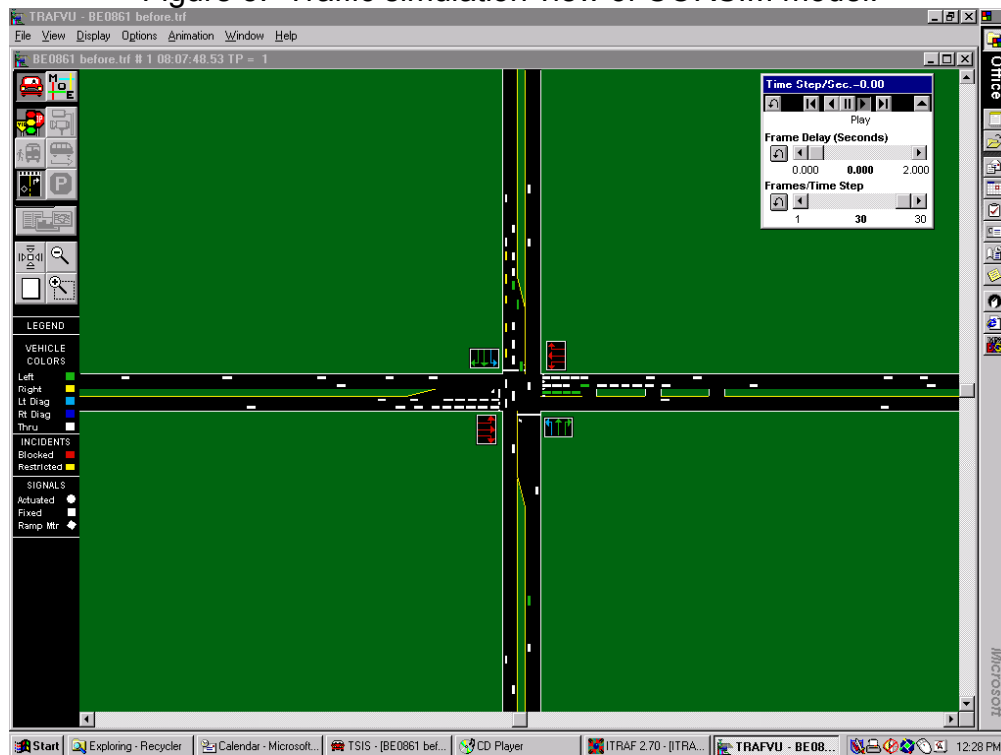
realistically through an intersection. The combination of the aerial photo and the point-to-point line method made VISSIM the better program for accurately representing the geometry of the intersection.

The second difference between each program is the process to visually observe the simulation of traffic. The process VISSIM uses is simple. Once an intersection has been completely designed with proper lanes, traffic, and signal control, the user can press the start button to begin the simulation. This will show cars and trucks moving along the road and observing the various traffic control measures (Figure 4). Files can be outputted by VISSIM with user-defined data to be analyzed. For this study, the “km/hr.” output was chosen to be the output data by the program. This data was imported into Microsoft Excel and analyzed to obtain the average miles per hour of the intersection. The process that CORSIM takes to simulate and display results is much different. The parameters of an intersection are made using an old “card” coding technique. A text file is made and each line represents a different intersection control parameter such as signal phasing for example. Numbers in each column of the row are code values for CORSIM. Once the coding is complete, CORSIM takes the file and simulates it 60 seconds at a time. The resulting data is outputted to another file that can be viewed in Notepad to obtain results including the system average speed. In order to view the simulation, a separate software program is needed. CATS uses TRAFVU (Figure 5) to view the simulations. This process can take a long time if an error is found. VISSIM uses a much better method of simulating traffic in an intersection.

Figure 4. Traffic simulation view of VISSIM model.



Figure 5. Traffic simulation view of CORSIM model.



## Results

There is a distinct difference in the average speeds from VISSIM and CORSIM. The overall VISSIM average speeds were 11% greater than the CORSIM average speeds. VISSIM average speeds for the pre-project condition were 25% greater than the same pre-project CORSIM average speeds. VISSIM average speeds for the post-project condition were 3% less than the same post-project CORSIM average speeds. The differences and percentage change for each project are found in Tables 1 and 2. Figures 6 and 7 following the tables show the differences in the pre-project and post-project state of each project for both CORSIM and VISSIM. Figures 8 and 9 compare the results of each program for each intersection side by side.

Table 1. Differences in Before and After speeds.

Project	CORSIM Speed Difference (MPH)	VISSIM Speed Difference (MPH)
II0358	1.5	0.6
II0927	12.7	6.2
II1092	5.5	-1.2

Table 2. Percentage change of CORSIM results to VISSIM results.

Project	Before	After
II0358	6%	2%
II0927	49%	-6%
II1092	19%	-4%

Figure 6. CORSIM Average Speed Results.

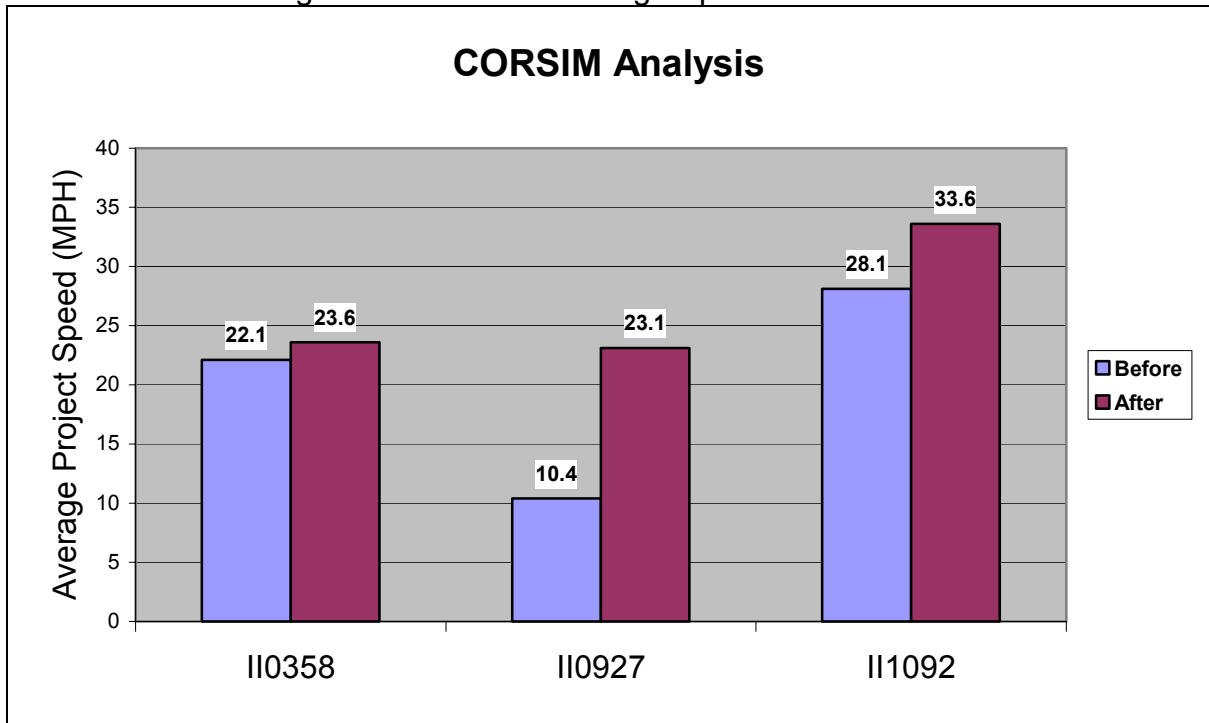


Figure 7. VISSIM average speed results.

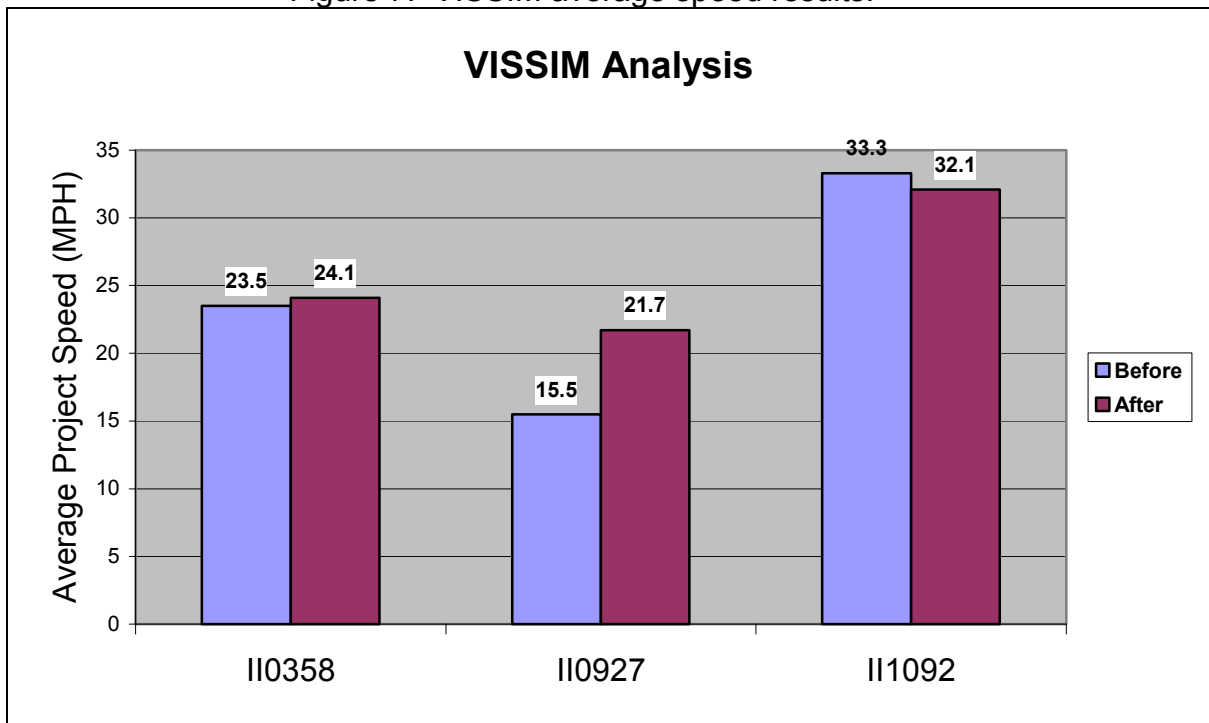


Figure 8. Pre-Project Analysis

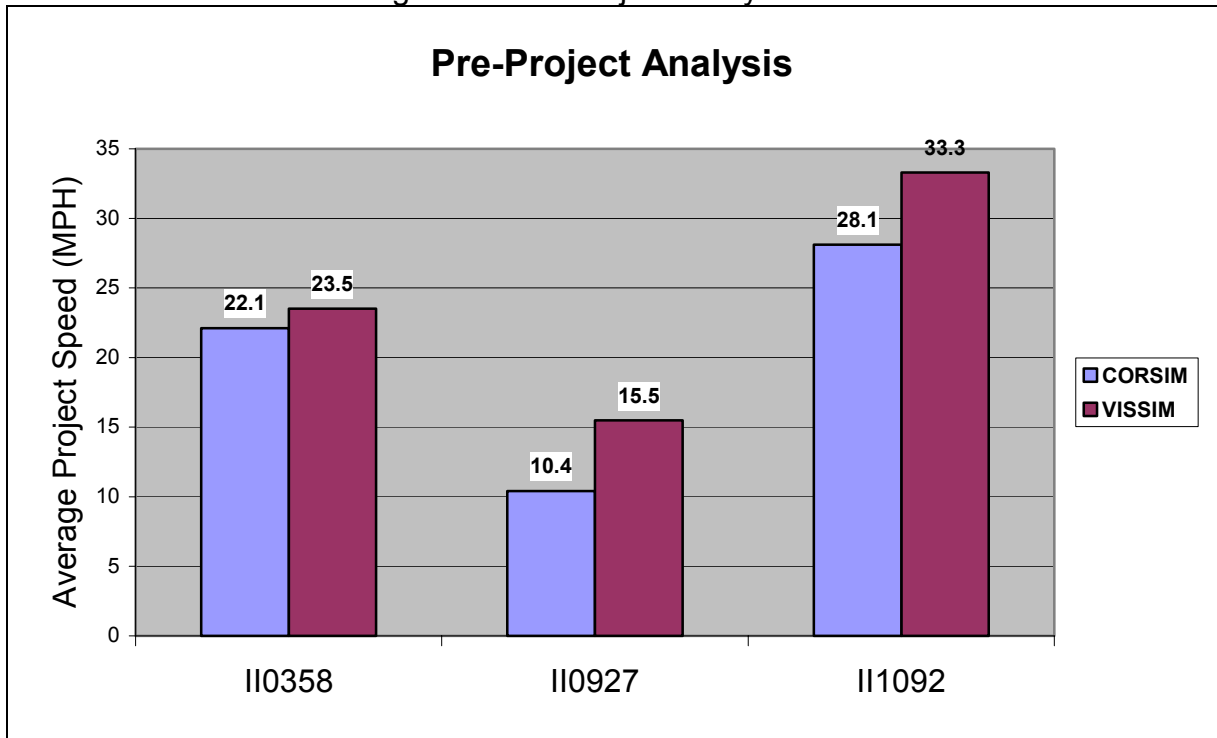
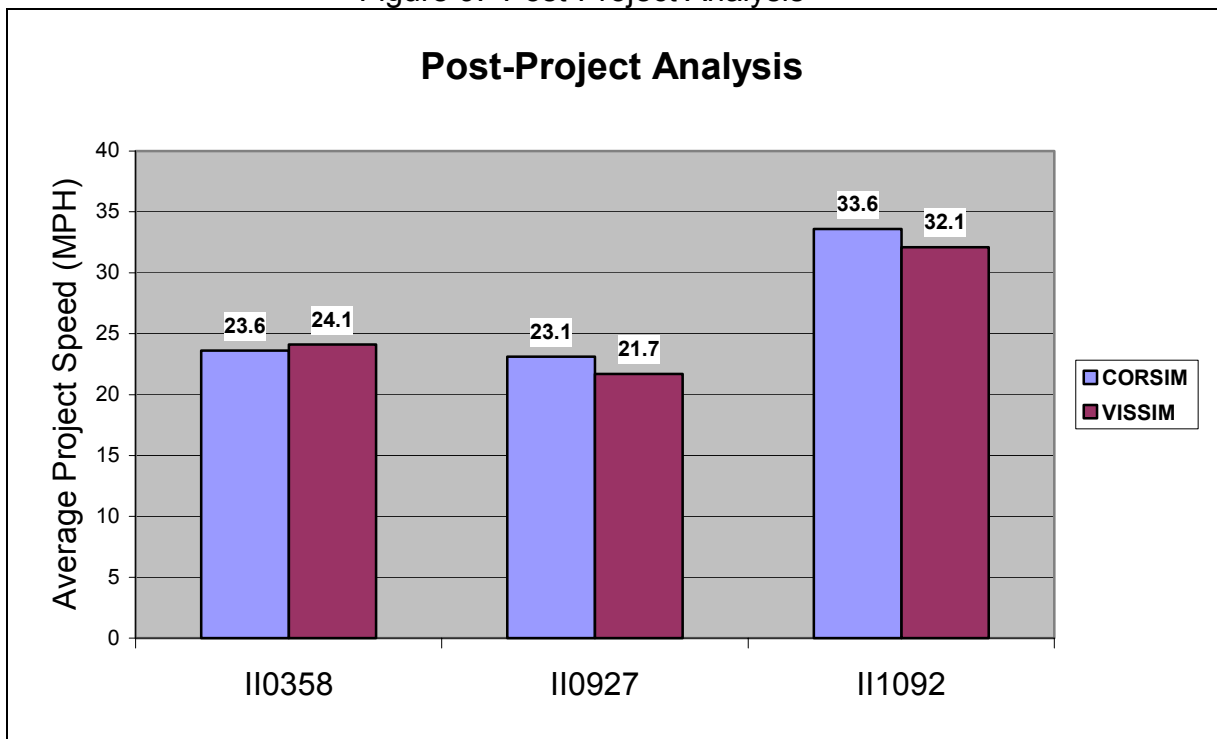


Figure 9. Post-Project Analysis



One source of the speed differences is the way permitted left turns are modeled in each program. In CORSIM, the signal timing plan is set up by

coordinating all movements and timings at once. Specific signal phases and times are set up for each time increment. The signal coding allows for a specific signal phase that displays a green through and allows permitted lefts. There is not a way to specify the behavior of a left turning vehicle. On the other hand, VISSIM models signals much differently. It models a signal as a coordinated group of “signal heads”, or traffic control lights in each lane of an intersection. Each signal head has a specific time in the cycle it is green. To get the proper signal phasing of an intersection, the signal heads must be placed in the proper location and order. With this method, there isn’t a way to tell a left turning car that has a green light to yield to oncoming traffic unless a “Priority Rule” is in place. The “Priority Rule” command tells cars in a lane to yield to cars in a specified lane. This rule is controlled by the following inputs: minimum gap time, minimum headway, and a movement maximum speed. I decided to set the gap time to 6 seconds, the headway to 5 meters, and I left the speed at the default setting of 360km/hr. These particular specifications for vehicles making left turns in VISSIM could have been a cause of average speed differences in the projects because CORSIM doesn’t take these variables into consideration when computing average speeds.

Another source of the speed differences is the way speed limits are specified in each program. In CORSIM, the speed limits are specified on the links connecting the nodes. As the vehicles travel from link to link, they are only allowed to travel at that links speed limit. VISSIM models the vehicle speeds differently. Traffic compositions need to be specified in VISSIM. These compositions are a mixture of cars and trucks. Properties of the cars and trucks including their desired speeds need to be specified. VISSIM uses user-defined speed distributions for the speeds cars and trucks can go. Because these distributions are user-defined, there is a certain amount of error in the percentage of vehicles traveling at the desired speed. I modeled the three intersections using an 85<sup>th</sup> percentile speed distribution.

## **Conclusion**

This study compared the results of three intersections modeled by VISSIM and CORSIM. The average speeds for the three intersections using each program were off by an average of 11%. CORSIM is a much more straightforward program to use to model intersections. However, this simple method makes it difficult to model intersections that have special restrictions or unusual traffic behavior. VISSIM fills this area quite well because it has many more intersection modeling parameters that the user can control. VISSIM did the most accurate modeling of the intersections and is therefore the intersection modeling program of choice.

## Sources


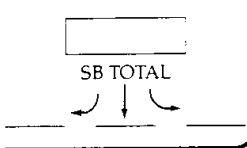

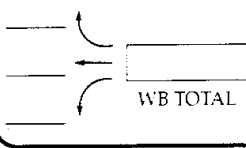
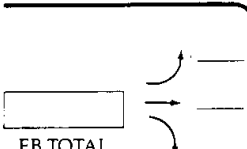
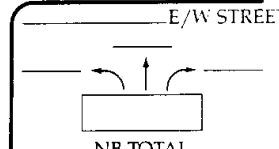
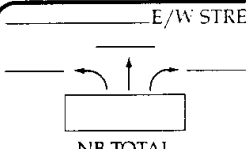
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<http://www.fhwa.dot.gov/environment/cmaqpgs/index.htm>. Accessed April 17, 2002.

HCM, 2000. Highway Capacity Manual. Transportation Research Board, National Research Council, Washington, D.C.

## APPENDIX A: HCM Input Module Worksheet.

CHECK: ☐ BEFORE IMPROVEMENT  
☐ AFTER IMPROVEMENT

9-125

INPUT MODULE WORKSHEET										
Intersection: _____						Date: _____				
Analyst: _____				Time Period Analyzed: <u>PM PEAK</u>		Area Type: <input type="checkbox"/> CBD or similar <input type="checkbox"/> Other				
Project No.: _____						City/State: _____				
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p><b>VOLUME AND GEOMETRICS</b></p> <div style="text-align: center;">   <b>NORTH</b> </div> <p>Startup lost time per movement (sec): <input style="width: 50px;" type="text"/></p> <p>Extension of effective green per movement (sec): <input style="width: 50px;" type="text"/></p> <p><b>IDENTIFY IN DIAGRAM:</b></p> <ol style="list-style-type: none"> <li>1. Volumes</li> <li>2. Lanes, lane widths</li> <li>3. Movements by lane</li> <li>4. Parking (PKG) locations</li> <li>5. Bay storage lengths</li> <li>6. Islands (physical or painted)</li> <li>7. Bus stops</li> </ol> </div> <div style="width: 75%;"> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>SB TOTAL</b> </div> <div style="text-align: center;">   <b>N/S STREET</b> </div> <div style="text-align: center;">   <b>WB TOTAL</b> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">   <b>EB TOTAL</b> </div> <div style="text-align: center;">   <b>E/W STREET</b> </div> <div style="text-align: center;">   <b>NB TOTAL</b> </div> </div> </div> </div>										
TRAFFIC AND ROADWAY CONDITIONS										
Approach	Grade (%)	% HV	Adj. Pkg. Lane		Buses (N <sub>B</sub> )	PHF	Conf. Peds (peds./hr)	Pedestrian Button		Arr. Type
			Y or N	N <sub>m</sub>				Y or N	Min. Timing	
EB										
WB										
NB										
SB										
Grade: + up, - down			N <sub>B</sub> : buses stopping/hr			Min. Timing: min. green for pedestrian crossing				
HV: veh. with more than 4 wheels			PHF: peak-hour factor			Arr. Type: Type 1-6, or P				
N <sub>m</sub> : pkg. maneuvers/hr			Conf. Peds: Conflicting peds./hr							
PHASING										
D I A G R A M										
Timing	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =	G = Y =
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Pretimed or Actuated <input type="checkbox"/></span> <div style="display: flex; align-items: center;">  Protected turns              Permitted turns             <span style="margin: 0 10px;">----- Pedestrian</span> </div> <span>Cycle Length _____ Sec</span> </div>										

Updated December 1997

***2003 Thomas J Seburn Student Paper Competition***

**Missouri Valley Section**

**Institute of Transportation Engineers**

# **Vehicle Startup Time on an Upgrade Intersection**

**Submitted by,**

**Rajeshkumar Janarthanan  
Graduate Student,  
Civil Engineering,  
University of Arkansas,  
Fayetteville.**

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**ABSTRACT**

This study deals with determining the vehicle startup time for an intersection on a 12% upgrade. The study area was at the intersection of North Street with the North College Avenue in the Fayetteville (AR) area. The effect of vehicle startup time on an upgrade was analyzed in this study.

The startup time for vehicles need not be the same for all intersections. The startup time for the vehicles lined up at an intersection depends upon various factors including grade, environment and road conditions. This study was conducted considering only the grade at the intersection. No other factor was considered for analysis.

The study revealed that the vehicle startup time for an intersection on an upgrade is more than the value obtained from the conventional Greenshield's equation for green time needed at a level intersection.

Thus it was concluded that more studies has to be conducted to determine the vehicle startup time on an upgrade.

## **INTRODUCTION**

This research was conducted to find the startup time for an upgrade intersection. Startup time is the time required by the vehicle to start from stop condition to enter the intersection after receiving the green signal. Vehicle startup time plays a vital role in determining the phase length. It is also associated with the clearance interval for an intersection. Lost time per phase is the start up time (usually 2-3 sec) plus the clearance lost time, which is a portion of the yellow interval (usually 1-3 sec) and the all-red interval. According to the law in most states, vehicles are allowed to enter the intersection on yellow, thereby not putting the vehicles in the dilemma zone (1). Hence, this startup time plays a key role in the safety of the intersection.

Over the past decades, numerous efforts have been devoted towards the development of efficient traffic responsive signal control methods. But only a few studies have been conducted to find the startup time of vehicles entering the intersection. Few equations and values were suggested in the past to calculate the startup time. The startup time may not be the same for all of the intersection approaches. Various factors like, grade, environment, road conditions affect the startup at an intersection.

### **Signal Parameters**

Signal studies are associated with terms whose appreciation is of paramount importance to understand the studies related to signal operation. This section explains a few of the terms related with signal operations.

- Cycle – one complete sequence of signal indications (Red-Green-Amber-All Red).
- Cycle length,  $C$  – total time to complete one cycle, usually 30-150 s.
- Interval – a period of time during which all signal display are constant.
- Change interval – the “yellow” indication for a given movement is called the change interval.

- Phase,  $\Phi$  – a number of sequential intervals during which any particular combination of traffic movements has right of way
- Green time G – time within any phase during which green is displayed
- Approach – a group of lanes that allows a particular traffic movement. NEMA assigns a unique number to each of the 8 movements of a four-leg intersection.

## **PROCEDURE**

Because of the limited resources available for this study, manual methods were used for this data collection procedure. In an effort to maintain the accuracy of the data collected, the video recording was selected and the data were reduced by performing a frame-by-frame analysis.

The data required were startup time taken by each vehicle queued up at the intersection and the signal timing. Hence two cameras and a pole were used for data collection. The cameras used were 8mm cameras for its easy usability and long battery life.

The equipment used for finding the grade are a Electronic Distance Meter (EDM) and a Reflector. The EDM measures horizontal and vertical angles as with any theodolite (precision protractor) with the exception that there is a digital readout for angles, distances etc. The EDM emits an infrared light which is bounced off the reflector and the change in wave length is gauged by the machine to determine the distance from the instrument to the reflector. The instrument contains a basic scientific calculator capable of calculating horizontal distances, vertical distance, etc given applicable angles. As far as accuracy, the machine is capable of angle measurement to 10" of arc and distances are accurate to +/- (5mm+5ppm).

## **Site Selection**

The site selected for this research study was east bound North Street at the intersection with N. College Avenue. This intersection was selected because of the following reasons.

1. High volume in the side street
2. Upgrade of 12%
3. Suitable for placing equipment
4. Proximity to the University
5. Separate left turn lane provided for

## **Equipment Setup**

Before taking the equipment out to the field, the time in the cameras were synchronized (through there may be some fraction of a second difference, all effort was made to make sure that they had almost the same time). One camera was placed facing the signal in the East direction (the signal controlling the traffic in the approach under consideration). The other camera was setup perpendicular to the approach close to the N. College Ave. The pole was placed at the corner of the road almost near the edge of curb of N. College Ave (there was no stop line in North Street). The camera was aligned with this pole such that the camera covers the vehicle completely.

The picture in Figure 1 and Figure 2 shows the intersection. These pictures are not exact representation of the camera position. Camera 1 mentioned in the picture is the camera perpendicular to the North Street and the Camera 2 is the one facing the signal.

## **Data Collection**

The intent was to collect data about the startup times of the vehicles queued-up to get the green signal at the intersection on an upgrade. One videotape recorded the movement of vehicles on the approach under consideration. Another video camera recorded the signal cycle timing that

controlled the traffic on the approach under consideration.



**FIG 1 Position of Camera Perpendicular to the North Street**



**FIG 2 Camera Facing the Signal**

Grade at the intersection was measured on a different day using EDM and reflector. Data for grade calculations were obtained from three different spots along the slope. EDM was setup at a fixed location while the reflector was moved to three different locations. At each location horizontal distance (h) and vertical distance (d) were measured. Grade can be calculated from the formula

$$\text{Grade} = \frac{h1 + h2}{d1 + d2}$$

### **Data Reduction**

The videotapes were viewed in the office to reduce data. The video tapes had a date and time imprint. The videotapes were observed and by reading frame numbers, time was recorded to the accuracy of 1/30<sup>th</sup> of a second. The accuracy obtained was made possible by the Videotape Editing Control Unit (EDU) using which it was possible to watch the tape frame by frame.

First, the videotape that recorded the signal light was watched. This helped to find each cycle length existed and the length of the green interval. The different time at which the approach received the green signal were also obtained from this video.

Knowing the times at which the approach received the green signal, the tape that recorded the vehicle movement was watched. Comparing the time when the vehicle received the green signal with the time at which the rear bumper of the vehicle crossed the pole (It was assumed that the vehicle would have entered the intersection when its rear bumper had crossed the pole), the startup time was calculated for each vehicle. Since both the cameras were synchronized to have exactly the same time and because of the Videotape Editing Control Unit, the startup time of each vehicle was obtained with sufficient accuracy (1/30<sup>th</sup> of a second). The startup time for each vehicle queued-up at the approach for each cycle was noted down in a sheet

prepared.

The startup times were then transferred to the spreadsheet to analyze the data. The analysis of the data is explained in the *Data Analysis* section of the report.

## DATA ANALYSIS

This section deals with the analysis of the data collected through the procedures mentioned in the previous section. The results desired from this analysis were as follows:

1. Startup time for each vehicle lined up at the intersection
2. Equation for vehicle startup time for vehicles queued-up at intersection
3. Saturation time for the intersection

The data were entered in the spreadsheet. Each column represents the signal cycle while the rows show the vehicle. The mean starting time for each vehicle in the queue was calculated and the cumulative mean time was obtained. The standard deviation was also calculated for this set of data. The Table 1 shows the starting time collected for the vehicles.

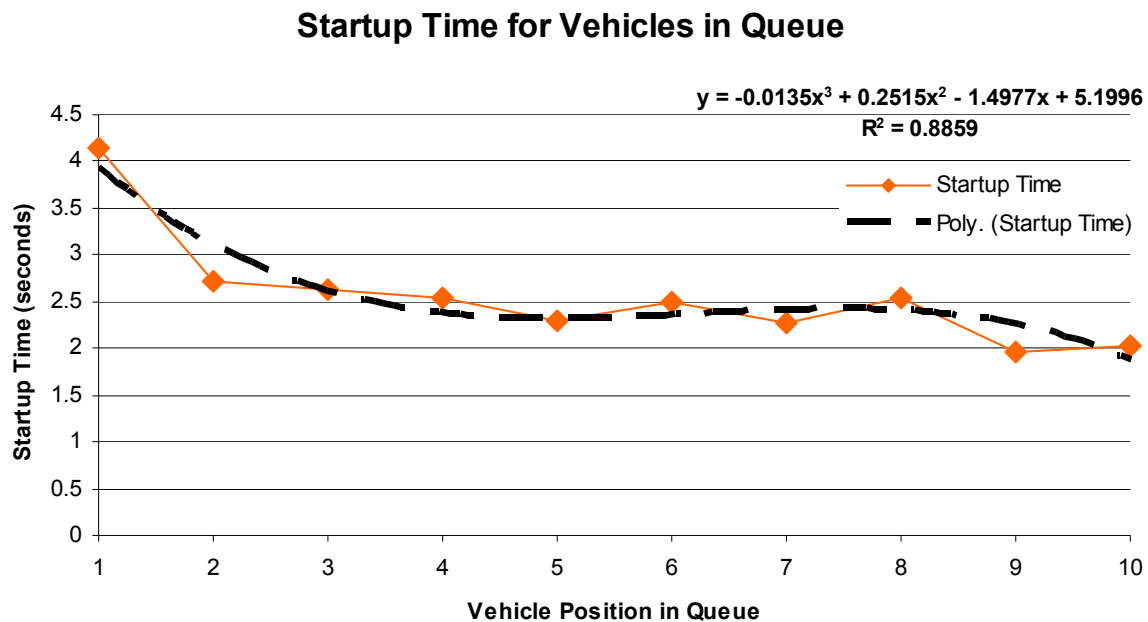
**Table 1 Startup Time Collected for the Vehicles at an Upgrade Intersection.**

Vehicle Position	Number of Observations	Mean Startup Time	Cumulative Startup Time	Standard Deviation
1	56	4.14	4.6	0.64
2	56	2.72	6.8	0.76
3	55	2.62	9.0	0.90
4	53	2.54	11.2	0.97
5	49	2.29	13.4	0.70
6	46	2.50	15.6	1.19
7	29	2.28	17.8	0.90
8	19	2.54	20.0	1.22
9	10	1.96	22.2	0.78
10	4	2.03	24.4	0.65
11	2	1.74	26.6	0.05
12	1	1.27	28.8	-

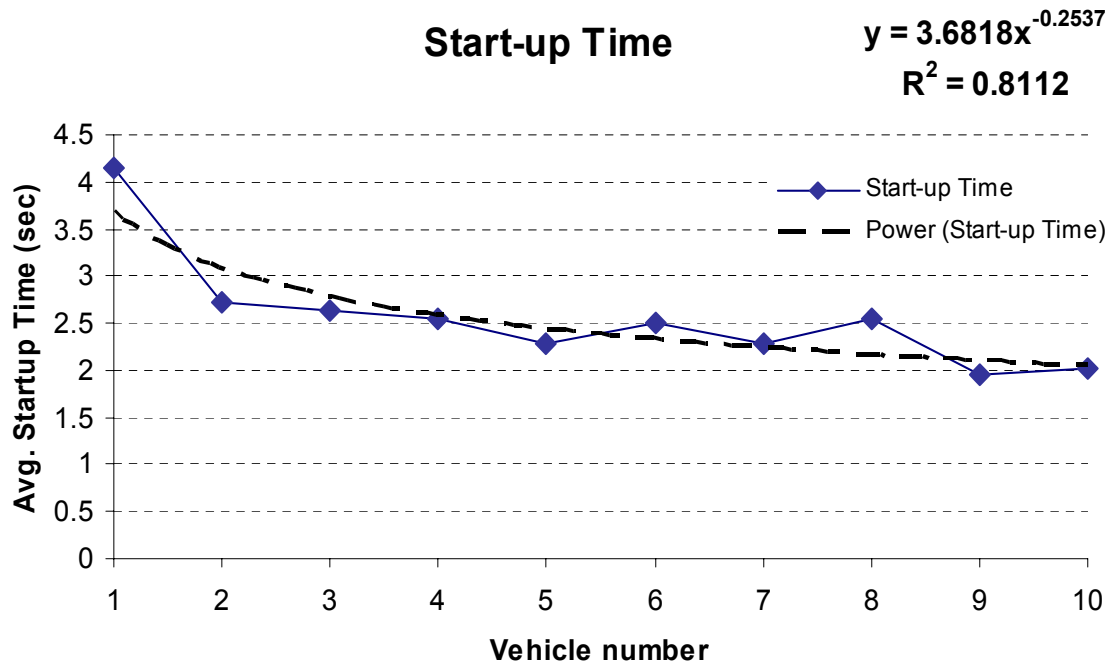
The data collected for this study had data for first 12 vehicles in the queue. Since only the

first 10 vehicles had enough sample size, they were considered for analysis, while the other vehicles were not considered. The mean startup time for each vehicle and the cumulative time were plotted. The graphs are shown in Figure 3 and Figure 5.

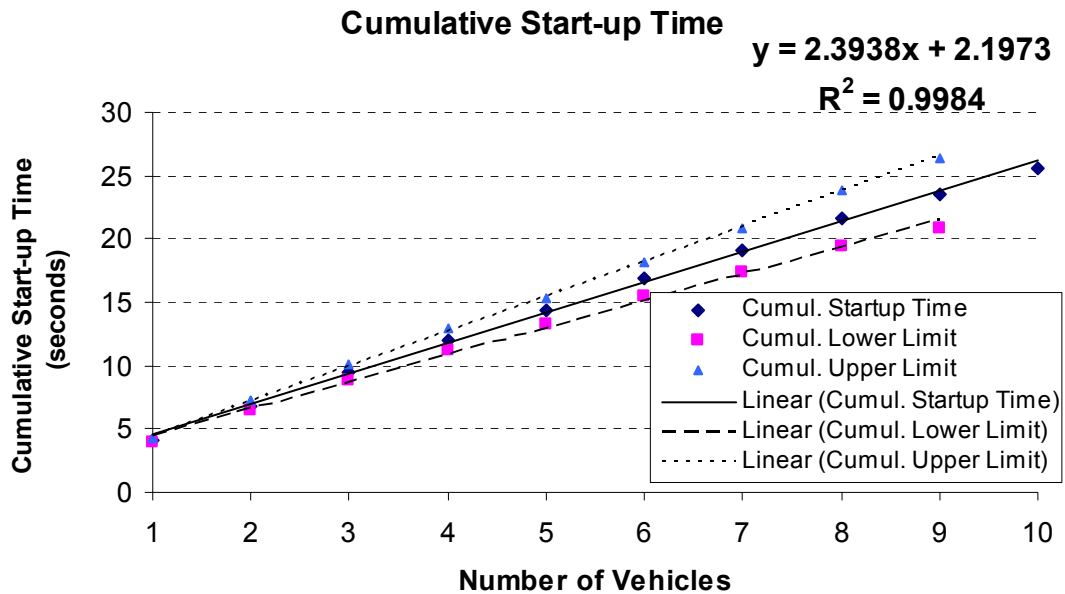
The graph obtained from the polynomial fit did not give good plot and hence the graph was plotted again using power graph. The graph obtained from the power equation was convincingly good. The plot and the equation with the power graph are shown in Figure 4.



**FIG 3 Plot Showing the Startup Time for Each Vehicle in the Queue**



**FIG 4 Graph Obtained from the Power Equation**



**FIG 5 Plot Showing the Cumulative Startup Time for Vehicles in the Queue**

The startup time is measured as the cumulative time it takes for the  $n^{\text{th}}$  vehicle to enter the intersection. The first work on measuring lost times and saturation headways was done as early as in mid-1940s by Bruce Greenshield (*Traffic Engineering*). The equation that he proposed was for the green time needed to process  $N$  vehicles at an intersection.

$$T = 3.7 + 2.1 \times \text{no. of veh.}$$

Kunzman in 1978 suggested an update for Greenshield's equation for green time needed at a level intersection(*Traffic Engineering*). The equation was,

$$T = 1.1 + 2.1 \times \text{no. of veh.}$$

The green time obtained for the intersection on a upgrade of 12% under consideration through this study is

$$T = 2.4 + 2.2 \times \text{no. of veh.}$$

Where, no. of veh = 1 to 10

Table 2 shows the startup time comparison between the updated Greenshield's Equation and the equation obtained from this study for the first 12 vehicles in the queue waiting for the green signal at an intersection.

**Table 2 Comparing Greenshield's Equation for Startup Time with the Equation Obtained from this Study.**

Vehicle Position in Queue	Cumulative Startup Time		Difference Between Observed and Greenshield's Eqn (sec)	Percentage Difference
	Updated Greenshield's Eqn (sec)	Observed (sec)		
1	3.2	4.6	1.4	43.75%
2	5.3	6.8	1.5	28.30%
3	7.4	9.0	1.6	21.62%
4	9.5	11.2	1.7	17.89%
5	11.6	13.4	1.8	15.52%
6	13.7	15.6	1.9	13.87%
7	15.8	17.8	2.0	12.66%
8	17.9	20.0	2.1	11.73%
9	20.0	22.2	2.2	11.00%

10	22.1	24.4	2.3	10.41%
11	24.2	26.6	2.4	9.92%
12	26.3	28.8	2.5	9.51%

---

## RESULTS & CONCLUSION

Data for a total of 53 cycles were reduced, and the data were analyzed. The average headways shown are for 10 vehicles in the queue, as only 12 vehicles were found in the longest queue during the observation period. This was also because of very short green time available to the side street during the peak hour. The 11<sup>th</sup> and 12<sup>th</sup> vehicles in the queue were neglected for analysis because the sample size was less than 4.

The results obtained from the study can be summarized as follows.

1. Startup time Equation on a grade of 12%

$$T = 2.7 + 2.3 \times \text{no. of veh.}$$

2. Power Equation for the startup time for the n<sup>th</sup> vehicle at a grade of 12%

$$T = 3.9646 \times X^{-0.3271}$$

Where, X = n<sup>th</sup> vehicle

## REFERENCE

Gattis, L. James., (2002). "Traffic Engineering Handout for CVEG 5433." Civil Engineering, University of Arkansas.

Maini, Pawan. (1997). "Study of Lost Times at Signalised Intersections." University of Colorado, Denver.

Traffic Engineering, *Second Edition* by Willaim R. McShane, Roger P. Roess and Elena

S.Prassas.

## **ACKNOWLEDGEMENTS**

The author would like to thank Dr. James L. Gattis, for his guidance in doing this study. The Transportation Laboratory maintained by Dr. James L. Gattis for providing the equipment to conduct the study. And also Ranjit A. Bhave, Graduate Student, University of Arkansas, for assisting in data collection and Carry S. Pollock, Director of Media Productions, Bell Engineering, University of Arkansas for providing Videotape Editing Control Unit to do frame by frame analysis. A special thanks goes to Dr. Rodney D. Williams, Assistant Professor, Civil Engineering, University of Arkansas for helping in finding the grade at the intersection.

## ***2003 MOVITE Student Chapter Competition***

An annual award will be offered annually by MOVITE to the student chapter whose annual report of activities is selected as the most outstanding based upon guidelines established by ITE for this competition. The annual report should be based on the student chapter's activities for the current academic year.

### ***Participating Qualifications***

To qualify for the student chapter award, the chapter must a) be affiliated with a recognized college or university in the MOVITE; and b) have submitted an annual report of the activities for the current academic year.

### ***Procedures for Selecting the Student Chapter Award***

A review board appointed by the President will judge the student chapter annual reports. The winner of the student chapter award will be determined by May 1, 2003

### ***Schedule of Submission for Award Consideration***

The annual report should be submitted to the Section President no later than **April 1, 2003**. If mailed, the postmark must be March 31, 2003, or earlier. The mailing address is as follows:

C. Jay Wynn  
2003 MOVITE President  
Mathews & Associates  
1661 W. Elfindale  
Springfield, MO 65807  
Phone (417) 869-6009

### ***The Student Chapter Award***

Upon selection of the outstanding student chapter, the President shall present a plaque commemorating and citing the student chapter along with a cash award of \$100. The Faculty Advisor shall insure that the cash award is utilized to promote the technical activities of the student chapter. The cash award can not be utilized to support social functions.

### ***Questions***

Contact Todd Butler, 2003 MOVITE Vice-President, during business hours at (405) 720-7721 during business hours.

Information and Application Packet  
for the academic year 2003-2004

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***Jan Kibbe Student Scholarship***  
*for Study in*  
***Traffic/Transportation Engineering***

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*offered by*

**MOVITE**

Missouri Valley Section  
of the  
Institute of Transportation Engineers

## ***MOVITE***

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MOVITE is the Missouri Valley Section of the Institute of Transportation Engineers (ITE). Covering the states of Nebraska, Iowa, Kansas, Missouri, Oklahoma and Arkansas, MOVITE includes traffic and transportation professionals and affiliates representing cities, counties, states, the federal government, academic institutions, private industry and consulting.

## ***SCHOLARSHIP***

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Transportation is important to the economy of not only middle America but to the world. As such, it is critical that professionals be available to maintain and expand our systems of delivering goods and services. To further this effort, MOVITE is offering a ***\$1,000 cash scholarship*** to a deserving student pursuing course work in traffic and/or transportation engineering in the hope that the recipient will continue into a career in the traffic/transportation field.

## ***ELIGIBILITY***

---

To qualify for the Jan Kibbe Student Scholarship, a candidate must meet the requirements listed below.

- (A) Be, or plan to be, a student at one of the following universities in the MOVITE area:

University of Arkansas	University of Missouri - Rolla
University of Iowa	University of Nebraska
Iowa State University	University of Oklahoma
University of Kansas	Oklahoma State University
Kansas State University	Washington University
Univ. of Missouri - Columbia	
- (B) Be a senior or graduate student in the upcoming academic year.
- (C) Be a full-time student enrolled in at least two courses in traffic and/or transportation engineering in the upcoming academic year.
- (D) Become a student member of the Institute of Transportation Engineers and, if available at the university, a member of the ITE Student Chapter during the upcoming academic year.

Applicants for this scholarship may also compete in the MOVITE Thomas J. Seburn Student Paper Contest.

Previous recipients of this scholarship are not eligible.

## ***TERMS AND CONDITIONS***

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Course work must begin within six months of notification of award. Recipients are not eligible to reapply for the scholarship.

The MOVITE scholarship will be paid directly to the selected student upon receipt of:

- (A) Proof of enrollment as a full-time student.

- (B) Acknowledgment from a traffic/transportation engineering professor at the university (ITE Student Chapter faculty advisor if applicable) that the student meets all of the eligibility requirements.

---

### ***SELECTION CRITERIA***

Candidates will be evaluated on the basis of their proposed program of study, career objectives and recommendation from their university professor.

Applicants who do not meet the eligibility requirements and/or fail to comply with the application process will not be considered.

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### ***APPLICATION***

To apply for the MOVITE Jan Kibbe Student Scholarship, each student must:

- Complete the enclosed application form.
- Prepare an essay stating his/her reasons for pursuing course work in traffic and/or transportation engineering and career objectives. The essay shall be no longer than two single-spaced typewritten pages.
- Have a letter of recommendation prepared by his/her traffic/transportation engineering professor at the university (ITE Student Chapter faculty advisor if applicable). The letter may be submitted with the application or sent separately by the professor.

Submit all information to:

Todd Butler  
2003 MOVITE Vice-President  
Traffic Engineering Cons'lts, Inc.  
6000 S Western, Suite 300  
Oklahoma City, OK 73139  
Phone (405) 720-7721

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### ***DEADLINE FOR APPLICATION***

Each application packet shall include the application form, essay and letter of recommendation. All material must be received by MOVITE by **April 1, 2003**. If mailed, the postmark must be March 31, 2003, or earlier.

---

### ***NOTIFICATION OF AWARD***

All applications will be evaluated by May 1, 2003. All applicants will be notified by May 15, 2003.

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### ***QUESTIONS***

Contact Todd Butler at the above address or call (405) 720-7721 during business hours.

Missouri Valley Section  
Institute of Transportation Engineers  
**Jan Kibbe Student Scholarship**  
**for Study in Traffic/Transportation Engineering**  
for the 2003-2004 academic year

## Application Form

Deadline April 1, 2003

PLEASE TYPE OR PRINT CLEARLY

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Preferred mailing address (for the period in April 2003; this will be the address used to notify you of the status of the application)**

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Indicate the university you plan to attend in the 2003-2004 academic year:**

University: \_\_\_\_\_ Department: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Anticipated course work in the 2003-2004 academic year; including at least two traffic/transportation engineering courses.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### **Educational Background**

College/University: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Completed Course Work: \_\_\_\_\_

**I certify that the information provided on this form is true and correct:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***2003 MOVITE Technical Research Scholarship Competition***

A research scholarship is offered annually by MOVITE to the graduate or doctorate student engineer whose technical research project is selected as the most significant contribution to transportation engineering and the most beneficial to the practicing professionals within the MOVITE area. The technical research project should be based on the graduate or doctorate student's personal efforts and may be on any subject, study or experience of the student's selection, which pertains to the advancement of transportation engineering and would provide value or assistance in practical issues which would be beneficial to practicing professionals of the MOVITE area. The scope of the technical research project to be submitted should not to exceed five typewritten, double-spaced pages (8.5" by 11" white paper). An abstract of approximately 300 words and a time schedule for completion is to be submitted with the technical research project scope. At the conclusion of the technical research project, a written report will be presented by the graduate or doctorate student summarizing the research project and providing recommendations or conclusions of the study. The report will be printed in the next edition of the MOVITE Journal.

### **Participating Qualifications**

To qualify for the research scholarship, a candidate must a) be a full-time graduate or doctorate student enrolled in a transportation/traffic engineering program in a recognized college or university in the MOVITE area; b) be conducting research or prepared to begin conducting research within 6 months of the award in a program which is related to transportation and/or traffic engineering and is of particular interest and benefit to the practicing professionals within the MOVITE area at the time the award is given and certified thereto by a faculty member in charge of transportation and/or traffic engineering course at the college; and c) Be able to complete the research within the specified time while still enrolled in the transportation program in any of the above recognized colleges or universities in the MOVITE area.

### **Procedures for Selecting the Technical Research Scholarship Award**

The scope of the research scholarship(s) will be judged on originality, significance, defined goals, technical merit, format, validity and applicability to practicing professionals within the MOVITE area. The topic should be related to existing standards of practice that need further development or clarification and/or new standards of practice that need additional research. The President will appoint a review board comprised of Student Chapters and Awards Committee. The review board will evaluate the submitted scope and determine whether the topic satisfies the above criteria. No award will be made if in the judgment of the selection committee, none of the submittals meet these criteria. If a graduate or doctorate student who submits a scope for a research grant has a relative or a faculty member from the student's school on the selection committee, that person will not be permitted to participate and a replacement will be appointed by the President for the selection of the technical research scholarship award.

### **Schedule of Submission for Technical Research Scholarship Consideration**

The research project scope and abstract, along with a completed application form, shall be submitted to the MOVITE Vice President no later than April 1, 2003. If mailed, the postmark must be March 31, 2003, or earlier. The mailing address is provided on the application form.

### **The Technical Research Scholarship Award**

Upon selection of the research project scope and abstract deemed outstanding and most beneficial to practicing professionals, the President shall, at the Fall meeting, present a suitable certificate commemorating and citing the graduate or doctorate student along with an initial cash award of \$500. An additional \$500 will be awarded at the conclusion of the research project and at the time the results of the research are summarized in the MOVITE Journal. Up to \$250 in travel expenses will provided to the first place winner to attend the Fall meeting with an opportunity to present the findings of the research project. This award can be used to exclusively fund or subsidize existing research projects.

### **Questions**

Contact Todd Butler, 2003 MOVITE Vice-President, during business hours at (405) 720-7721.

**Missouri Valley Section  
Institute of Transportation Engineers  
2003 Technical Research Scholarship Competition**

**Application Form**

*Deadline April 1, 2003*

PLEASE TYPE OR PRINT CLEARLY

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

***Preferred mailing address (for the period in May 2003; this will be the address used to notify you of the status of the application)***

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

***Indicate the university you are currently attending:***

University: \_\_\_\_\_ Department: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Research Completion Date: \_\_\_\_\_

***Current course work in traffic/transportation engineering or related field.***

\_\_\_\_\_  
\_\_\_\_\_

***Description of technical research project and your role or proposed role in the project that will serve as the basis for your research scholarship request (attach additional sheet(s) if necessary).***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(continued on reverse side)*

***I certify that the technical research project will be prepared by me and will be the result of my important responsibility and that the information provided on this form is true and correct:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

***I certify that the aforementioned technical research program meets the requirements of the award and that the graduate or doctorate student making application for the technical research scholarship will have important responsibility in the study described in the submitted scope, and that this graduate or doctorate student is currently enrolled in a program which is related to transportation and/or traffic engineering.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty Advisor)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor) (if applicable)

Submit research scope, abstract and this application form to:

Todd Butler  
2003 MOVITE Vice-President  
Traffic Engineering Cons'lts, Inc.  
6000 S Western, Suite 300  
Oklahoma City, OK 73139  
Phone (405) 720-7721

## ***2003 MOVITE Student Paper Competition Thomas J. Seburn Award***

An award is offered annually by MOVITE to the student engineer whose paper is selected as the most significant contribution to transportation engineering. The paper should be based on the student's personal efforts and may be on any subject, study or experience of the student's selection, which pertains to the advancement of transportation engineering. The paper is not to exceed fifteen typewritten, double-spaced pages (8.5" by 11" white paper). An abstract of approximately 300 words is to be submitted with the paper.

### ***Participating Qualifications***

To qualify for the student award, a candidate must a) be a student in a recognized college or university in the MOVITE area and enrolled in a program which is related to transportation and/or traffic engineering at the time the award is given and certified thereto by a faculty member in charge of transportation and/or traffic engineering course at the college; and b) have conducted or been a major participant in the conduct of some independent or original technical study or other accomplishment and must furnish evidence of important responsibility in this activity.

### ***Procedures for Selecting the Student Award***

The paper(s) will be judged on originality, significance, scope and format, validity and applicability. No award will be made if in the judgment of the selection committee, none of the papers meet these criteria. The President will appoint a review board comprised of Student Chapters and Awards Committee. The winners of the Thomas J. Seburn Student Paper Award will be determined by May 1, 2003. If a student who submits a paper has a relative or a faculty member from the student's school on the selection committee, that person will not be permitted to participate and a replacement will be appointed by the President for the selection of the student award.

### ***Schedule of Submission for Award Consideration***

The paper and abstract, along with a completed application form, shall be submitted to the MOVITE Vice President no later than **April 1, 2003**. If mailed, the postmark must be March 31, 2003, or earlier. The mailing address is provided on the application form.

### ***The Thomas J. Seburn Award***

Upon selection of the paper deemed outstanding, the President shall, at the Spring meeting, present a suitable certificate commemorating and citing the student along with a cash award of \$500. Second and third place prizes of \$200 and \$100 may also be awarded. Up to \$250 in travel expenses will be provided to the first place winner to attend the Fall meeting and present the paper.

### ***Questions***

Contact Todd Butler, 2003 MOVITE Vice-President, during business hours at (405) 720-7721.

**Missouri Valley Section  
Institute of Transportation Engineers**

**2003 Thomas J. Seburn Student Paper Competition**

**Application Form**

*Deadline April 1, 2003*

**PLEASE TYPE OR PRINT CLEARLY**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

***Preferred mailing address (for the period in May 2003; this will be the address used to notify you of the status of the application)***

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

***Indicate the university you are currently attending:***

University: \_\_\_\_\_ Department: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

***Current course work in traffic/transportation engineering or related field.***

\_\_\_\_\_  
\_\_\_\_\_

***Description of technical study or accomplishment and your role in the study or accomplishment that served as the basis for your paper (attach additional sheet(s) if necessary).***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(continued on reverse side)*

Title of Paper: \_\_\_\_\_

***I certify that the enclosed paper was prepared by me and is the result of my important responsibility and that the information provided on this form is true and correct:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

***I certify that the enclosed paper was prepared by this student, that this student did have important responsibility in the study described in the paper, and that this student is currently enrolled in a program which is related to transportation and/or traffic engineering.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty Advisor)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor) (if applicable)

Submit paper, abstract and this application form to:

Todd Butler  
2003 MOVITE Vice-President  
Traffic Engineering Cons'lts, Inc.  
6000 S Western, Suite 300  
Oklahoma City, OK 73139  
Phone (405) 720-7721

## ***2003 MOVITE Competition Young Transportation Professional of the Year Award***

An award is offered annually by MOVITE to an individual to recognize achievement in transportation/traffic engineering by younger members of MOVITE on the basis of submitting a technical paper. The award is intended to encourage the conduct and reporting of independent and original research and to provide a means for recognizing outstanding accomplishments in transportation/traffic engineering.

### **Participating Qualifications**

To qualify for the award, a candidate must a) have not reached his or her 35<sup>th</sup> birthday by April 30<sup>th</sup>; b) not be members of the Award Committee or a MOVITE Student Member; c) have conducted or been a principal participant in an original study or project in the field of transportation/traffic engineering that was completed within two years of April 30; and d) the project may have been financed with public or private funds, by contract or not and may have been previously reported to another group or publicized elsewhere and may be an expansion or revision of a paper that has been previously submitted to the MOVITE/ITE for this competition.

### **Procedures for Selecting the Award Winner**

The President will appoint a review board. The paper(s) will be judged on the most significant contribution to the furtherance, or communication of knowledge related to the professional practice of transportation/traffic engineering. The paper will be judged on originality, significance, scope and format, validity and applicability. No award will be made if in the judgment of the selection committee, none of the papers meet these criteria.

The manuscript describing the study or project shall be a) no more than 20 double-spaced typewritten pages; b) submitted in original form plus six copies; c) accompanied by an abstract no longer than one double-spaced typewritten page; and d) accompanied by a statement (attached to all copies) clearly indicating the candidate's relationship to the study or project in terms of design, conduct of the work, analysis of data, and authorship of the report.

### **Schedule of Submission for Award Consideration**

The paper and abstract shall be submitted to the MOVITE Section President no later than February 3, 2003. If mailed, the postmark must be February 1, 2003, or earlier. The mailing address is as follows:

C. Jay Wynn  
Mathews & Associates  
1661 W Elfindale  
Springfield, MO 65807  
(417) 869-6009

## The Young Transportation Professional of the Year Award

Upon selection of the paper deemed outstanding, the President shall, at the Fall meeting, present a suitable plaque commemorating and citing this achievement. The executive summary of the winning paper will be printed in the MOVITE Journal following presentation of the award.

## Questions

Contact C. Jay Wynn, 2003 MOVITE President, during business hours at (417) 869-6009.

# **AUCTION! \*\*\* AUCTION! \*\*\* AUCTION!**

**BE A PART OF HISTORY** - The first auction for the MOVITE Student Scholarship Fund will be held on September 24, 2003 at the Annual MOVITE Meeting to be held in Springfield, Missouri. This will be a fun and unique opportunity to help build up the scholarship funds with the purpose of helping more students and/or increasing the amounts of the scholarships given. If the auction is successful, it is hoped this event will become a traditional activity at the Fall MOVITE meeting. The Illinois ITE Section has an annual student scholarship auction that raised over \$2,000 in one evening earlier this year.

**SCHOLARSHIP FUND** - The MOVITE Scholarship Fund was created in 1982 and has been approved by IRS as a 501(c)3 charitable organization to which contributions are tax deductible in accordance with IRS regulations. Since its inception, more than \$40,000 has been contributed to the fund with scholarships awarded to 25 students.

**RECEIPTS** - All proceeds from the auction will be deposited into the MOVITE Scholarship Fund. Receipts will be given to those donating items and to those purchasing items as documentation of their contributions. The list of donors and winning bidders will be printed in the MOVITE Journal unless recognition is specifically declined.

**TYPES OF ITEMS NEEDED** - We need good items to be donated by individuals and by companies or agencies. Items contributed may be new or used, they may be related to the profession (i.e. a traffic sign, signal or parking meter) or other items of value (i.e. electronics, collectibles, gift certificates, software, etc.) which you are willing to contribute. Especially unique or unusual items will make the auction interesting and fun. As one example, you will have opportunity to bid on autographed 8"x10" photographs of major league baseball record setters Barry Bonds and Pete Rose.

**EVENT SCHEDULE** - The Wednesday evening activities on September 24 will begin at 7 pm with the Student Chapter Crash Cushion contest. At 8 pm, the Silent Auction will begin concurrently with the Welcome Mixer social hour. Members will be able to bid on items in the silent auction and look at items on display to be auctioned during the live auction. The live auction will begin at 9 pm and continue until all items are sold.

**DELIVERY OF ITEMS** - Items may be delivered during the day on September 24 to the registration desk at the University Plaza Hotel. Auction Committee members will receive the items and provide a receipt. Items will be placed into either the Silent Auction or the Live Auction at the discretion of the Auction Director.

**IDENTIFICATION OF BIDDERS** - Bidders will receive a card with a number for identification during the auction.

**PAYMENT** - For the auction to be successful, we need those attending the meeting to come prepared to bid high for the items. Bargains may be found, but overbids are encouraged as payment for winning bids are considered contributions. Payment for items purchased will be made at the end of the evening in the form of cash, personal check or credit card.

# 2003 MOVITE Auction for Student Scholarship Fund

## Donation Sign-up Form

- ☐ Yes, I would love to help by donating an item as described below.
- ☐ Yes, I would love to help, but I'm not sure where to start. Would you please contact me with more information and/or suggestions?
- ☐ Yes, I would love to help by making a cash donation in the amount of \$\_\_\_\_\_

Individual or Organization Making Donation:

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Fax: (\_\_\_\_)\_\_\_\_\_ E-mail: \_\_\_\_\_

Description of item to be Donated:

Estimated value of item: \$\_\_\_\_\_

To assist with planning for the auction, please return this form by Tuesday, September 2, 2003 to:

Earl E. Newman, P.E., Assistant Director of Public Works  
City of Springfield, P.O. Box 8368, Springfield, MO 65801  
Phone: (417) 864-1980 Fax: (417) 864-1983 E-mail: earl\_newman@ci.springfield.mo.us

**MOVITE Fall Board Meeting**  
**Wednesday, September 24, 2003**  
**8:00 pm – 12:00 noon**  
**University Plaza Holiday Inn – Lake of the Ozarks Hospitality Room**  
**Springfield, Missouri**

**Attendees:**

**Board Members:**

Jay Wynn	President
Todd Butler	Vice President
Nicci Tiner	Secretary
Steve Schooley	Treasurer
Doug Ripley	3rd Year Director
Matt Selinger	2 <sup>nd</sup> Year Director
Shawn Leight	1st Year Director
Louis Glover	Affiliate Director
Tom Swenson	Section Administrator

**Guests:**

Steve Hofener	ITE Vice President
Earl Newman	District IV
Danielle Graber	MOVITE Journal Editor
Lisa Richardson	MOVITE Web Page Administrator
Mark Stuecheli	KCITE President
Jason Haynes	Host Committee
Alonzo Lihen	KCITE Vice President
Brian Ray	Host Committee

**I. Call to Order**

**A. Jay Wynn, President**

Jay called the meeting to order at 8:30 AM.

**B. Welcome and Introductions**

Introductions were made.

**C. ITE President Remarks – Steve Hofener**

Steve made brief comments. He said to let them know if there were any concerns or complements.

**II. Board Meeting Minutes: Radisson Hotel – Pike Room – Fayetteville, Arkansas April 30, 2003 – Nicci Tiner, Secretary 2003**

Matt motioned to approve the minutes, Todd seconded that motion. The minutes were approved.

### **III. Treasurer's Report - Steve Schooley, Treasurer**

Income \$19,718.62

Expenses \$20,758.00

The Fidelity account has been closed and will be put into a regular savings account. We need to decide what the dues will be for next year. Jay would suggest to keep it at \$12. Earl suggested that we set the advertising rate because we were down about \$1,000. Danielle would be hesitant to change it at this time. Nicci motioned, Matt seconded that motion. The financial statement was approved.

### **IV. Committee Reports**

#### **A. Host Committee – Jason Haynes & Earl Newman**

There are 180 people registered and 11 vendors. Eleven signed up for the PTOE course and 27 for the technical course. This meeting has a budget of approximately \$34,000 and should turn a profit of \$2,000-\$3,000.

#### **B. MOVITE Journal – Danielle Vachal**

Of the budgeted amount, there will be plenty of money to do another one before the end of the year. Earl suggested having some of the papers added to the journal.

#### **C. Program and Technical Activities – Todd Butler**

No technical activities report. Todd would like to see these get started again. Jay is working on getting these put together. In the KCITE area, they are forming three technical committees. Alonzo noted that the three committees are more for software review. They are traffic operations and optimization, simulation, and travel demand modeling. Our goal is that all of the findings get to our meetings, and then we forward it on up to ITE as the section technical activity report.

#### **D. Student Chapter and Awards – Todd Butler**

There were eight applicants for the Thomas J. Seburn Award, five for the Student Chapter Award and two for the Jan Kibbe Award. Jay congratulated Todd and Tom for getting the awards together.

#### **E. Membership –Shawn Leight**

According to the database, we have had a drop of about 22 members from last year. Tom asked Steve if there was a trend for decline. Steve noted that there was actually a 2% growth compared with other organizations. Steve had information on affiliate members. There are 49 affiliates that have not paid. Tom and Steve are going to try to clean this up. Next spring, there will be a list of who has not paid in the past two years. Affiliates on that list will be dropped.

**F. By-Laws and Policies – Matt Selinger**

No changes to the By-Laws from the last time. Steve asked if we wanted to add to the By-Laws an article to get an electronic voting procedure even though we don't have the means of doing this at this time. We will probably do this since adding a By-Law takes such a long time to do. Policy 2-4 may not be necessary. The consensus was to leave the policy. Policy 2-5 clarifies our teaming arrangement with other groups. Section 3 – Awards has been re-ordered as to professional, technical and scholarship. Policy 3-4 takes out the Distinguished Member Award. Policy 3-7 added the Distinguished Member Award. Policy 3-8 added the Best MOVITE Chapter Award. The date for this report should be changed from June 1 to state that it is based upon the Chapter's Annual Report date of January 15. Policy 7-1 adds additional description for travel assistance for the President to ITE Annual Meeting and for the Board member travel. Policy 8-3 added Campaign Conduct to the policy.

Earl brought up the length of the meetings and perhaps changing the days to a weekend. This would require a policy change to meet during the weekends. It was agreed upon to strike this Policy 2-3.

Steve motioned that we accept the revisions, Todd seconded the motion. It was approved.

**G. Finance Committee – Steve Schooley**

No report

**H. Audit Committee – Doug Ripley**

Doug had no audit committee report but did have a technical committee report.

He passed around a status report prepared by Thomas B. Stout. These committees include Right-Turn Lane Geometric Treatment, Pedestrian Crossing Timings with/without Crossing Guards, Traffic Calming Policies and Devices, Fiber Optic Interconnect Practices, Red Light Violation Camera Monitoring, Vehicle Detection Methods and Practices, and LTAP Programs in the MOVITE Area.

He also gave a Spring Meeting report. The meeting will be April 21-23, 2004 in Des Moines. Earl suggested a call for papers for the Spring meeting.

**I. Affiliate Members – Louis Glover**

Louis will be working with Steve and Tom to get the Affiliates back on track.

**J. Web Page Committee – Lisa Richardson**

In 2002, there were 3300 hits, in 2003, there have been 4300 hits. We have renewed the domain of \$75 for a three-year renewal. Tom Swenson's actual picture has been added. Jay commended Lisa on winning the web page award.

**K. Section Administrator Remarks – Tom Swenson**

Most of his remarks will be discussed in other items.

**V. Old Business**

**A. Meeting Registration/Job Ads/Advertising – Payment by Credit Card**

Steve and Jay have been working on this for the meeting. In addition, this might be an opportunity for people to pay scholarship donations through the web page. Steve added that there is a monthly fee as well as a transaction fee. It is very convenient, but is it worth the cost. This is an item that is still under investigation. Steve Hofener noted that ITE has a hard copy means for credit card payments but not a web site means. Louis suggested offering a discount for those who paid by check versus those using credit cards.

**B. MOVITE Solicitation for Contributions to the Scholarship Fund**

There was a brief discussion on this topic.

**C. Status of Life Membership List – Tom Swenson**

We have a list on our web site with 30 members listed. The affiliate database lists 25. Qualification are that you must be 60 years old and a Past President, or you must be 60 years old and have been an ITE member for at least 15 years and a MOVITE member for 5 of those years. We took off four names that we know are deceased. These are Alfred Horn, Herbert Johnson, Bob Smith and Thomas Willier. Tom will propose a policy for the Spring meeting that will simplify the process. Steve motioned that we accept the list excluding those we had marked off. Doug seconded it. The motion was approved. We also put the policy change off to the Fall Retreat.

**D. Un-Agended – Business**

There was no un-agended business discussed.

**VI. New Business**

**A. Section Chapters**

KCITE – Mark noted that the chapter has a bi-monthly meeting schedule. The By-Laws for the chapter have been approved by ITE. Jay and Earl made a presentation to the chapter on September 11, 2003. Typically, they have about 60-70 people attending the meetings. However, dues have not gone out yet, so actual member counts are undefined. The next

meeting is November 13. In addition, KCITE will have its web site up and running soon.

TEAM – Shaun noted that the web site was up and running. It was modeled after MOVITE. They were able to get the Washington University Chapter re-started. The student chapter is holding its meetings in conjunction with the TEAM meetings. TEAM is sponsoring a transportation day covering everything from incident management to other traffic related topics. Earl and Jay attended the TEAM meeting recently and spoke with the students.

**B. 2004 MOVITE Budget – Doug Ripley**

Doug commented that from the year 2000, our budget has gone from approximately \$13,000 to approximately \$22,000. He based the 2004 budget on past budgets, but then offered an alternate to this which zeroed out items that we have not been using. There was much discussion on student scholarship and student travel to meetings. The travel expenses/awards for students can be considered as part of the scholarship. Todd moved that we accept the 2004 proposed budget, and Shawn seconded this motion. Earl brought up the student chapters and the advisors. He wanted to ask the section to offer 50% of the advisors dues so that they will stay involved. Lisa suggested that this be contingent upon their chapter submitting chapter reports. Jay suggested that we include this topic in the Fall Retreat. For this year we will put this cost under the Student Chapter Support of the budget. The budget was approved.

**C. Possible New Student Chapter at Kansas State University**

Although K State students have participated in MOVITE, there is not a chapter there. It would be good to start one there.

**D. Reactivation of Student Chapter at Washington University**

See comments in Item A of this section.

**E. RFP to Student Chapters – Scanning of History Info onto CD's (Approval of Payment for Service)**

If student chapters did this, it would offer them a chance to earn money. Jay would like to see this pushed upon the Past President's. First of all, Tom needs to look at what we have and see what actually needs to be scanned. We will discuss this further at the fall

**F. Presentation regarding Credit Card System w/Potential New Policy regarding entering into contracts/agreements**

Presentation was not given.

**G. Status of Election for New Director/New Affiliate Director**

Lisa, Danielle and Nicci will make up the teller committee.

**H. Best Chapter Award – Doug Ripley**

The Iowa State Chapter won the award and Molly O'Brian will be at this meeting to present the award to the chapter. The selection of a committee should be made today and selection of a topic. The judging committee will provide the direction on how they address this topic. Basically, the chapters will make posters and be able to have booths and present the topic. Jay would like to give the chapters the topic within the next couple of weeks. Right now, it is worded as \$1,000 for the winner and nothing else. Steve would like to vary this so that second place also gets something. Doug moved that we accept the student competition proposal and Matt seconded this. Lisa, Shawn and Doug will work on this competition.

**I. MOVITE Dues – Steve Schooley**

Dues should remain as they are.

**J. Web Page Domain Name Renewal – Matt Selinger**

See Item IV.J. for this discussion.

**K. Policy Updates – Matt Selinger**

See Item IV.F. above.

**L. State Run-Off Election – Shawn Leight**

For the larger states, there might be a statewide election with the top two vote getters being forwarded on to MOVITE to appear on the ballot. Matt noted that policy calls for the Past President to narrow down the list based upon their participation in MOVITE. Steve Hofener offered his opinion that our current system was not broken. Nothing will be done at this point.

**M. MOVITE Mass Email – Shawn Leight**

It has been discussed in the past that MOVITE would benefit from a mass email list. In order to do this, MOVITE can have its own list or can rely on ITE. ITE can address this issue in one of two methods. First, ITE could set up a MOVITE list server, however, ITE does not like to do this for Sections and Chapters as they lose review authority. However, if MOVITE only has a few e-mails per year, ITE can use their email database and forward emails for us. An example of its use is sending out the meeting notices. This could also be used for voting; however we would not be able to reach all members in this manner. Steve Hofener added ITE was working on an online voting method that could be possible in the next couple of years.

**N. LTAP Partnering Agreement – Shawn Leight**

LTAP is a technology transfer system sponsored by FHWA. They have one of these sites in each state. A draft went out to all board members. The agreement should be ready by the fall retreat.

**O. Policy Change for inclusion of new competition for MOVITE Chapters**

Policy has already been changed.

**P. Spring MOVITE Student Competition**

See Item VI.B. above.

**Q. District 4 Director's Report**

Jay commented that he had appreciated Earl's involvement with this. It has been a very successful year. There is an opportunity for a new chapter at K State. Earl would like to help promote chapters in other states. He noted that there is a possibility of having a 4<sup>th</sup> chapter in Missouri. Ken Voight will be the new District 4 Director. At the District level, the positions will become elected rather than appointed by the sections. There is a desire to launch a District 4 newsletter. The winner of the Transportation Achievement Award is attending the MOVITE Meeting for the Oklahoma I-40 Bridge Replacement. Earl has asked that we reimburse him for the \$250 travel expenses needed to present this award to the ODOT. Steve moved that we reimburse Earl, and Doug seconded it. The motion was approved.

**R. Winnipeg Meeting Report**

Item not discussed.

**S. ITE Seattle Meeting Report**

Item not discussed.

**T. Status of Joint Meeting Agreement with ITS Heartland (Who will plan MOVITE activities for the 2005 spring meeting?)**

Right now, MOVITE will plan these activities.

**U. Future MOVITE Sponsored Workshop on TMC's, Lessons Learned, to be coordinated by Reggie Chandra, MARC, in July, Wichita, KS. Special effort needs to be made to contact MOVITE Members in the area. Could call an organizational meeting to determine interest in forming a MOVITE Chapter.**

No report.

**V. Payment of Faculty Advisor Dues for Student Chapters**

See Item B discussion.

**W. Support for Students to Attend Traffic Signal Summer Workshop – Univ of Idaho**

Item not discussed.

**X. Status of New Past President's Advisory Council**

Earl noted that as a Past President, you feel like you have nothing to do but you have lots of knowledge. This board would be created and would be charged with what we want them to do. Some areas they could work with are student chapters and the new section chapters. Eventually, they could also work with keeping track of Life Members and other Past Presidents. In addition, this group could sponsored an event. At this Fall Meeting, the past Presidents' are sponsoring a breakfast. Nicci moved to create the board and Steve seconded it. Details are to follow for this event. Jay will work with Earl on this event.

**Y. Updating MOVITE Meeting Guide**

1. Standard Functions for Spring Meeting
  2. Standard Functions for Annual Meeting
- Items were not discussed.

**X. Un-Agended- Business:**

There was no un-agended new business.

**VII. Future Meetings**

**A. Officer's Retreat Date and Facility (December 4 – Super 8 Hotel at Argosy Casino in KC) – Meeting to be combined with a KCITE meeting on December 4.**

The retreat date was moved to December 12.

**B. ITE Mid-year Conference, March 28-31, 2004 in Irvine, CA**

**C. 2004 Spring MOVITE Meeting, Des Moines, Iowa**

See Item IV.H. for discussion.

**D. ITE Annual Meeting, August 1-4, 2004 in Orlando, FL**

**E. 2004 Fall MOVITE Meeting – Oklahoma City, Oklahoma**

**F. 2005 Spring Joint Meeting with ITS Heartland - March 22-25, 2005 in Topeka, KS**

ITS Heartland want to join us, but they haven't been very involved in this fall meeting other than attendance.

**G. 2005 ITE International – Melbourne, Australia**

**H. 2005 Fall Meeting – Little Rock, Arkansas**

**I. 2006 ITE International – Milwaukee, Wisconsin**

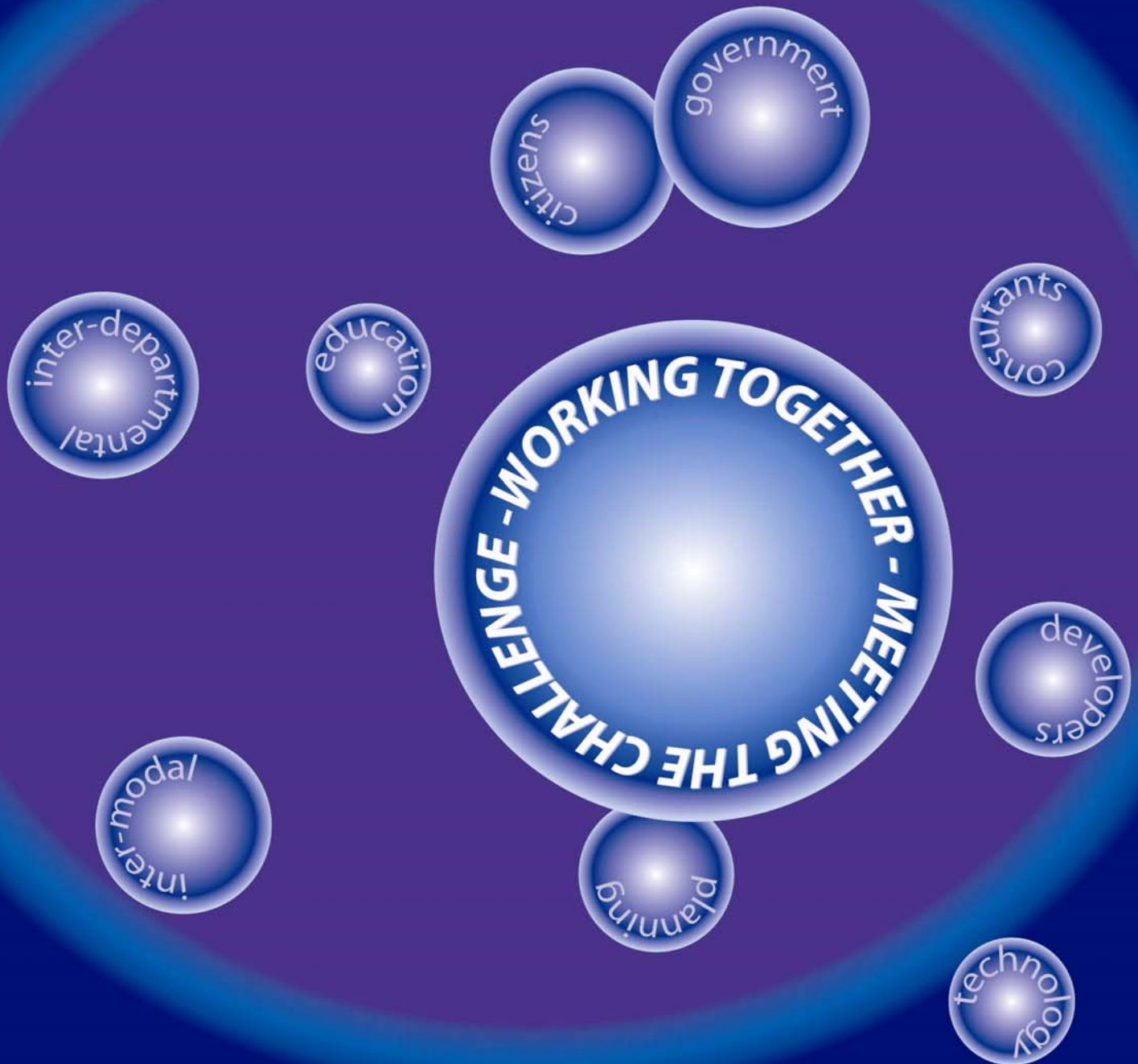
**J. 2006 Spring Meeting - Nebraska**

**VIII. Adjournment**

Doug moved that we adjourn and Matt seconded it. The motion was approved to adjourn the meeting.

# MOVITE/ITS Heartland

## 2003 fall meeting



september 24-26, 2003 - university plaza holiday inn - springfield, mo



September 24-26, 2003

Springfield, MO



MOVITE / ITS HEARTLAND 2003 FALL MEETING

# Working Together—Meeting the Challenge

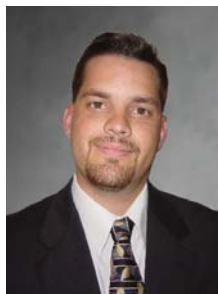
## From the Presidents



**C. Jay Wynn**  
2003 MOVITE President



**Erin Flanigan**  
2003 ITS Heartland President



**Jason Haynes**  
2003 OCITE President

*Welcome—Join Us!*

August 1, 2003

The Missouri Valley Section of the Institute of Transportation Engineers (MOVITE), ITS Heartland, and the Ozarks Chapter of the Institute of Transportation Engineers (OCITE) have come together to host a joint conference in Springfield, Missouri on September 24-26, 2003.

The conference, which serves as the Annual Meeting for MOVITE, is themed "Working Together – Meeting the Challenge". The two-track technical program on Thursday will feature a track sponsored by ITS Heartland with all presentations focused on the conference theme. Please review the meeting highlights contained in this registration packet. We expect a large attendance, so you are encouraged to register for the conference and reserve your lodging early.

From the technical workshops, to special activities for students, to special speakers and social activities, we hope to show the benefits of "Working Together".

*See you in September!*

- ◆ **Promote Creative Solutions**
- ◆ **Identify Mutual Needs & Benefits**
- ◆ **Share Responsibilities & Resources**
- ◆ **Promote Public Input & Support**

# Meeting Highlights

## Wednesday, September 24 PTOE Refresher Course 8:00 am—5:00 pm

A recent study completed by ITE validated the essential knowledge, skills and abilities for traffic operations engineers and divided them into six topic domains: traffic operations analysis; operations effects of geometrics; traffic safety; traffic control devices; traffic engineering studies; and social, environmental and institutional issues.

This one-day refresher course will provide attendees with an overview of each topic, key references for additional information and a brief independent study guide organized by topic. The course has also proven to be an excellent training program for practicing traffic operations engineers regarding the latest revisions to the Highway Capacity Manual, the Manual on Uniform Traffic Control Devices and the AASHTO Green Book.

MOVITE is sponsoring the PTOE exam to be given in the Kansas City area on October 25, 2003. For information about the PTOE Certification Program and Exam: <http://www.ite.org/certification/index.asp>. Applications to take the exam on October 25, 2003, must be received by ITE at least 30 days prior to the examination date.

**Instructor for the Course:** Mohammed Qureshi

**Cost for the Course:** \$100

Please complete the registration form on page 7.

## Wednesday, September 24 Preparing A Congestion Management Plan 12:00 pm to 5:00 pm

Coordinated by the MidAmerica Regional Council, Kansas City, Missouri, this technical seminar will begin with lunch and a keynote speaker, to be followed by presentations addressing the "Seven Steps to Preparation of a Congestion Management Plan" for a metropolitan area. Both public and private sectors working in transportation planning and engineering will find the seminar of great interest. Mell Henderson, Director of Transportation with the Mid-America Regional Council will moderate this seminar. The following will be covered:

***How have Congestion Management Activities Been Integrated into the Planning Process?***

***How are Congestion-Related Data Collected?***

***How are Congested Locations Prioritized for Further Analysis?***

***How are Strategies for Managing Congestion Developed and Screened?***

***How are the Potential Impacts of Strategies Evaluated?***

***How is the CMS Used to Monitor the Effectiveness of Implemented Strategies?***

***What Analytical Tools have been Developed to Assist in the Congestion Management Process?***

**Instructors for the Course:** TBA

**Cost of the Course:** \$75

*Note: A minimum of 15 registrants will be needed to hold the seminar. Registrations for the seminar must be received by September 12, 2003. Those paying in advance for the seminar will receive a refund if the course is cancelled.*

## Thursday, September 25 Breakfast—Keynote Speaker 7:30 am—9:00 am



**JAMES (Jim) B. ANDERSON** is president of the Springfield, Missouri, Area Chamber of Commerce and serves as a member of the Missouri Highway and Transportation Commission. Jim has been president of the Chamber since 1988 and was appointed to the MHTC by Gov. Bob Holden in 2001.

In addition to his state level involvement, Anderson is active in the Springfield community. He served as chairman of United

Way of the Ozarks and president of Urban Districts Alliance. A member of Springfield Rotary Club, he is Community Relations Board chairman for the U.S. Medical Center for Federal Prisoners.

A native of Ozark, Missouri, Anderson is a 1971 graduate of Southwest Missouri State University. In 2001, he was named by SMS as one of three "Outstanding Alumni."

Under Jim's leadership, the Chamber of Commerce has been a valuable partner with the local MoDOT district office, the City of Springfield, and Greene County in the identification of transportation needs and priorities for funding and providing a unified position for the community in presentations to the MHTC Commission. This approach has led to numerous successful projects involving all partners that would not have been possible without this cooperation. Since 1989, with Chamber of Commerce support, the City of Springfield has enjoyed overwhelming public support of numerous referendums to fund transportation and capital improvement projects. As a member of the MHTC, Jim has been able to foster and encourage MoDOT partnerships using the Springfield model of success in an effort to promote "Working Together – Meeting the Challenge" statewide.

## Friday, September 26 Past—President's Breakfast 7:30 am—9:00 am

**BARRY HINSON** has finished four years as Head Men's Basketball Coach of the NCAA Division 1 Southwest Missouri State Bears. The Bears have had three first division finishes in Missouri Valley Conference play under Hinson with a third place finish at 17-12 in 2002-2003. Hinson is a native of Marlow, Oklahoma, and is in his first coaching post outside his home state. He graduated from Oklahoma State University in 1983, became head coach at ORU from 1997-1999 after four years as an assistant. In 1999, he accepted the position at SMS. He has a 70-54 record in his four years as head coach for the Bears. With four returning starters and one of the best incoming recruiting classes in the history of the school, optimism is high for a great year in 2003-2004.

A college basketball coach has a unique perspective of "Working Together – Meeting the Challenge". Each year, a college coach has the challenge of meshing new recruits with veteran players to create the best team possible by helping each player reach their potential. Fans often measure the success of a sports program by the number of wins and participation in post-season tournaments. In addition, a college coach has a profound influence over these young people, not only help them be winners on the court but also in the classroom and in life.

Barry Hinson is recognized for his enthusiasm, his ability to motivate, his hard work and devotion to his players and the team. Barry is an entertaining speaker with interesting insight into the game and the players (from recruiting to graduation) stressing the importance of working together that can be applied to any profession and to life. We are greatly honored to have Barry as a featured speaker for this conference.



# Schedule...At A Glance

## Wednesday, September 24

Registration .....	7:30 am—5:00 pm
MOVITE Board Meeting .....	8:00 am—12:00 pm
PTOE Refresher Course (Lunch Provided).....	8:00 am—5:00 pm
ITS Heartland Board Meeting.....	8:00 am—5:00 pm
Technical Seminar— <i>Preparing A Congestion Management Plan</i> (Lunch Provided) .....	12:00 pm—5:00 pm
GOLF Tournament—Rivercut Golf Course .....	1:00 pm
<u>Student</u> Tour of Traffic Engineering Facilities (Sign & Paint Shop / Signal Shop / TMC) .....	1:00 pm—3:00 pm
Technical Tour of Downtown Redevelopment Area (TMC / Jordan Valley Park) .....	3:00 pm—5:00 pm
Dinner On Your Own (Members & Guests).....	5:00 pm—8:00 pm
<u>Student</u> Pizza Party / Student Chapter Competition .....	6:00 pm—8:00 pm
Social Hour / Silent Auction for MOVITE Scholarship Fund.....	8:00 pm—9:00 pm
Live Auction for MOVITE Scholarship Fund.....	9:00 pm—10:00 pm

## Thursday, September 25

Registration .....	7:00 am—5:00 pm
Welcome Breakfast with Jim Anderson—Conference Keynote Speaker .....	7:30 am—9:00 am
Technical Sessions—Concurrent Tracks .....	9:00 am—10:00 am
BREAK—Visit Exhibition Area.....	10:00 am—10:30 am
Technical Sessions—Concurrent Tracks .....	10:30 am—12:00 pm
Annual MOVITE Business Meeting Luncheon .....	12:00 pm—1:30 pm
Technical Sessions—Concurrent Tracks .....	1:30 pm—2:30 pm
BREAK—Visit Exhibition Area.....	2:30 pm—3:00 pm
Technical Sessions—Concurrent Tracks .....	3:00 pm—4:00 pm
Transportation to Wonders of Wildlife / Tour the Museum on your own* .....	4:00 pm—6:30 pm
Social Hour / Dinner with Entertainment at Wonders of Wildlife / Tour the Museum on your own.....	6:00 pm—9:00 pm

\* Attendees are encouraged to tour the museum before 6:00 pm to enjoy all museum exhibits, some close at 6:00 pm

## Friday, September 26

Past Presidents Breakfast with Barry Hinson—Head Basketball Coach—SMS .....	7:30 am—9:00 am
General Session with Steve Hofener, ITE International President-Elect.....	9:00 am—9:30 am
General Sessions with Student Paper Presentations.....	9:30 am—10:30 am
BREAK .....	10:30 am—11:00 am
Traffic Bowl ( Get your team together now!).....	11:00 am—12:00 pm
Adjourn .....	12:00 pm

## Professional Development Hours (PDH)

Attendees to this meeting will earn Professional Development Hours (PDH) for sessions they attend. In addition, those attending seminars and technical tours will earn PDH's. For your convenience, a sheet listing all workshops, sessions and technical tours will be provided for your use in documenting your attendance.

## Meeting Attire

Meeting attire will be business casual at technical sessions on Thursday and Friday. Business casual or casual attire will be appropriate at all other activities including the evening social at Wonders of Wildlife.

# Technical Sessions—22 Presentations

Start Time	Thursday, September 25		Friday, September 26
	Track A Sponsored by ITS Heartland	Track B Sponsored by MOVITE and OCITE	General Sessions
7:30	Welcome Breakfast and Keynote Speaker Jim Anderson, President of the Springfield Area Chamber of Commerce and Member of the Missouri State Highway Commission		Past-Presidents Breakfast and Motivational Speaker Barry Hinson, Head Coach of the Southwest Missouri State University Men's Basketball Team
9:00	"The Current State-of-the-Practice in Forecasting Multi-Modal Travel" Todd Brauer, East-West Gateway Coordinating Council, Manager, Systems Evaluation	"Major Intersection Projects" Marc Thornsberry City of Springfield, MO Director of Public Works	"What's New in ITE" Steve Hofener, ITE International President-Elect, Traffic Engineering Consultants Oklahoma City, OK President
9:30	"Black Hawk, Iowa, Signal Optimization Project" Michael Trueblood, HDR Inc. Senior Traffic Engineer	"PR for SPUI Project in Springfield" Dale Ricks, MoDOT District 8, District Engineer Bob Edwards, MoDOT District 8, Public Information Manager	Student Papers "Vehicle Startup Time on an Upgrade Intersection" - Rajeshkumar Janarthanan, University of Arkansas, 3rd Place "Modeling Intersections Using VISSIM and CORSIM" - Scott Poska, Iowa State Univ, 2nd Place "Roundabouts Enhance Operational Perform- ance: A Study of Kansas Roundabouts"- Srinivas Mandavilli, Kansas State Univ, 1st Place.
10:00	Break in Exhibition Area		
10:30	"Exempt Railroad Crossing Safety Using ITS" Leo Cologna, MoDOT Traffic Engineer	"Public Perceptions/Support for Engineering Solutions" Bob Turner, City of Little Rock, AR Assistant City Manager	Break
11:00	"Video Monitoring of Railroad Crossings" Alonzo Linan, City of Olathe, KS Traffic Division Manager	"Traffic Impact Fees" Steve Schooley, City of Lenexa, KS City Traffic Engineer	"Annual MOVITE Traffic Bowl" Moderator: Jim Gattis, University of Arkansas - Fayetteville Professor
11:30	"I-40 Bridge Collapse, Traffic Response and Reconstruction" Greg Allen, Oklahoma DOT, Bridge Engineer	"TEA—21 Reauthorization" Mary Ridgeway, FHWA Divisional Office Jefferson City, MO, Operations Team Leader	
12:00	MOVITE Business Meeting Luncheon		Adjourn
1:30	"Small Communities—Traffic Management Systems" Erin Flanigan, TransCore Associate Vice President	"Assessment of Traffic Operations on Urban Corridors Involving Multiple Jurisdictions" Wayne Kurfees, Kimley-Horn & Associates, Inc. Vice President	
2:00	"Working Together - Operation Green Light - Multi-jurisdictional Signal System in Kansas City Area" Reggie Chandra, Mid-America Regional Council, Kansas City, MO, Manager of Traffic Operations	"Prairie Star Parkway—Arterial Roundabout Corridor" Kevin Wallace, HNTB, Project Manager	
2:30	Break in Exhibition Area		
3:00	"Public/Private Partnerships- St Louis ATMS Experience" Tom Ryan, MoDOT Assistant District Engineer—Signals St. Louis, MO	"Springfield School Crossing Protection Program" Dan Jessen, City of Springfield, MO Project Engineer	
3:30	"Springfield Area Incident Management" Tom Dancey, City of Springfield, MO Professional Engineer—Signal Systems & Stakeholders	"Proposed Street Modifications to an Older Suburban Downtown Commercial District" Mark Stuecheli, City of Overland Park, KS Senior Transportation Planner	
4:00	Transportation On Your Own to Wonders of Wildlife		

# Meeting Information

## Hotel and Accommodations

### Meeting Location

University Plaza Holiday Inn  
333 John Q Hammons Parkway  
Springfield, MO 65802  
417-864-7333  
Meeting Rate: \$74/night  
Rooms blocked until September 3

### Alternate Accommodations

Holiday Inn North  
2720 N Glenstone  
Springfield, MO 65803  
417-865-8600  
Meeting Rate: \$74/night



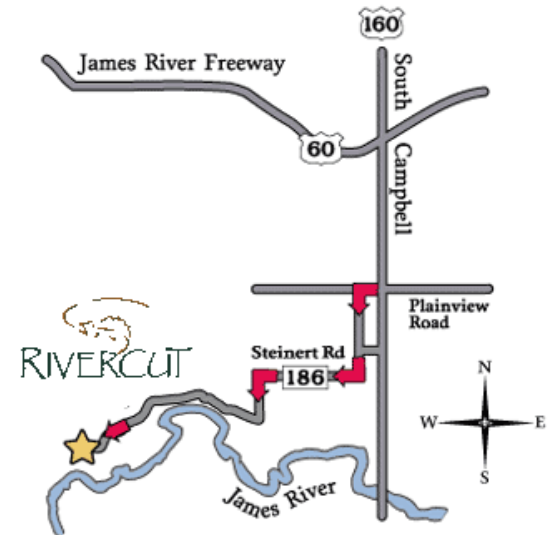
## MOVITE Annual Golf Tournament

Be a part of the action and play on the THIRD ranked public golf course in Missouri!

**Course:** Rivercut Golf Course  
2850 W Farm Road 190  
Springfield, MO  
[www.rivercut.com](http://www.rivercut.com)

**Tee Time:** Wednesday, Sept. 23, 2003  
1:00 pm, Meet at course.

**Greens Fees:** \$35 to be paid at the course



## First Annual Student Scholarship Fund Auction

Be a part of history! This will be a fun and unique opportunity to add to the scholarship funds to help more students and/or increase the amounts of the scholarships given. Since its inception, more than \$30,000 has been contributed.

We need good items (new or used) to be donated by individuals or agencies. They may be related to the profession or other items of value such as electronics, collectibles, gift certificates, software, etc. which you are willing to contribute.

The Silent Auction will begin after the Student Chapter Competition on Wednesday evening, concurrent with the Welcome Mixer. Members will be able to bid on items in the silent auction as well as be involved with the live auction beginning at 9 pm.

Please see the Registration Form on page 7 to indicate your interest in participating. Items may be delivered during the day on Wednesday, September 24 to the registration desk. Auction Committee members will receive items and provide receipts for donations made. Items will be placed in the Silent or Live Auction at the discretion of the Auction Director.

Come prepared to support our future engineers. Bargains may be found, but overbids are encouraged as contributions. Payment for items purchased will be made at the end of the evening in the form of cash, personal check or **credit card**.

## Thursday Night Social and Dinner



The American National Fish and Wildlife Museum, Wonders of Wildlife, is a \$52 million, 92,000-square-foot museum celebrating man's interaction with nature and our responsibility to manage wildlife resources. The museum features more than 160 species of live animals. Enjoy the social hour, dinner and entertainment surrounded by the Wonders of Wildlife. Tour the Museum at your own leisure between 4:00 and 6:30 pm. Note: some exhibits close at 6:00 pm.

# MOVITE / ITS Heartland 2003 Fall Meeting

university plaza holiday inn • springfield mo • september 24-26, 2003

To help us plan for attendance, please complete this registration form no later than **September 8, 2003** and mail to:  
PO Box 8368, Springfield, MO 65801 c/o Linda Patterson. Registrations will be accepted up to the date of the meeting.

## Attendee Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

## Guest Information

Guest 1: \_\_\_\_\_

Guest 2: \_\_\_\_\_

## Special Accommodations

☐ Please check if you have special dietary needs. You will be contacted prior to the meeting to make meal arrangements.

## Silent and Live Auction Donation

All funds raised by the auction will be deposited in the Student Scholarship Fund.

☐ Yes, I would love to help by donating the item described below.

☐ Yes, I would love to help by making a cash donation in the amount of \$ \_\_\_\_\_

☐ Check enclosed, make payable to 'MOVITE.'

☐ Will pay at registration.

Description of Item Donated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Value of Item: \$ \_\_\_\_\_

Questions? Contact Earl Newman (417-864-1980)

## Corporate Sponsorship

You're invited to help sponsor this meeting on a variety of levels. Please contact King Coltrin at 417-866-7591 or king@greatrivereng.com for more info on sponsorship.

## Registration Fees

### Registration Type

Member / Vendor Registration \$150 ☐  
*Check memberships held or pending approval to receive member rate.*

☐ MOVITE

☐ OCITE

☐ ITS Heartland

Non-Member Registration\* \$175 ☐

Senior (65+) Registration \$125 ☐

Student Registration \$75 ☐

One Day Registration (Thur) \$125 ☐

One Day Registration (Fri) \$50 ☐

Registration includes technical tour, Wednesday's Social/ Auction, breakfast Thursday and Friday, Thursday lunch and Social / Dinner. Student registration includes above noted as well as pizza dinner on Wednesday evening.

\*Non-members may apply for membership to either MOVITE or ITS Heartland to receive the benefit of the member rate. To apply for either membership please visit [www.movite.org](http://www.movite.org) or [www.itsheartland.org](http://www.itsheartland.org) for printable applications.

## Additional Fees

PTOE Refresher Course \$100 ☐

Technical Seminar w/ Lunch \$75 ☐

Guest Student Pizza Dinner \_\_\_ @ \$5 = \_\_\_

Guest Thursday Lunch \_\_\_ @ \$20 = \_\_\_

Guest Thursday Social / Dinner \_\_\_ @ \$35 = \_\_\_

**TOTAL FEES DUE = \_\_\_\_\_**

☐ Check Included\*\* ☐ Will pay at registration.

\*\*Please make checks payable to 'MOVITE Springfield'

**For your convenience, all major credit cards will be accepted at the registration desk and for purchases made at the Student Scholarship Fund Auction.**

## For More Information Visit...

[www.movite.org](http://www.movite.org) • [www.itsheartland.org](http://www.itsheartland.org)

[www.rivercut.com](http://www.rivercut.com) • [www.wondersofwildlife.com](http://www.wondersofwildlife.com)

[www.silverdollarcity.com](http://www.silverdollarcity.com) • [www.springfieldchamber.com](http://www.springfieldchamber.com) • [www.ci.springfield.mo.us](http://www.ci.springfield.mo.us)

## Or Contact...

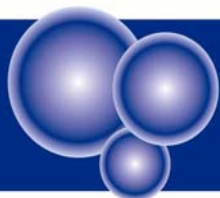
Linda Patterson • [linda\\_patterson@ci.springfield.mo.us](mailto:linda_patterson@ci.springfield.mo.us) • (417) 864-1972

Jason Haynes • [jason\\_haynes@ci.springfield.mo.us](mailto:jason_haynes@ci.springfield.mo.us) • (417) 864-1801

**FUN AT WONDERS OF WILDLIFE**  
Visit Springfield's newest attraction:  
**The American National Fish and Wildlife**  
**Museum** during the dinner social on  
Thursday evening!

**STUDENT COMPETITION & AUCTION**  
Don't miss out on the Student Competition and  
Pizza party and the First Annual Student  
Scholarship Fund Auction Wednesday evening!

**DUAL TRACK TECH SESSIONS**  
Track 1: ITS Heartland Sponsored  
Track 2: MOVITE Sponsored



**TEE TIME - 1:00 pm**  
Register to play at Missouri's #3 public golf  
course, Rivercut Golf Course on Wednesday.

**PTOE REFRESHER COURSE**  
A **PTOE Refresher Course** will be offered on  
Wednesday. Register early to reserve your seat!  
Exam to be given October 25, 2003 in KC area.

# MOVITE/ITS Heartland 2003 fall meeting

September 24-26, 2003 - Springfield, MO



PO Box 8368  
Springfield, MO 65802



**MOVITE Fall Business Meeting**  
**Thursday, September 25, 2003**  
**11:30 AM – 1:30 PM**  
**University Plaza Holiday Inn**  
**Springfield, Missouri**

**I. Call to Order**

**A. Jay Wynn, President**

Jay called the meeting to order at 11:30 AM.

**B. Welcome and Introductions**

The head table was introduced. Earl Newman said the blessing.

**II. Board Meeting Minutes: Radisson Hotel – Pike Room – Fayetteville, Arkansas April 30, 2003 – Nicci Tiner, Secretary 2003**

Nicci noted that the minutes had been passed out to each table. Helene Murdock motioned to approve the minutes. Ken Morris seconded that motion. The minutes were approved.

**III. Treasurer's Report - Steve Schooley, Treasurer**

Steve summarized the current account.

Income \$19,718.62

Expenses \$20,758.00

Jason Haynes motioned, Dr. Mohammad Qureshi seconded that motion. The financial statement was approved.

**IV. Committee Reports**

**A. Host Committee – Jason Haynes**

Jason noted that this was the largest meeting ever with 190 registrants.

There were 114 member registrants, 14 students. The silent auction was a success and raised \$4,200 for the scholarship fund.

**B. MOVITE Journal – Danielle Vachal**

Danielle noted that two issues had been sent out so far. There are extra copies on the registration table.

**C. Program and Technical Activities – Todd Butler**

Todd noted that the technical committees are still working. They will be working with the new chapters to develop the ideas.

**D. Student Chapter and Awards – Todd Butler**

Most of the awards will be presented at the dinner in the evening. There were eight applicants for the Thomas J. Seburn Award, five for the Student Chapter Award and two for the Jan Kibbe Award.

**E. Membership –Shawn Leight**

Shawn noted that the latest figures show that there are 675 members which is up from two years ago, but down from the past year. Washington University and Kansas State have new student chapters. The new MOVITE chapters are OCITE and KCITE.

**F. By-Laws and Policies – Matt Selinger**

Matt noted that some changes had been discussed such as eliminating the “no meetings on Saturday” clause. The meeting co-sponsorship policy, award pool policy, expense/reimbursement policy had been updated. A campaign conduct policy was added. Matt summarized the new “Distinguished Member Award” policy. The Best MOVITE Chapter policy was added. All of the changes to the policies can be found on the web site.

**G. Finance Committee – Steve Schooley**

No report

**H. Audit Committee – Doug Ripley**

Doug noted that the audit had been done. David Snyder motioned to accept the audit committee’s report, and it was seconded.

**I. Affiliate Members – Louis Glover**

Louis mentioned that he would be working with Steve and Tom to update the Affiliate Member list.

**J. Web Page Committee – Lisa Richardson**

No report.

**V. New Business**

Doug presented the new budget. Lisa Richardson motioned to approve the 2004 Budget. Jason Haynes seconded the motion. The motion was approved.

Jay announced that Iowa State University is the student competition winner. They received \$500 for their effort. Molly O’Brian discussed the RFP.

Earl Newman commented on co-sponsorship allowing for meeting new people. He said that the Winnepeg was a great meeting. At the Seattle meeting, Steve Hofener was elected President. It was the second best attended ITE meeting ever. Training modules were passed down from money that is in the transportation development fund. He noted that he is finishing the last of three-year term. Earl encouraged new chapters to form.

Jay noted that the board had taken action to include 41 new life members. He thanked ITS Heartland for participating in the joint meeting.

Jay announced the election results. The new 1<sup>st</sup> Year Director is Angelo Lombardo and the new Affiliate Director is Scott Carlson. A motion was made to destroy the ballots. It was seconded and approved.

Transportation Achievement Award – Steve Hofener presented the I-40 project and gave a summary of impact of the collapse. Bruce Taylor, Chief Engineer for ODOT accepted the award.

Jay asked all past Presidents to stand.

Neal Hawkins presented Jay with the past President Plaque and pin. He noted that Jay had been the 52<sup>nd</sup> President of MOVITE.

Jay passed the gavel to Todd Butler. Todd commented that he looks forward to being President. He wants to continue the growth of the new chapters and the student activities. In addition, he wants to re-build the technical activities. The new officers were sworn in by Earl Newman.

## **VI. Future Meetings**

- A. ITE Mid-year Conference, March 28-31, 2004 in Irvine, CA**
- B. 2004 Spring MOVITE Meeting, Des Moines, Iowa**
- C. ITE Annual Meeting, August 1-4, 2004 in Orlando, FL**
- D. 2004 Fall MOVITE Meeting – Oklahoma City, Oklahoma**
- E. 2005 Spring Joint Meeting with ITS Heartland - March 22-25, 2005 in Topeka, KS**
- F. 2005 ITE International – Melbourne, Australia**
- G. 2005 Fall Meeting – Little Rock, Arkansas**
- H. 2006 ITE International – Milwaukee, Wisconsin**
- I. 2006 Spring Meeting - Nebraska**

## **VII. Adjournment**

David Hutchison moved that the meeting be adjourned and Ken Morris seconded it.

# ANNOUNCING PROFESSIONAL TRAFFIC OPERATIONS ENGINEER (PTOE) REFRESHER COURSE

Wednesday, September 24, 2003, 8:00 am – 5:00 pm,  
Colorado A Room, University Plaza Holiday Inn  
Springfield, Missouri

In conjunction with the Annual MOVITE Meeting September 24-26, 2003, MOVITE is sponsoring the Professional Traffic Operations Engineer (PTOE) Refresher Course.

The management and operation of our transportation systems requires practicing traffic operations engineers to refresh and enhance their knowledge, skills and abilities on a regular basis. A recent study completed by ITE validated the essential knowledge, skills and abilities for traffic operations engineers and divided them into six topic domains: traffic operations analysis; operations effects of geometrics; traffic safety; traffic control devices; traffic engineering studies; and social, environmental and institutional issues.

This one-day refresher course will provide attendees with an overview of each topic, key references for additional information and a brief independent study guide organized by topic. This course is designed for those nearing completion of four years of professional traffic operations and engineering experience and should be especially useful to those planning to take the Professional Traffic Operations Engineer Certification Exam. The course has also proven to be an excellent training program for practicing traffic operations engineers who simply wish to become more familiar with the latest revisions to the Highway Capacity Manual, the Manual on Uniform Traffic Control Devices and the AASHTO Green Book.

MOVITE is sponsoring the PTOE exam to be given in the Kansas City area on October 25, 2003. For information about the PTOE Certification Program and Exam: <http://www.ite.org/certification/index.asp>. Application to take the exam on October 25, 2003, must be received by ITE at least 30 days prior to the examination date.

Instructors for the Course: TBA

Cost for the Course: \$100

Please help us plan for the Refresher Course and Exam by indicating your interest below and by faxing this sheet to Earl Newman at 417-864-1983 by **June 16, 2003**. This is not a commitment to attend or to take the exam.

☐ Yes, I am interested in attending the Refresher Course at the Fall MOVITE meeting.

☐ Yes, I am planning to take the PTOE Exam in October 2003.

---

printed name

---

organization

---

daytime phone

*Missouri Valley Section - Institute of Transportation Engineers***PRESIDENT**

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mgorman@hws-con.com

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(816) 329-8600  
tgsenson@transystems.com

**MOVITE Fall Retreat Board Meeting  
Friday, December 12, 2003****Meadowbrook Country Club  
Prairie Village, Kansas****I. Call to Order****A. Todd Butler, Vice-President**

Todd called the meeting to order at 8:15 a.m.

Minutes taken by Steve Schooley

**B. Welcome and Introductions**

The following individuals were present

Todd Butler - Vice President

Nicci Tiner - Secretary

Steve Schooley - Treasurer

Doug Ripley - 3<sup>rd</sup> Year Director

Matt Selinger - 2<sup>nd</sup> Year Director

Shawn Leight - 1<sup>st</sup> Year Director

Louis Glover - Affiliate Director (arrived late)

Tom Swenson - Section Administrator

Lisa Richardson - Web Site Administrator

Danielle Vachal - Journal Editor

Harold Bastin - Representing OCITE

Mark Stuecheli - Representing KCITE

**II. Board Meeting Minutes: University Plaza Holiday Inn - Lake of the Ozarks Hospitality Room Springfield, Missouri - Nicci Tiner, Secretary 2003**

Tom Swenson recommended that Bob Alguire be added to the life member list. With this addition, minutes were approved motion made by Doug Ripley second by Steve Schooley

Fall business meeting minutes were approved motion made by Doug Ripley second by Steve Schooley

**III. Treasurer's Report - Steve Schooley, Treasurer**

The treasurers report was presented. Income for the year \$20,031.62 and expenses \$12,045.84. The scholarship fund has increased by \$6,732.78 to \$29,041.75. The total checking account balance was \$26,150.11.

There was some discussion about how to handle the scholarship and it was agreed that the scholarship and monetary awards would be paid out of the scholarship contributions but not the expenses or plaques. The balance should be transferred to ITE if excess money is collected. A policy should be developed to clarify this. Shawn will be developing changes to the policy to reflect this. Nicci Tiner moved for approval second by Doug Ripley – treasures report was approved.

#### **IV. Committee Reports**

**A. MOVITE Journal – Danielle Vachal**

Danielle indicated that she needs more information for the next journal. She anticipates one more journal or there will be one at the first of next year. Will try to get out one more issue this year, but it may be early next year. Some concern about lack of student activities reports. Danielle will not be journal editor next year after 2004, so we are looking for volunteers. She will put an article in the newsletter. Need more information, press releases, articles, etc.

**B. Program and Technical Activities – Todd Butler**

No report

**C. Membership –Shawn Leight**

No report

**D. By-Laws and Policies – Matt Selinger**

No report

Need a policy for the student competition. It was suggested that we develop a general policy, then after the first event more details can be added.

Need more information on policy on how we handle the scholarship funds (see treasurers report above).

Tom Swenson is working on life member policy to simplify life membership.

**E. Finance Committee – Steve Schooley**

Discussion about combining scholarship and dues payment request into a single document. It was agreed that they should be two separate pages. Steve will be mailing out the invoices soon. It was also suggested that a deadline be added to the invoice.

**F. Affiliate Members – Perry Franklin and Louis Glover**

The question was raised that some people are interested in being members of MOVITE without becoming a member of ITE even though they might qualify for ITE membership. There was some concern that this would not be something we want to do. Also all the information that is normally available to members is on the website. Chapters do not require members to join ITE even if they are eligible. It was decided that MOVITE will not change their policy regarding ITE membership (you cannot join MOVITE as an affiliate if you are eligible to be a regular member of ITE). It was further suggested that we charge 12 or more extra for meeting registration for non-members.

G. KCITE Chapter Report – Mark Stuecheli

Roundabout accessibility by Gene Russell was presented at the last meeting. Working on a logo for the chapter. The chapter has 3 technical committees with 8 or 10 members on each committee. The committees are travel demand modeling, signal coordination and capacity analysis. The chapter has just started to collect dues and they now have 62 paid members. Dues are \$10. The chapter is working on a web site and it will be [www.kcite.org](http://www.kcite.org). The web site should be ready by end of year.

KCITE officers: Mark Stuecheli, Alonzo Linan, Mike Wahlstedt and Steve Worley the officers will serve the rest of this year and the full year next year to maintain continuity.

Meetings are held every other month. Attendance has been around 60-70 at each meeting. Next months meeting will be on New Urbanism with a panel discussion.

KCITE has been trying to make contact with student members at KU to expand membership and encourage cooperation with the student chapter.

H. OCITE Chapter Report – Harold Bastin

There are 57 members of OCITE. OCITE had 8 meetings last year. There have been a lot of non-professional traffic technicians attending meetings. This has been a very good organization that reaches out to some rural cities and counties and many state members. Board will carry over to next year to maintain continuity, as the organization is new. Dues are \$12 per year. OCITE hosted an excellent fall MOVITE meeting.

I. Web Page Committee – Lisa Richardson

Lisa indicated that she has received one more check for advertising on the web. She needs information to update history files, and will contact Earl for information. She also needs more legislative information. It was decided to create links to other web sites that have good information. There is a new chapters page, she needs more information from the chapters to complete this page. Next year will be Lisa's 3<sup>rd</sup> year and she will be looking for someone else to take over after next year.

J. Section Administrator Remarks – Tom Swenson

Tom will take care of letterhead. Annual report is needed. Tom will send Doug checks and the signature card. The tax filing is in process.

**V. Old Business**

A. MOVITE Solicitation for Contributions to the Scholarship Fund  
Will be sent to members with dues statements.

B. Status of Life Membership List – Tom Swenson  
Tom is still working on this.

C. Electronic Journal

It was determined that Danielle and Lisa should form a committee to answer questions as to how this can be done and/or if it should be done. Issues include: advertising, non-electronic members, format, how to handle extra money, etc.

D. Un-Agended – Business

Brochures? – It was decided to print up another 100 or so. Matt indicated that they need at least a couple of weeks to print more.

**VI. New Business**

A. RFP to Student Chapters – Scanning of History Info onto CD's

Suggestion by Doug to look into cost of having this done professionally and if not too expensive just have it done. Suggest that everything from here on should only be accepted electronically. Tom Swenson will look into this.

B. Policy Updates – Matt Selinger

No report

C. Policy Change for inclusion of new competition for MOVITE Student Chapters

This has been completed

D. Spring MOVITE Student Competition

Doug handed out proposed student competition guide based on Iowa State's submission that won last year. Direction was given by the board to continue with this, select the first committee and have this ready for the spring meeting. Doug, Lisa, Steve and Shawn will get this ready for the next meeting.

E. Status of Joint Meeting Agreement with ITS Heartland

Will be in Topeka. The board has tentatively agreed to let ITS lead this meeting and MOVITE will have no financial responsibility for this meeting. Steve Schooley will be responsible to coordinate with ITS Heartland.

F. Future MOVITE Sponsored Workshop on TMC's, Lessons Learned, to be coordinated by Reggie Chandra, MARC, in July, Wichita, KS. Special effort needs to be made to contact MOVITE Members in the area. Could call an organizational meeting to determine interest in forming a MOVITE Chapter.

This should be encouraged by chapters.

G. Payment of Faculty Advisor Dues for Student Chapters

Shawn will investigate by asking advisors if this is an issue. If this is not an issue no policy will be prepared. If Shawn determines that this is an issue then he will write a policy that will define how advisors will apply for funds. Plan on paying 50% of Faculty Advisors dues if a student chapter report was prepared.

H. Student Competition  
See above

I. Status of New Past President's Advisory Council  
Nothing new

J. Membership Drive – Steve Schooley  
Suggest creation of a committee and new member drive. Marketing ITE/MOVITE and improvement of the organization. Strategic planning for the organization. Plan on setting aside an hour or two at the spring meeting with the board. Doug will work with Reggie to coordinate this.

K. Student Liaison  
Suggested that appoint a coordinator who would work with state liaison persons. Doug will contact Todd Pfitzer to see if he would be interested to be the overall coordinator and Shawn will help as the Missouri contact.

L. Un-Agended – Business  
None

## **VII. Future Meetings**

A. ITE Mid-year Conference, March 28-31, 2004 in Irvine, CA

B. 2004 Spring MOVITE Meeting, Iowa

Will have a dual tract meeting at Hotel Ft. Des Moines.

C. ITE Annual Meeting, August 1-4, 2004 in Orlando, FL

D. 2004 Fall MOVITE Meeting – Oklahoma City, Oklahoma

Todd Butler - President will coordinate

E. 2005 Spring Joint Meeting with ITS Heartland - March 22-25, 2005  
in Topeka, KS

This will be coordinated by Steve Schooley

F. 2005 ITE International – Melbourne, Australia

G. 2005 Fall MOVITE meeting – Little Rock, AR

Nicci Tiner – President will coordinate

H. 2006 Spring MOVITE meeting - Nebraska

I. 2006 ITE International – Milwaukee, Wisconsin

J. 2006 Fall MOVITE meeting – Kansas

Steve Schooley – President will coordinate

## **VIII. Adjournment**

Meeting adjourn at 11:55 a.m.

# 2003 FALL MOVITE/ITS Heartland MEETING SPONSORSHIP REGISTRATION

Springfield, MO  
September 24-26, 2003

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please register me as a sponsor or participate for the following items.

## **September 24, 2003**

\_\_\_\_\_ MOVITE Golf Tournament @ Rivercut Golf Course (\$50 minimum; plus items such as tees, balls, towels, ball markers, etc. are requested to be included in goody bags; recognition will include: placard at a tee box and a large sign with all sponsors listed at the clubhouse)

**September 25 and 26, 2003** – A business card will be included in the official meeting program for each company renting an exhibition booth and/or contributing as a sponsor unless omission is requested or the company fails to turn in their card.

## **SESSION/MEAL SPONSORSHIP**

### \_\_\_\_\_ **Platinum Sponsorship (\$600)**

Includes: recognition\* at a technical session and all meal events including special breakfast events, business luncheon, dinner at the Wonders of Wildlife, and the Auction for the scholarship fund; **and an opportunity to make a 10 minute presentation at a conference session.**

### \_\_\_\_\_ **Gold Sponsorship (\$400)**

Includes: recognition\* at a technical session and recognition\* at both special breakfast events.

### \_\_\_\_\_ **Silver Sponsorship (\$200)**

Includes: recognition\* at a technical session and recognition\* at the business luncheon.

\* Recognition will consist of a list of sponsors on a large sign near the head table for technical sessions and the auction; and a placard at each table during meal functions; and an announced thank you to the sponsors for each event.

**EXHIBITION BOOTH RENTAL\*\* (Thursday Only)**

\_\_\_\_\_ Booth Rental includes an 8'x10' booth with one 6' table, 2 chairs, an ID sign, pipe and drape, and a wastecan. Also included in the Booth Rental Rate is full meeting registration for one person. (\$300)

\_\_\_\_\_ 110 outlets are available for an additional \$30.

\*\* There is a maximum of 25 booths available for consultants, contractors, or vendors at this meeting. Space reservation will be on a first come first serve basis. The booths will be located in the lobby adjacent to the meeting rooms in the break area. You will be responsible for security of your booth during the course of the meeting.

Enclosed is a check for \$ \_\_\_\_\_ for the above identified sponsorship and/or booth rental opportunities. If additional payment alternatives are needed, please contact King Coltrin. Checks should be made payable to **MOVITE Springfield Meeting**.

\_\_\_\_\_ Enclosed is a business card for printing in the meeting program. (Electronic copy of the business card may be sent to: [king@greatrivereng.com](mailto:king@greatrivereng.com)).

Sponsorship funds exceeding the costs actually incurred for the meeting will be donated to the MOVITE scholarship fund.

Individual Meeting Registration Forms will be sent out to all sponsors in advance of the meeting. The price of registration has not yet been determined.

PLEASE RETURN CONFIRMATION BY AUGUST 15, 2003 TO:

King Coltrin, P.E.  
Great River Engineering  
3032A S. Fremont Avenue, #200  
Springfield, MO 65804  
(417) 886-7171  
(417) 886-7591 Fax  
[king@greatrivereng.com](mailto:king@greatrivereng.com)

## **TRAFFIC ENGINEERING PLANNER**

Starting: \$39,520 with possible increase to \$43,264 after 6 months (based on performance)

Top of range: \$49,732

The position's job responsibilities include preparation of traffic and transportation planning studies, including but not limited to: traffic signal warrant studies, traffic signal operation studies, pedestrian crossing evaluations, roadway capacity analyses, speed studies, queuing studies, corridor studies, roadway alignment studies, traffic impact studies, on-street parking evaluations, driveway access evaluations, streetlight installation evaluations, accident history analysis, and preparation of ordinance legislation. Requires working knowledge of traffic analysis modeling techniques. Prepares and presents reports and recommendations for the Streets/Traffic Engineering Division, the Division of Urban Planning, the Planning and Zoning Commission, and the City Council. Includes working with the City's neighborhood organizations, attending neighborhood meetings, dealing with public requests, and evaluating proposals for changes in neighborhood traffic control. As a staff person of the JCCOG Metropolitan Planning Organization, responsibilities include services to the City of Coralville, the City of North Liberty, the City of Tiffin, the University of Iowa, Johnson County, and the Iowa DOT.

### EDUCATION AND EXPERIENCE:

Bachelor's degree in Civil Engineering, Urban Planning, or a closely related field, plus three years of direct experience required. Requires familiarity with the Manual on Uniform Traffic Control Devices, traffic engineering evaluation techniques, road design standards and traffic analysis models including but not limited to the Highway Capacity manual and QRS-II. Requires ability to communicate effectively. Must possess and maintain a valid Iowa driver's license.

City of Iowa City application form must be completed by **5pm, Friday, March 28, 2003**, Personnel, 410 E. Washington Street, Iowa City, Iowa 52240. Contact: Jane Molony, 319-356-5020, [jane-molony@iowa-city.org](mailto:jane-molony@iowa-city.org). EOE

**Principal Traffic Engineer. City of Des Moines, IA**, a thriving State capital city with a metro population of nearly 500,000 seeks to hire a professional to assist the City Traffic Engineer in all aspects of urban traffic engineering. Salary \$64,153-\$81,267 with excellent benefits. BS Engineering and minimum of 3 years traffic signal design or project engineer experience. BS Civil or Transportation Engineering preferred. PE required. Valid Driver's License. Contact Human Resources, Room 103-City Hall, 400 E. First, Des Moines, IA 50309; (515) 283-4213; FAX (515) 237-1680; Email: [cjbair@dmgov.org](mailto:cjbair@dmgov.org), Website: [www.dmgov.org](http://www.dmgov.org) for application materials. Application deadline January 16, 2004.

# **Section Activities Award Report To ITE**

**JANUARY TO DECEMBER 2003**



# 2003 ANNUAL REPORT AND SUPPORTING DOCUMENTATION TO ITE

## ***2003 Officers***

<i>President</i>	C. Jay Wynn	Mathews & Associates, Inc.
<i>Immediate Past President</i>	Michael N. Gorman	HWS Consulting Group
<i>Vice President (Student Chapter Coordinator)</i>	Todd Butler	Traffic Engineering Consultants
<i>Secretary</i>	Nicci D. Tiner	Garver Engineers, Inc.
<i>Treasurer</i>	Steven R. Schooley	City of Lenexa
<i>Director (Finance)</i>	Douglas A. Ripley	Howard R. Green
<i>Director (By-Law and Policy)</i>	Matthew J. Selinger	HDR Engineering, Inc.
<i>Director (Membership)</i>	Shawn Leight	Crawford, Bunte, Brammeier
<i>Affiliate Director</i>	Perry L. Franklin	City of Fayetteville
<i>Affiliate Director</i>	Louis L. Glover	General Traffic Controls
<i>Section Administrator</i>	Thomas G. Swenson	TranSystems Corporation

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## ***New Officers for 2004***

<i>President</i>	Todd Butler	Traffic Engineering Consultants
<i>Immediate Past President</i>	C. Jay Wynn	Mathews & Associates, Inc.
<i>Vice President (Student Chapter Coordinator)</i>	Nicci D. Tiner	Garver Engineers, Inc.
<i>Secretary</i>	Steven R. Schooley	City of Lenexa
<i>Treasurer</i>	Douglas A. Ripley	Howard R. Green Company
<i>Director (Finance)</i>	Matthew J. Selinger	HDR Engineering, Inc.
<i>Director (By-Law and Policy)</i>	Shawn Leight	Crawford, Bunte, Brammeier
<i>Director (Membership)</i>	Angelo Lombardo	City of Norman
<i>Affiliate Director</i>	Louis L. Glover	General Traffic Controls
<i>Affiliate Director</i>	Scott Carlson	City of Sioux City
<i>Section Administrator</i>	Thomas G. Swenson	TranSystems Corporation

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## ***2003 Committee Members***

By-Laws & Policy Committee  
 Matthew J. Selinger, Chairman  
 Perry Franklin  
 Michael N. Gorman, Ex-Officio

Membership Committee  
 Shawn Leight, Chairman  
 Michael N. Gorman, Ex-Officio

Web Page Committee  
 Lisa Richardson, Administrator  
 Matt Selinger  
 Todd Butler

Program & Technical Activities Committee  
 Todd Butler, Chairman  
 Michael N. Gorman, Ex-Officio

Audit Committee  
 Douglas A. Ripley, Chairman  
 Michael N. Gorman, Ex-Officio

Finance Committee  
 Steven R. Schooley, Chairman  
 Todd Butler  
 Neal Hawkins, Ex-Officio

Student Chapter & Awards Committee

Todd Butler, Chairman  
Michael N. Gorman, Ex-Officio

Publication & Handbook Committee

Steve Schooley, Chairman  
Neal Hawkins, Ex-Officio

Teller Committee

Nicci D. Tiner, Chairman  
Michael N. Gorman, Ex-Officio

Movite Journal Committee

Danielle Vachal, Editor

Transportation Awards Committee

Todd Butler, Chairman  
Michael N. Gorman  
C. Jay Wynn

Nominating Committee

Michael N. Gorman, Chairman

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***Membership***

<b>Membership Grade</b>	<b>Number</b>	<b>Section Annual Dues Rate</b>
Associate	170	\$12.00
Associate 10	41	\$12.00
Associate Life	2	
Member	154	\$12.00
Member 10	66	\$12.00
Member Prepaid	2	
Member Life	16	
Fellow Member	15	\$12.00
Fellow Retired	4	\$12.00
Fellow Life	24	
Student Member	91	
Section Affiliate Member	68	\$12.00
ITE Affiliate Member	9	\$12.00
Esteemed Colleague	39	\$0.00
<b>Total</b>	<b>701</b>	

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***Student Chapter Activities***

Active Student Chapters

University of Arkansas  
Iowa State University  
University of Nebraska  
University of Missouri – Rolla  
Washington University  
University of Missouri  
Kansas State University  
University of Kansas  
Oklahoma State University

Inactive Student Chapters

University of Oklahoma  
Oklahoma State University

Other Colleges/Universities

University of Iowa

The Iowa State University Student Chapter won the MOVITE Outstanding Student Chapter Award by submitting their annual student chapter report.

The various active student chapters hold regular meetings that host a speaker who makes a technical presentation to the chapter members. Some of the student chapters also take technical tours to enhance their understanding about various processes relating to transportation engineering.

Students are also encouraged to attend the MOVITE Spring and Fall Meetings. The registration costs are complimentary to student members. Students are only required to cover the cost of meals and hotel accommodations.

Each year, the Vice President of MOVITE contacts each student chapter in regard to announcements for MOVITE Student Chapter Awards, etc. This year, the executive board assisted the University of Missouri-Rolla student chapter find, confirm and coordinate a speaker from the transportation profession to make a presentation at their meeting.

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## ***Financial***

<b>Balance of Funds Beginning of Reporting Period</b>	<b>\$12,021.59</b>
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### *Income for the Reporting Period*

Membership Dues	\$6,370.20
Meetings	\$3,252.59
Interest	\$4.71
Advertising Income	\$7,600.00
Affiliate Members from ITE	\$ 0.00
District IV Reimbursement	\$1,876.12
Income from Reserves	\$0.00
Scholarship fund	<u>\$928.00</u>
<b>Total Income</b>	<b>\$20,031.62</b>

### *Expenditures for the Reporting Period*

Postage	\$825.58
Stationary & Labels	\$0.00
Journal Printing	\$2,228.79
Officer's Handbook	\$0.00
Meeting Guide	\$0.00
Meeting Advance	\$1,000.00
Past Presidents Plaque & Pin	\$89.86
Award Plaques (3 total)	\$457.32
Student Award Travel & Certificate	\$1,596.17
Student Chapter Award & Plaque	\$900.00
Student Chapter Startup	\$500.00

Miscellaneous	\$170.87
Professional Development Program Fund-ITE	\$500.00
Student Chapter Travel to ITE	\$250.00
Presidents ITE Annual Meeting Expenses	\$1,500.00
MOVITE Member/Affil Training	\$0.00
Web Page	\$75.00
Insurance	\$333.00
Scholarship pmt to ITE	\$0.00
Scholarship Direct Payment	\$1,000.00
Officer's Planning Meeting	\$0.00
Tax Preparation	\$0.00
Officer Travel	\$219.25
Student Chapter Support	\$400.00
<b>Total Expenditures</b>	<b>\$12,045.84</b>

**Net Income** **\$7,985.78**  
**Balance of Funds End of Reporting Period** **\$26,150.11**

**Section Federal Employer Identification Number** 43-1306703  
**MOVITE Student Scholarship Identification Number** 43-1376860

### ***Meetings***

April 30-May 2, 2003	Fayetteville, Arkansas	Spring Meeting
		Board and Business Meetings
September 24-26, 2003	Springfield, MO	Annual Fall Meeting
		Board and Business Meetings
Dec. 12, 2003	Prairie Village, Kansas	Fall Officer's Retreat
		New Officer Orientation and Planning Session
April 21-23, 2004	Des Moines, Iowa	Spring Meeting
		Board and Business Meetings
To Be Determined	Oklahoma City, Oklahoma	Annual Fall Meeting
		Board and Business Meetings
To Be Determined	To Be Determined	Fall Officer's Retreat

### ***MOVITE Officers Planning Meeting***

On Friday, December 12<sup>th</sup>, 2003, MOVITE held the 5<sup>th</sup> Annual Officers planning meeting in Prairie Village, Kansas at the Meadowbrook Country Club. Given that MOVITE only meets twice per year, this planning meeting provides the opportunity to transfer officer information to incoming members, focus on current issues for the chapter, and set some vision as to activities and benefits to provide for the coming year. To better inform the newly created section chapters within MOVITE, it was decided to invite the president from each new chapter to attend the annual planning meeting.

## ***Policy Changes***

Several policy revisions are being revised as a result of actions passed at the annual meeting as follows:

- Policy 2-4 – Co-Sponsors of MOVITE meeting
  - Policy 3-1 – Transportation Awards
  - Policy 3-6 – Patrick T. McCoy, Educational Professional of the Year Award
  - Policy 3-7 – Distinguished Member Award
  - Policy 3-8 – Best MOVITE Chapter Award
  - Policy 3-10 – Student Chapter Award
  - Policy 5-4 – Student Competition
  - Policy 7-1 – Reimbursement for Expenses
  - Policy 8-3 – Information from Section Candidate/Campaign Conduct
- 

## ***Awards Presented***

### **Presentation of ITE Life Member Certificates (Steve Hofener, Presenter)**

1. *Dr. Charles E. Dare (Retired Professor, UM-R)*
2. *Norman A. Schemmer (Manager – Short Range Transp. Planning, Mid-America Regional Council, Kansas City, Missouri)*
3. *David G. Snider (Retired Assistant Chief Engineer from MoDOT)*

### **Presentation of Charter to New Chapters (Jay Wynn, Presenter)**

- Ozarks Chapter of ITE (OCITE) – Jason Haynes, President
- Kansas City Area Chapter of ITE (KCITE) – Mark Steucheli, President

### **MOVITE Student Awards (Todd Butler, Presenter)**

- Student Chapter RFP Competition (TBA)
- Thomas J. Seburn Student Paper Award  
*1<sup>st</sup> – Srinivas Mandavilli, Kansas State University*  
*2<sup>nd</sup> – Scott Poska, Iowa State University*  
*3<sup>rd</sup> – Rajeshkumar Janarthanan, University of Arkansas*
- Johannes (Jan) S. Kibbe Student Scholarship  
*Srinivas Mandavilli, Kansas State University*
- Best Student Chapter Award  
**Iowa State University; Dr. Edward Kannel, Student Chapter Advisor)**

### **District 4 Awards (Earl Newman, Presenter)**

- Recognition of New Student Chapter Charter; *Dr. Carlos Sun, Student Chapter Advisor*  
*University of Missouri-Columbia (February 5, 2003)*
- District Best Student Chapter Award  
**Iowa State University; Dr. Edward Kannel, Student Chapter Advisor)**
- District Best Student Paper Award

*1<sup>st</sup> Ranjit Bhawe, University of Arkansas*

- District Best Webpage Award  
**Lisa M. Richardson, MOVITE Webmaster**

### ***Special Section Awards***

- Transportation Achievement Award (Steve Hofener, Presenter)  
*Oklahoma DOT (to be accepted by Greg Allen, Bridge Engineer)*  
(Note: Oklahoma DOT is also ITE Transportation Achievement Award Winner for Facilities)
- Young Transportation Professional of the Year (Shawn Leight, Presenter)  
**Julie Nolfo, Transportation Engineer, CBB, St. Louis**
- Patrick T. McCoy Educator of the Year Award (Nicci Tiner, Presenter)  
**James L. Gattis II, Professor, University of Arkansas**
- Melvin B. Meyer Transportation Professional of the Year (Earl Newman, Presenter)  
**David G. Snider, Retired Assistant Chief Engineer, MoDOT**
- Distinguished Service Award (Robert T. Alguire, Presenter)  
**Earl E. Newman, Asst. Director of Public Works, Springfield, Missouri**

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## ***Technical Committees***

### ***Background of Technical Committees:***

Technical committees were originally formed to provide a forum for research and idea exchange within the members of the MOVITE geographical area. Many ideas and local practices have been developed into standards or have been improved through information sharing. Other committees have compiled survey data from the membership of practicing professionals that has been helpful in determining a particular course of action. Thus, technical committees have generally focused on topics that are of mutual benefit and interest to the overall MOVITE area. The recommendations that are a result of the research and study may serve as a technical presentation topic at the spring or fall MOVITE meetings.

### ***Purpose of Technical Committees:***

The purpose of a technical committee is to attempt to:

- Gather information on current engineering practices or practices that require further research in the traffic/transportation community
- Study the differences between practices within the context of each participating entity
- Determine the basis or reasoning behind each current practice
- Provide a standard recommended practice within the guidelines of sound engineering study and judgment based on the gathered data
- Attempt to reconcile differences within the practicing traffic/transportation engineering community for purposes of developing a uniform standard among the MOVITE area

### ***Technical Topic Selection:***

A technical topic should be selected based on:

- Current inconsistencies within the traffic/transportation community that could be improved to provide a more uniform practice within the MOVITE area
- General applicability within the MOVITE area as opposed to an individual application

- A current practice that needs to be changed or modified based on changes made at a federal, state, or local government level of which requires research prior to implementing
- New technology that needs to be studied or evaluated that would have potential impact on engineering in the MOVITE area
- Current procedures that could be modified to provide a safer environment to the traveling public
- Other ideas are welcome as long as the topic focuses on and is in the best interest of the MOVITE region and members

*Process of Initiating a Technical Committee:*

The current vice-president of MOVITE is assigned the duty of developing technical committee assignments. The vice-president will provide a list of typical topics meeting the above criteria. The list may be used to either generate additional topic ideas within the MOVITE community that require further study or to serve as a topic for a newly formed technical committee.

The vice-president will solicit interest from the membership to be committee chair(s). Once the chair of the committee is selected, the vice-president will assist them in contacting other members in the remaining six-state region to act as committee members. It is strongly recommended that one representative from each of the six states be a participating member of each technical committee.

*Data Gathering:*

The duty of each state representative will be to serve as the local committee liaison in their own state region. They should attempt to contact a representative sample of practicing professionals within their own state from state and local governments, consultants, etc., during the data gathering process. It is desirable to get as wide of a cross-section as possible to achieve the desired result of obtaining consensus in the final recommendation. As such, the representative should stay in contact with the participating entities throughout the process, especially during the recommendation phase.

*Time Schedule:*

The current vice-president of MOVITE will assist the technical committee chair in developing a schedule for timely completion of major milestones. The purpose for the schedule is to keep the committee members focused on their duties so the process continues to fruition. Some major milestones may be:

- Selection of committee topic
- Completion of recruiting process for committee member representatives
- Submission of the committees goals and objectives
- Completion of data gathering
- Preliminary analysis of data complete
- Submission of preliminary status report (summary of data)
- Submission of intermediate status report (preliminary formation of recommendations)
- Report abstract submitted to MOVITE vice-president
- Submit preliminary draft of report with recommendations
- Submit final report
- Possible presentation to MOVITE

*Recommended Deliverable Items:*

It is recommended that each technical committee provide a summary of their actions to the current MOVITE vice-president for consideration of publishing in the MOVITE Journal. The summary should be presented as a technical paper that outlines the process of the committee, the range of data gathered, method of data analysis, recommendation and supporting documentation. The paper should not exceed fifteen typewritten, double-spaced pages (8.5" by 11" white paper). An abstract of approximately 300 words is to be submitted with the paper.

*Current Technical Committee Chair Contacts and Goals:*

Red Light Violation Camera Monitoring

**Committee Chair: Brian Shields, City of Overland Park**

- What are the current legal restraints per each state that are blocking the procedure?
- What are the enforcement issues and how would enforcement be implemented?
- What is the best implementation process?
- What are the experiences of other states that utilize this procedure?
- Are there any state statutes or city ordinances that would need to be changed?
- How is "running the red" defined in the MOVITE area states? (eg. 2 sec from the stop bar; entering intersection on a red light)
- Is clearing the intersection on amber consistent between states?
- Do traffic engineering clearance times match the enforcement policies of the police?
- What are the various type of equipment and pro's and con's?

Fiber Optic Interconnect Practices

**Committee Chair: Neal Hawkins, Howard R. Green Company Consulting Engineers**

- What size and type of conduit is being used and why?
- What size and type of service boxes are being used and why?
- How many fibers are being used in the cable and why?
- Multi mode or Single mode fiber and why?
- What should service box spacing be based on number of access points and ease of cable pulling?
- How many fibers per tube are being specified and why?
- What is the color of the conduit and how is the location marked?
- Is there a locating cable installed in the conduit and ground rods in the service boxes for locating purposes?
- What type of locating cable should be installed if any?
- Should the interconnect conduit and service boxes be separated from the normal signal conduit and service boxes at signalized intersections or is it acceptable to run in the same conduit and service boxes?
- Rules of thumb for minimum conduit bend radius, controller and service box entry?
- How much extra cable should be coiled in the access points?
- Should the color on the individual fiber tubes be color coded uniformly in our industry?
- Recommended depth for conduit installation?

Vehicle Detection Methods and Practices

**Committee Chairs: James St. Clair, City of Springfield and Derek Townsend, Control Technologies of Texas**

- What different loop technology is available? (eg, video, inductance loops, micro loops, preformed loops, etc.)
- What are the recommended uses for each loop technology?
- What are the strengths and weakness of each method?

- What are the installation requirements?
- What are the current inductance loop configurations? (eg, multi-diamond, quadrapole, single diamond, circular, etc.)
- Which loop configuration is best and why? List strengths and weaknesses.
- How long should presence loops be?
- Where should advance loops be placed for proper dilemma zone protection and passage?
- How many advance loops should be used for various approach speeds?
- Are advance loops required for 35 mph and lower streets?
- What equipment is required for video detection?
- When is video detection the preferred method?
- What are the current practices of the MOVITE area?
- What are the problems associated with the current practices?
- What are the maintenance issues with various detection methods?

#### Traffic Calming Policies and Devices

##### **Committee Chair: Steve Schooley, City of Lenexa**

- What are the current policies, if any of the MOVITE area?
- What are the most common traffic problems confronting the MOVITE area which could be improved through traffic calming?
- What are the threshold values for speed, volume, cut-through traffic, accidents, etc. in determining when to install a particular traffic calming device?
- When, if ever, should implementation be proactive (installed on perceptions during new street design improvements) rather than reactive (after the problem occurs)?
- How should requests for traffic calming devices be prioritized? (eg. Per council member district, first come/first serve, coincidental with neighborhood street improvement areas, etc.)
- Should they be installed temporary or permanent?
- Should cities attempt to limit the number of traffic calming devices to implement instead of using the entire laundry list?
- What type of public involvement process should be employed?
- What design standards should be adopted?
- Are there minimum taper lengths, sight distances, street widths, etc.
- How do the various devices affect emergency response time?

#### Right Turn Lane Geometric Treatment

##### **Committee Chairs: Mike Malone, Olsson Associates Consulting Engineers and Matt Selinger, HDR Engineering, Inc**

- What are storage bay length determination methods throughout MOVITE?
- What taper lengths or ratios are currently being used throughout MOVITE?
- Are and should escape tapers downstream of the intersection be used? If so, how long should they be?
- Are and should channelization islands at the intersections be used?
- Free-flow versus signal control?
- Should right turn lanes be carried through intersections or should they be physically broken downstream?
- What criteria are used to determine which treatment is appropriate?
- Provide recommended practice.

#### Pedestrian Crossing Timings with/without Crossing Guards

**Committee Chair: David Church, Kansas Department of Transportation**

- What are the crossing guard procedures in the MOVITE area?
- Are normal pedestrian crossing and clearance times per HCM adequate for school crossings with or without crossing guards?
- How should pedestrian timings be determined at school crossing locations with crossing guards?
- How should pedestrian timings be determined at school crossing locations without crossing guards?
- How much time is too much time?
- What type of data gathering is required?
- Provide guidance for revised equation for determination of WALK, FDW and DW for school crossing areas with and without crossing guards.
- What are the impacts on intersection LOS?
- What are the impacts on crossing locations?

The technical committees have been formed and are in the process of soliciting additional members and information pertinent to their specific committee.

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***Officer Handbook Revisions***

An update of the MOVITE Officer Handbook was completed. The handbook identifies the duties of every one of the executive board members and standing committee chairs. The revised edition includes a more comprehensive task breakdown with detail explanations of duties and specific tasks.

The edition includes more than 200 exhibits that can be used as examples for correspondence, certificates, forms, brochures, etc. It is a comprehensive document that contains all the pertinent information regarding the operation of the Section.

The handbook was submitted both in a CD format that contains direct links between the table of contents, exhibit references and the sample documents as well as a hard copy bound in a binder. The handbook was provided to the incoming officers at the 2003 Fall Officer's Retreat and will be posted on the web site.

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***Membership Handbook Revisions***

The MOVITE Membership Handbook was revised. The handbook contains the following sections dating back to 1951 (Founding):

- Section History
- Meeting List
- Officer's List
- MOVITE Policies
- MOVITE By-Laws
- ITE District Charter
- District Section Charter
- District IV By-Laws

In the past, the revised handbook was compiled in a binder and mailed to all the current members. Because of the annual changes required to the various sections, and the fact that pending changes to the by-laws and policies were never complete by the targeted mailing date, the revision and distribution process was not efficient or cost effective. It has been four years since an update was mailed to the members.

Therefore, all of the revised information has been included on the MOVITE web page. This will allow dynamic revisions to take place so the members of MOVITE have the most recent and reliable information available. Hard copies will still be made available by request for members who do not have web access or would prefer them.

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## Web Page Update

The MOVITE web page is continuously updated.

There is a “President’s Page” that includes the president’s messages and a web welcome as well as a statement of the year’s goals and pictures of all the executive board members. Other navigation buttons include “About MOVITE” with printable membership forms and instructions; “MOVITE Journal” which allows a full download of the Journal comparable to the hard mailed copy; “Meetings” with a calendar of events, meeting programs and hotel information; “History” that includes all the information once contained in the membership handbook; “By-Laws and Policies” containing the most current editions regarding the government of MOVITE; “Awards” that contains all the MOVITE award announcements and current and past winners with links to the winning papers; “Technical Committees” that lists the various technical committees that have been formed with contact information; “Job Advertisement” which list current job opening with the MOVITE area. Links to other organizations; Scrolling advertisers bar and much more is included. Additional enhancements are currently being planned such as an “Affiliate Member” navigation button to include new product information, etc. as well as possibilities for on-line voting for officer positions and by-law changes.

A standing committee “Web Page Administrator” is included to emphasize the Board’s commitment to providing resources for the membership and to maintain and update the web page during the course of the year to ensure that the most current information is available to the members. Links to the newly formed Chapters have been included. MOVITE gratefully acknowledges Lisa Richardson for managing this position and to HDR Engineering, Inc. for hosting the site. It is also important to note that Lisa won the Web Page award in 2003. The address of the web site is <http://www.movite.org/>



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## ***MOVITE Journal***

The MOVITE Journal has been revised this year with the purchase of a new publishing software package. This has changed the look of the Journal significantly. The Journal is published a minimum of three times a year and sent to an audience of over 600 members.

Each edition contains technical papers, award announcements, area news, officer contact information, president's message and District Director's message, meeting information and registration forms, etc. Complimentary editions are sent out to MPO's, DOT's and other organizations in an attempt to foster interest and growth in MOVITE and the transportation engineering profession.



The MOVITE Journal continues to be a high quality publication that receives the accolades of our membership.

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## **2003 MOVITE Fall Meeting—Springfield, Missouri**

The 2003 Fall meeting was held in Springfield, Missouri on September 24-26. The topic of the meeting was “Working Together – Meeting the Challenge” and emphasized the need for various agencies to work together to promote the overall goals of effective transportation. The fall meeting was unique in that ITS Heartland was invited to join with MOVITE for the meeting. Thirty ITS Heartland members attended.

The Highlights of the meeting are as follows:

### **ADMINISTRATIVE**

- Credit Card Payments for Registration and Auction Purchases
- Opportunity to Join MOVITE/ITS Heartland/OCITE with Registration
- Sponsorship Opportunities for Each Activity
- Meeting Co-Sponsorship with OCITE and ITS Heartland
- PDH's for all applicable sessions

### WEDNESDAY

- Special Student Activities
  - a. Technical Tour of TE Facilities
  - b. Pizza Dinner
  - c. Student Competition – Project Proposals in Response to RFP
- Morning MOVITE Board Meeting
- ITS Heartland Board Meeting
- Afternoon Golf Tournament
- PTOE Refresher Course
- Professional Development Workshop (Congestion Management Plan Workshop)  
+ Technical Walking Tour of the City of Springfield's Traffic Management Center (TMC) and Jordan Valley Park
- Auction for Student Scholarship Fund/Welcome Mixer

### THURSDAY

- Keynote Speaker Breakfast – Jim Anderson, Executive Director, Springfield Area Chamber of Commerce and Member of Missouri State Highway Commission
- Dual Track Technical Sessions
- Exhibition Booths w/Incentive for Visits
- Annual Business Meeting Lunch
- Wonders of Wildlife Museum (Tour, Entertainment and Awards Banquet)

### FRIDAY

- Past President's Sponsored Breakfast with Special Guest Speaker – Barry Hinson, Head Basketball Coach, Southwest Missouri State University
- What's New at ITE – Presentation by ITE President-Elect Steve Hofener
- Student Presentations as Part of Technical Program
- Traffic Bowl (Member and Student Teams)

We were very please with the outcome of the Fall MOVITE meeting. There were 188 participants which reflected the largest MOVITE meeting to date. Of special note the newly created Student Scholarship Auction. All attendees were encouraged to bring items for auction and all proceeds were given to the student scholarship fund. The auction netted \$5,020. Also new to this meeting was the PTOE refresher course which provided the opportunity for preparation to take the PTOE exam. All in all, the Springfield Fall MOVITE meeting was very successful.

MOVITE membership has contributed and kept abreast of legislative issues within the six-state region.



## Legislative Issues

### National Legislative Issues

National ITE publishes a weekly newsletter, Washington Weekly, to keep members up to date on the activities going on in Washington, D.C. [Click here](#) to go to the Washington Weekly page at ITE.org.

Check out the other [government information](#) that ITE has put together on ITE.org.

### MOVITE Area Legislative Issues

#### **Arkansas**

*Currently nothing to report.*

#### **Iowa**

*2003 found the Iowa Legislature, like most states, focused on the budget in light of lower revenues. Despite that focus, the State did pass .08 law lowering the legal blood alcohol limit from .10 to .08. The change will be effectively July 1, 2003. The move secures additional federal highway safety money and was strongly supported by the law enforcement community. Once again a bill was introduced to raise the Interstate speed limit to 70 MPH but died without adequate support in Committee. Additional information about current legislative activity in Iowa can be found at <http://www.legis.state.ia.us>.*

#### **Kansas**

*Currently nothing to report*

#### **Missouri**

*Information about current legislative activity in Missouri can be found at <http://www.house.state.mo.us/jointsearch/default.aspx?Q=transportation&Action=Search>*

#### **Nebraska**

Currently nothing to report.

### ***Oklahoma***

Currently nothing to report.

## Other 2003 MOVITE Highlights

- Partnership Agreement:

Nebraska, Kansas, Oklahoma, Iowa, Missouri, and Arkansas Local Technical Assistance Program/T<sup>2</sup> Centers and Missouri Valley Section of ITE (MOVITE)

The MOVITE Section of ITE and Nebraska, Kansas, Oklahoma, Iowa, Missouri, and Arkansas Local Technical Assistance Program/T<sup>2</sup> Centers commit to a partnership to foster a safe, efficient, environmentally sound transportation system in the Missouri Valley Region by applying transportation technologies, information and practices and by strengthening the knowledge and skills of transportation professionals through training, technical assistance and technology transfer.

- MOVITE Past President List:

In an effort have a better understanding of MOVITE history and to keep in contact with former MOVITE presidents a past presidents list including contact information was created thanks to the efforts of Earl Newman.

- MOVITE Brochure:

To help keep MOVITE alive and growing, a MOVITE brochure design was finalized and will be distributed at meetings, student chapters, and to new members etc.

- Letter of Introduction to non MOVITE members:

A letter of introduction describing MOVITE and its benefits was mailed to all non-members that attended the Fall MOVITE meeting. The letter thanked them for attending and discussed the benefits of ITE/MOVITE membership while encouraging them to join. One of the new MOVITE brochures was included with each letter.

- Fall MOVITE Auction:

The first auction for the MOVITE student scholarship fund was held at the annual MOVITE meeting in Springfield, Missouri. This was a fun and unique opportunity

to help build the scholarship fund with the purpose of helping more students and/or increasing the amounts of the scholarships given. It is hoped that this event will become a traditional activity at the Fall MOVITE meeting. The Illinois ITE section has an annual student scholarship auction that raised over \$2,000 in one evening. The MOVITE auction was even more successful raising over \$5,000 in one evening.

- Professional Development Hours (PDH):

Attendees of the 2003 annual MOVITE meeting and exhibit earned professional development hours (PDH) for session they attended. In addition, those attending seminars and technical tours also earned PDH's.

- Student Competition:

The object of the student competition is to expose students to unique and exciting transportation topics. In addition to exposing students to these topics, all conference attendees will be exposed to these exciting topics at the Spring MOVITE Meeting. Furthermore, this competition will instill friendly competition between student chapters, increase student attendance at the Spring MOVITE Meeting, increase lifelong participation in MOVITE, and further student's awareness of exciting advancements in the transportation industry. Finally, the best all-around student chapter will be chosen based on writing, presentation (graphics), and oral presentation.

- New Chapters:

Four chapters were either started or reactivated in 2003. The Washington University, St. Louis, Missouri student chapter was reactivated and the University of Missouri – Columbia started a new student chapter. Two new section chapters were created. These are OCITE (Ozarks Chapter of the Institute of Transportation Engineering) and KCITE (Kansas City Chapter of the Institute of Transportation Engineering)

MOVITE/Fall Meeting  
Student Competition

Proposal is in response to MOVITE Request for Proposals MOVITE/Fall Meeting Student Competition

Iowa State University ITE Student Chapter President Information:

**Name:** Molly M. O'Brien

**Department:** Civil, Construction, and Environmental Engineering – Iowa State University

**Address:** 2901 South Loop Drive, Suite 3100 Ames, Iowa 50010-8632

**Phone:** 515.294.7188

**FAX:** 515.294.0467

**E-Mail:** [mollyob@iastate.edu](mailto:mollyob@iastate.edu)

Iowa State University ITE Student Chapter Faculty Advisor Information:

**Name:** Edward Kannel, PE, PhD.

**Department:** Civil, Construction, and Environmental Engineering – Iowa State University

**Position Title:** ITE Student Chapter

**Address:** 382B Town Engineering, Ames, Iowa 50011-3232

**Phone:** 515.294.2861

**FAX:** 515.294.8216

**E-Mail:** [ekannel@iastate.edu](mailto:ekannel@iastate.edu)

Proposal Abstract:

Iowa State University's ITE Student Chapter Competition is comprised of three different stages of competition. The first stage requires each chapter to submit a literature review pertaining to their approved project title. This literature review will be followed by a poster competition. The final stage includes an oral presentation of each chapter's literature review and poster.

**Object of the Competition:**

The object of the student competition is to expose students to unique and exciting transportation topics. In addition to exposing students to these topics, all conference attendees will be exposed to these exciting topics at the Spring MOVITE Meeting. Furthermore, this competition will instill friendly competition between student chapters, increase student attendance at the Spring MOVITE Meeting, increase lifelong participation in MOVITE, and further student's awareness of exciting advancements in the transportation industry. Finally, the best all-around student chapter will be chosen based on writing, presentation (graphics), and oral presentation.

**Competition Rules:**

Each year, the judging committee will select a topic for the Spring Student Competition. Possible topics could include: measures to increase safety in rural/urban transportation networks, technology advancements in the transportation industry, Intelligent Transportation Systems, or Remote Sensing Applications in the Transportation Industry. Once the topic of the year is chosen, each participating student chapter will be required to submit and receive approval for their specific project topic based on the current year's topic.

Once approval is received, the student chapter can begin researching their topic. Three weeks prior to the Spring MOVITE Meeting, the judging committee must receive a literature review. One copy must be turned in for each judge on the committee. (Number of judges will be determined by MOVITE, but ISU suggests 3-5 judges.)

The poster competition will begin the first day of the Spring MOVITE Meeting. The maximum poster size will be 36" x 48". Each participating chapter will be responsible for setting up their posters in the display room on the first day of the conference. The posters will remain on display for the duration of the conference. During this time, all conference attendees will have the option to vote on what they feel is the best poster. A ballot will be provided in each attendee's registration materials.

In addition to the literature review and poster competition, there will be an oral presentation over the literature review and poster given by a student from each participating student chapter.

Each student chapter will be required to participate in all 3 portions of the competition. Participating chapters may have their student liaison participate in an advisory role throughout the competition. Failure to meet deadlines will result in docked points or possible disqualification from the competition. Plagiarism will result in disqualification.

**Judging Criteria:**

There will be a panel of judges determined by MOVITE. Iowa State University ITE Student Chapter anticipates three to five judges for the competition should be sufficient. The judging committee can be composed of a combination of MOVITE board members and general members. The judging committee will be responsible for picking the yearly topic, approving/rejecting each student chapter's project title, evaluating the literature reviews, evaluating the posters, evaluating the oral presentations, totaling the poster presentation ballots, and tallying all points to determine the ultimate winner of the student competition. The proper equation for determining the winner is located at the end of this section.

Student chapters will be evaluated based on the following criteria:

**Literature Review (Total of 30%)**

The literature review will be evaluated based on: content, organization, grammar, punctuation, spelling, resources used, and presentation. A suggested evaluation rubric for the literature review portion of the competition is located on Page 8 in the Appendix.

**Poster Presentation (Total of 40%)**

The posters will be graded by both the panel of judges and by conference attendees. The judges will evaluate posters based on: content, organization, audience consideration, and presentation. Conference attendees will be provided with a ballot for voting on their favorite poster. Student chapters will receive points based on the number of votes received. This is outlined at the end of this section. A possible judging rubric for the poster presentation is located on Page 9 in the Appendix. A suggested poster evaluation ballot is located on Page 10 in the Appendix.

**Oral Presentation (Total of 30%)**

On the day of the presentations, one student chapter member should be prepared to present their poster to the panel of judges and conference attendees. This presentation should last 5-10 minutes. The judges will evaluate the oral presentation based on: content, organization, audience consideration, and presentation delivery. A possible judging rubric for the oral presentation is located on Page 11 in the Appendix.

The total score will be determined using the following equation:

$$\text{LitReviewScore} \times 0.30 + \text{PosterScore} \times 0.30 + \text{BallotScore} \times 0.10 + \text{OralPresScore} \times 0.30$$

Where:

LitReviewScore	determined by taking the average of each judge's score for this portion of the competition
PosterScore	determined by taking the average of each judge's score for this portion of the competition
BallotScore	100 Student Chapter with most votes 75 Student Chapter with second most votes 50 Student Chapter with third most votes 25 All other Chapters
OralPresScore	determined by taking the average of each judge's score for this portion of the competition

The Student Chapter with the most points will win \$1000 for their chapter.

**How the Competition Will Benefit Student Chapters:**

The competition will have numerous benefits for participating student chapters. The most obvious benefit is that participants will be exposed to and have the opportunity to learn

about a cutting edge transportation topic. In addition to the educational benefits of the competition, participants will have the opportunity to enhance their leadership and teamwork skills. Also, this competition will help get students more involved in their ITE chapter and MOVITE. Finally, this competition will benefit the winning chapter because the winning chapter will receive a monetary award. This award can be used to send students to future MOVITE meetings, the Annual ITE Conference, or additional conferences.

#### **How the Competition Will Benefit MOVITE:**

This competition will not only benefit student ITE chapters, it will also benefit MOVITE. Most importantly, conference attendees will have the opportunity to learn about various topics from the posters that will be on display throughout the meeting. Moreover, students who become involved in the competition might be more apt to remain active MOVITE members after graduation. Also, since the competition requires at least one student per chapter to attend, there is the possibility that more students will attend the conference.

#### **Implementation Plan:**

December 15, 2003. Judging Committee Determined.

The MOVITE Board will determine who is on the judging committee.

January 15, 2004. Official Start of Competition.

All MOVITE ITE Student Chapters are notified of the 2004 Competition Topic and official competition rules are outlined.

February 15, 2004. Proposal Submission.

Participating ITE Student Chapters submit a proposal to the judging committee with their project title, reasons for choosing this title, and specific areas of investigation. The judging committee will approve the project titles.

February 25, 2004. Proposal Submission Approval/Disapproval.

All participating chapters will receive approval/disapproval of their project titles.

April 1, 2004. Literature Review.

Literature Reviews must be turned in to the judging committee for review. One copy will be required for each judge on the committee.

April 21-23, 2004. Poster Display.

All posters and literature reviews are due in the display room by 9:00 A.M. They will remain in the display room for the duration of the conference. During this time, registered attendees will be allowed to vote on the best poster.

April 21-23, 2004. Oral Presentations.

Oral Presentations will take place at some point in time during the conference. The planners of the conference can determine what time fits best into the conference agenda.

April 21-23, 2004. Awards Ceremony.

The Awards Ceremony will take place at some point in time during the conference. The conference planners can determine what time fits best into the conference agenda. An appropriate time might be during a conference meal or social hour when a large majority of the conference attendees are present.

Equipment Necessary to Hold the Competition:

Display Area.

Since the posters will be on display for the duration of the conference, a space will need to be provided for their display. In addition, equipment will need to be provided (such as easels) for the posters.

**Oral Presentation Location.**

A location will need to be provided for the students to make their oral presentations.

**Ballot for Each Registered Attendee.**

Each conference attendee will receive a ballot in their registration materials. An example of a ballot located on Page 10 in the Appendix.

**Ballot Box.**

A ballot box will be necessary for the conference attendees to place their ballots after they have voted on their favorite poster.

**Monetary Award**

The winning student chapter will receive a \$1000 for their chapter.

#### Anticipated Costs to MOVITE:

The display area and oral presentation location costs are variable depending on the location of the MOVITE Spring Meeting. Ballots for each registered attendee is variable depending on the number of attendees. The cost of the ballot box is variable depending on how large, permanent, or elaborate MOVITE chooses to make it. Obviously, the monetary award for the winner can be changes as MOVITE sees fit.

Display Area. ....variable

**Oral Presentation Location.**

.....variable

**Ballot for Each Registered Attendee.**

.....variable

**Ballot Box.**

.....variable

Monetary Award. ....\$1000

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Total .....variable

#### Anticipated Costs to Participating Student Chapters:

This is a very conservative estimate of costs, and these costs can be offset through sponsorship.

Transportation for one ITE student member to present project.....\$700

Travel (automobile) \$165

Lodging (3 nights at \$100)\$300

Meals (4 days at \$40 per day) \$160

Meeting Registration \$ 75

Poster Printing

Fees.....\$100

36" x 48" Color Poster

Mailing/Faxing Literature Reviews to MOVITE.....\$ 20

Copies/Office Supplies.....\$ 30

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Total .....\$850

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## Literature Review Judging Rubric

**Chapter Name:** \_\_\_\_\_

**Literature Review Title:** \_\_\_\_\_

Category	Percentage of Total Literature Review Grade	Unacceptable = 1	Fair = 2	Acceptable = 3	Excellent = 4	Overall Assessment
Content	20%	Required info is NOT included	Some required info is included	Most required info is included	All required info is included	Rating: 1 2 3 4 Remarks:
Organization	20%	No logical organization pattern	Some arguments are out of order	Most ideas are in logical order	Information is well organized and easy to follow	Rating: 1 2 3 4 Remarks:
Grammar, Punctuation, Spelling	20%	>15 errors	5-15 errors	<5 errors	No errors	Rating: 1 2 3 4 Remarks:
Resources Used	20%	Resources are not relevant	Some resources are not relevant	Most resources are relevant	All resources are relevant	Rating: 1 2 3 4 Remarks:
Presentation	20%	Document is not presented in a professional manner			Document is presented in a professional manner	Rating: 1 2 3 4 Remarks:

**TOTAL SCORE (out of 100):**

Source: Modified from rubric provided by CCE Technical Communication Guide

## Poster Presentation Judging Rubric

**Chapter Name:** \_\_\_\_\_

**Poster Presentation Title:** \_\_\_\_\_

Category	Percentage of Total Literature Review Grade	Unacceptable = 1	Fair = 2	Acceptable = 3	Excellent = 4	Overall Assessment
Content	25%	Required info is NOT included	Info was not useful or accurate	Most info was accurate and useful	All info was accurate and useful	Rating: 1 2 3 4 Remarks:
Organization	25%	No logical organization pattern or sense of preparation	Some arguments are out of order	Most ideas are in logical order	Information is well organized and easy to follow	Rating: 1 2 3 4 Remarks:
Audience Consideration	25%	Poster was not understandable by the audience	Poster was too complex or simple for audience	Audience was informed on key issues	Audience was moved by the poster	Rating: 1 2 3 4 Remarks:
Presentation	20%	Document is not presented in a professional manner			Document is presented in a professional manner	Rating: 1 2 3 4 Remarks:

**TOTAL SCORE (out of 100):**

Source: Modified from rubric provided by CCE Technical Communication Guide

### **Poster Evaluation Ballot**

Please check the box next to the title of the poster that you feel is the best poster based on Content, Organization, Audience Consideration, and Presentation.

- ☐ Poster Title for University of Arkansas
- ☐ Poster Title for Iowa State University
- ☐ Poster Title for University of Kansas
- ☐ Poster Title for Kansas State University
- ☐ Poster Title for University of Missouri-Rolla
- ☐ Poster Title for University of Missouri-Columbia
- ☐ Poster Title for University of Nebraska-Lincoln
- ☐ Poster Title for University of Oklahoma
- ☐ Poster Title for Oklahoma State University
- ☐ Poster Title for Washington University

# ***MOVITE POLICIES***

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# MOVITE POLICIES

*Last Revised September 24, 2003*

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## Section 1 – Officer Duties

### **1-1 Duties of the First-Year Director**

The First-Year Director shall be

- a) Chairman of the standing Membership Committee.
- b) Member of the standing Web Site Committee.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 8/25/69; Last Revised 10/3/01*

### **1-2 Duties of the Second-Year Director**

The Second-Year Director shall be Chairman of the standing By-Laws and Policy Committee. A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-3 Duties of the Third-Year Director**

The Third-Year Director shall be Chairman of the standing Finance Committee and Audit Committee.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-4 Duties of the Treasurer**

The following duties shall include but not necessarily be limited to the responsibility of the Office of Treasurer.

- (A) Maintain financial records for the Section, maintain checking and savings accounts, and pay all bills for the Section.
- (B) Prepare initial dues notices of all Section affiliate members.
- (C) Serve as an ex-officio member on the Finance Committee.
- (D) Shall be responsible for completing and filing Section tax-exempt status forms and annual tax returns.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-5 Duties of the Secretary**

The following duties shall include but not necessarily be limited to the responsibility of the Office of the Secretary:

- (A) Prepare minutes of all Executive Board and MOVITE Business meetings.

- (B) Prepare and mail all official ballots for elections, By-Law amendments and such other official ballots.
- (C) Send new members and affiliate members, except students, a letter of welcome, a certificate and direct them to the MOVITE web site for additional organization information. Students shall be sent only a letter of welcome and certificate.
- (D) Update and maintain the MOVITE informational brochure.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

#### **1-6 Duties of the Vice-President**

The following duties shall include but not necessarily be limited to the responsibility of the Office of Vice-President:

- (A) Compilation of Annual Report of MOVITE activities for submission to Vice-Chairperson of District IV and ITE Headquarters.
- (B) Serve as Chairperson of the Student Chapter and Awards Committee:
  - (1) Encourage, foster and organize Student Chapters.
  - (2) Conduct a contest for submission of technical papers by students for the Student Paper (Thomas J. Seburn) Award.
  - (3) Conduct the Jan Kibbe Student Scholarship competition.
  - (4) Conduct Student Chapter Award competition.
  - (5) Conduct the Technical Research Scholarship Award in conformance with Policy 3-10.
- (C) Serve as Chairperson of the Section Program and Technical Activities Committee.
- (D) Review and update the Officers Handbook. Distribute copies of the Officers Handbook to new board members.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-7 Duties of the President**

The following duties shall include but not necessarily be limited to the responsibility of the Office of President:

- (A) Presides over meetings of the Section and Executive Board.
- (B) Serves as a MOVITE Section representative to the District IV Board of Directors.
- (C) Serve as Chairman of the Transportation Awards Committee.
- (D) Coordinate and review all Section activities including supervision and coordination of committee activities, providing assistance when necessary, so they may carry out assigned responsibilities.
- (E) By the end of the term of office, write a brief history of the significant events and accomplishments during the year and submit it to the MOVITE Historian, 2nd-Year Director and the Web Page Administrator to be published on the web site.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-8 Duties of the Past President**

The following duties shall include but not necessarily be limited to the responsibility of the Office of the Past President:

- (A) Chairman of the MOVITE Nominating Committee (see Section 3.5 of the MOVITE Section By-Laws and Policy 8-3).
- (B) Member of MOVITE Transportation Awards Committee.
- (C) Serves as a MOVITE's representative as an officer on the District IV Board of Directors.
- (D) Serves as a mentor for the First-Year Director providing direction and general information on duties and procedures.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **1-9 Duties of the Affiliate Directors**

The following duties shall include, but not necessarily be limited to, the responsibilities of the Office of Affiliate Director:

- (A) Work with the local host committee for each MOVITE meeting to help select persons to set up displays, organize motel/hotel arrangements conducive to the suppliers needs, assist in the organization of the golf tournaments and assist in other activities as deemed necessary for a successful meeting.

- (B) Serve as the sounding board for all Affiliate members and represent the desires and activities of Affiliate members to the Board of Directors.
- (C) Senior Affiliate Director shall solicit and provide written answers to questions raised by the membership to be printed in the MOVITE Journal.
- (D) Junior Affiliate Director shall serve on the Membership Committee.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/7/87; Last Revised 10/3/01*

**1-10 Section Administrator**

The primary function of the MOVITE Section Administrator is to ensure the operational continuity of the MOVITE Section from year to year as new members assume their positions on the Executive Board and provide a stable environment throughout the year. This position will also provide a link to the past history of events, policies and by-law changes that would affect the board and the membership of MOVITE.

The Section Administrator position will be managed as follows:

- (A) The position of Section Administrator shall be an appointed position as agreed to by the current Executive Board by majority vote and based upon the consent of the proposed candidate.
- (B) The candidate must be an active member in MOVITE and have held the office of President on the Executive Board.
- (C) The position shall be appointed for a three-year term and may be extended on a yearly basis after the initial three-year term by mutual agreement of the Section Administrator and the Executive Board.
- (D) The Section Administrator must provide one-year notice to the Executive Board in the event they do not wish to continue in the official capacity as the administrator.
- (E) The term of office shall begin in January following the official appointment.
- (F) The Section Administrator will be eligible to receive complimentary conference registration and hotel reservations that will be covered under the meeting expenses.

A complete list of responsibilities is included in the Officers Handbook.

*SOURCE: Executive Board 10/3/01*

## Section 2 – Meetings

### **2-1 Advance to Local Arrangements Committee**

The MOVITE Treasurer shall provide a financial advance not to exceed \$1000 upon request to a local arrangements committee for MOVITE meetings, repayable after all bills and receipts for the subject meeting have been accounted for. Prior to the next board meeting or before the end of the calendar year, which ever comes first, the local arrangements committee shall submit to the Treasurer a financial summary of the meeting and all funds remaining after the payment of meeting expenses.

*SOURCE: Executive Board 3/10/66; Last Revised 4/25/01*

### **2-2 Distribution of MOVITE Meeting Program**

The MOVITE meeting program shall be prepared and mailed to the membership or published in the Journal preceding the meeting.

*SOURCE: Executive Board 3/28/68; Last Revised 11/2/77*

### **2-3 Prize Drawings at MOVITE Functions**

Drawings for prizes, other than those purchased from meeting's registration fees, shall not occur at any official Section function.

*SOURCE: Executive Board 1/13/75*

### **2-4 Co-Sponsors of MOVITE Meetings**

It is MOVITE's policy to encourage co-sponsorship of MOVITE meetings by other related professional organizations. Co-sponsorships may be made with MOVITE taking the lead with respect to the arrangements or with the other organization taking the lead. Unless prior arrangements are made, MOVITE shall assume full financial responsibility for all Section meetings. Prior arrangements, in this context, shall mean that the MOVITE Executive Board shall approve no later than the Section meeting preceding the co-sponsored meeting, the distribution of meeting profits or losses. For a co-sponsored meeting in which MOVITE takes the lead, the co-sponsor shall not receive more than 50 percent of meeting profits, nor more than the amount of that organization's stated monetary liability. For a co-sponsored meeting in which the other organization takes the lead, MOVITE shall receive profits and/or share in the liability for losses in accordance with the agreement approved by the MOVITE Executive Board not later than the Section meeting preceding the co-sponsored meeting.

*SOURCE: Executive Board 10/11/78; Last Revised 9/24/03*

### **2-5 Technical Workshops at MOVITE Meetings**

It is MOVITE's policy to encourage the hosting of one-day technical workshops of transportation/traffic engineering related subjects in conjunction with MOVITE Section meetings. The local host committee should coordinate with the Program and Technical Activities Committee to determine the subject, content and instructors for each workshop. MOVITE shall support the workshop through official meeting mailings and information in the MOVITE Journal.

*SOURCE: Executive Board 10/17/85; Last Revised 10/16/96*

## Section 3 – Awards

### **3-1      *Transportation Awards***

The Young Transportation Professional of the Year Award, the Melvin B. Meyer Transportation Professional of the Year Award, the Transportation Achievement Award, and the Patrick T. McCoy Education Professional of the Year Award shall be annual awards that recognize outstanding achievement on the part of a MOVITE member and/or their organization. The Distinguished Member Award is an honorary designation for members who have provided outstanding service to MOVITE over many years. One appointment may be made annually if a candidate is nominated.

The Best Chapter Award will be presented annually to the most outstanding MOVITE Chapter and the members of Technical Committees that complete their work will be awarded a certificate of appreciation. Student awards and scholarships that may be awarded annually include the Student Chapter Award, the Thomas J. Seburn Student Paper Award, the Jan Kibbe Student Scholarship and the Technical Research Scholarship Competition.

*SOURCE: Executive Board 10/24/73; Last Revised 9/24/03*

### **3-2      *Transportation Awards Committee***

The committee shall be comprised of the President and the two most immediate Past Presidents. In the event of a conflict of interest that disqualifies any member, the next most immediate Past President(s) shall serve on the committee.

*SOURCE: Executive Board 10/16/96*

### **3-3      *Young Transportation Professional of the Year Award***

An annual award will be presented to an individual to recognize achievement in transportation/traffic engineering by younger members of MOVITE on the basis of submitting a technical paper. The award is intended to encourage the conduct and reporting of independent and original research and to provide a means for recognizing outstanding accomplishments in transportation/traffic engineering. Solicitation of papers shall be made verbally by the President at all Section meetings in addition to formal announcements of the award program carried in each issue of the MOVITE Journal.

## PARTICIPATING QUALIFICATIONS

All members of MOVITE who have not reached his or her 35th birthday by April 30, including Affiliate members, shall be eligible to submit papers with the following exceptions:

- 1) Members of the Transportation Awards Committee
- 2) MOVITE Student Members

Candidates must have conducted or been a principal participant in an original study or project in the field of transportation/traffic engineering. The study or project must have been completed within two years of April 30; may have been financed with public or private funds, by contract or not; may have been previously reported to another group or publicized elsewhere; and may be an expansion or revision of a paper that has been previously submitted to MOVITE/ITE for this competition.

## PROCEDURES/SCHEDULE FOR SUBMITTING PAPER

The manuscript describing the study or project shall be:

- a) No more than 20 double-spaced typewritten pages;
- b) Submitted in original form plus six copies;
- c) Accompanied by an abstract no longer than one double-spaced typewritten page; and
- d) Accompanied by a statement (attached to all copies) clearly indicating the candidate's relationship to the study or project in terms of design, conduct of the work, analysis of data, and authorship of the report.

The use of photographs, charts or related visual material is encouraged but shall be contained within the maximum length of 20 pages. Entries shall be submitted to the Section President by the date indicated in the Officer Handbook Awards Table.

#### PROCEDURES FOR SELECTING THE AWARD WINNER

Entries will be judged by the Transportation Awards Committee. The winner of the Young Professional of the Year Award shall be determined by the date indicated in the Officer Handbook Awards Table. The review committee shall select the paper which, in their opinion, contributes most significantly to the furtherance, or communication of knowledge related to the professional practice of transportation/traffic engineering. The paper will be judged on originality, significance, scope and format, validity and applicability. No award will be made if in the judgment of the selection committee, none of the papers received, meet this criteria. Unless the authors express otherwise, all papers received will be forwarded to ITE Headquarters by the date indicated in the Officer Handbook Awards Table to be considered in the competition for the Past President's Award, which has the same requirements.

#### PRESENTATION OF THE AWARD

The award winner will be notified as soon as possible after selection by the review committee to encourage attendance by the individual at the Fall meeting. Announcement of the award will not be made until the Fall meeting where the winning individual will be presented a plaque commemorating and citing this achievement. The executive summary of the winning paper will be printed in the MOVITE Journal and the full document will be published on the web site following presentation of the award.

*SOURCE: Executive Board 3/27/74; Last Revised 4/25/01*

#### **3-4 Melvin B. Meyer Transportation Professional of the Year Award**

An annual award will be presented to an individual who has made outstanding contributions to the advancement of transportation/traffic engineering through service to MOVITE/ITE and achievements in the transportation/traffic engineering profession. Solicitation for nomination shall be made verbally by the President at all Section meetings in addition to formal announcements of the award program carried in each issue of the MOVITE Journal.

#### PROCEDURES/SCHEDULE FOR SUBMITTING NOMINATIONS

Nominations shall be submitted to the Section President by the date indicated in the Officer Handbook Awards Table. The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, and a statement as to why this individual is particularly worthy of recognition (a maximum of five (5) double-spaced typewritten

pages). Nominations may be submitted by any member of MOVITE for any other member of MOVITE with their consent.

### PROCEDURES FOR SELECTING THE AWARD WINNER

Candidates will be judged by the Transportation Awards Committee. The winner of the Transportation Professional of the Year award shall be determined by the date indicated in the Officer Handbook Awards Table. An award winner shall be selected from the nominations received and the award presented except in the event of receiving no nominations. Members of the review committee are not eligible for the award.

### PRESENTATION OF THE AWARD

The award winner will be notified as soon as possible after selection by the review committee to encourage attendance by the individual at the Fall (annual) meeting. Announcement of the award will not be made until the annual meeting where the winning individual will be presented a plaque commemorating and citing their achievements. A summary article about the award winner will be printed in the MOVITE Journal and on the web site following presentation of the award.

*SOURCE: Executive Board 10/14/92; Last Revised 10/3/01*

#### **3-5      *Transportation Achievement Award***

An annual award will be presented to an organization (government agency, legislative body, consulting firm, industry, and other private-sector organization) for outstanding transportation achievement in the categories of operations and facilities. The award will recognize an organization for one or more of the following: (a) development of an innovative concept in transportation planning, design or operations; (b) the innovative application of a proven concept in transportation planning, design or operations; (c) the implementation of a “difficult” transportation program through perseverance in its development and promotion; (d) a program or project having a significant effect on transportation; (e) a multifaceted transportation program or project, combining many innovative and/or well-applied concepts; or (f) a program or project promoting a major advance in the efficiency and/or economy of transportation. Solicitation of nominations shall be made verbally by the President at all Section meetings in addition to formal announcements of the award program carried in each issue of the MOVITE Journal.

### PROCEDURES/SCHEDULE FOR SUBMITTING NOMINATIONS

Nominations shall be submitted to the Section President by the date indicated in the Officer Handbook Awards Table. The nomination should include a description of the achievement (a minimum of five (5) double-spaced typewritten pages) and supporting material, including reports, newspaper articles, photographs, etc.; total length of nomination, including supporting documentation, is not to exceed twenty (20) pages. The manuscript should be submitted in original form plus five (5) copies. Nominations may be submitted by any member of the organization, however, at least one member of the organization must be a member of MOVITE.

### PROCEDURES FOR SELECTING THE AWARD WINNER

Candidates will be judged by the Transportation Awards Committee. The winner of the Transportation Achievement Award shall be determined by the date indicated in the Officer Handbook Awards Table. All nominations received will be forwarded to ITE headquarters to be considered in the competition for a similar award presented by ITE. An award winner shall be

selected from the nominations received and the award presented except in the event of receiving no nominations. Organizations of the members of the selection committee are not eligible for the award.

### PRESENTATION OF THE AWARD

The award winning organization will be presented a plaque commemorating and citing the achievement to representative(s) of the organization at the Fall MOVITE Meeting. A summary article about the achievement will be printed in the MOVITE Journal and web site following presentation of the award.

*SOURCE: Executive Board 10/14/92; Last Revised 4/25/01*

#### **3-6 Patrick T. McCoy Education Professional of the Year Award**

An annual award will be presented to an individual in the academic profession who has made outstanding contributions to the advancement of transportation/traffic engineering through their dedication in higher academics and through their service to MOVITE/ITE and achievements in the transportation/traffic academic profession. The award will recognize an individual for contributions over a period of years. Solicitation for nomination shall be made verbally by the President at all Section meetings in addition to formal announcements of the award program carried in each issue of the MOVITE Journal.

### PROCEDURES/SCHEDULE FOR SUBMITTING NOMINATIONS

Nominations shall be submitted to the Section President. The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, and a statement as to why this individual is particularly worthy of recognition (a maximum of five (5) double-spaced typewritten pages). Nominations may be submitted by any member of MOVITE for any individual involved in the education profession and who is a member of MOVITE. The nominee shall consent to the nomination.

### PROCEDURES FOR SELECTING THE AWARD WINNER

Candidates will be judged by the Transportation Awards Committee. The winner of the Patrick T. McCoy Education Professional of the Year award shall be determined by the date indicated in the Officers Handbook Awards Table. An award winner shall be selected from the nominations received and the award presented except in the event of receiving no nominations. Members of the review committee are not eligible for the award.

### PRESENTATION OF THE AWARD

The award winner will be notified as soon as possible after selection by the review committee to encourage attendance by the individual at the Fall (annual) meeting. Announcement of the award will not be made until the Fall (annual) meeting where the winning individual will be presented a plaque commemorating and citing their achievements. A summary article about the award winner will be printed in the MOVITE Journal following presentation of the award.

*SOURCE: Executive Board 10/3/01; Last Revised 4/30/03*

#### **3-7 Distinguished Member Award**

The Distinguished Member Award is an honorary designation presented to members of the Section who have provided outstanding and significant contribution to MOVITE over a period of

many years. This award designation is intended to be the Section equivalent of the Institute's "Honorary Member."

### PROCEDURES/SCHEDULES FOR SUBMITTING NOMINATIONS

Distinguished Members shall be elected by the Executive Board and any Board member may nominate a Section member for consideration. Affiliate members are not eligible for this designation. No member may nominate himself/herself to be elected a Distinguished Member. If nominations are provided the Board shall annually consider electing one Distinguished Member at the Spring Board meeting, and shall not vote on extending the invitation prior to that meeting. Members shall not be informed that they are under consideration, and the minutes of Executive Board meetings shall not list the name of any member discussed in this context unless, and until, the Board votes to extend him or her an invitation. A future Board may not rescind the election of a Distinguished Member, and the term "Past Distinguished Member" shall be used to refer to those who resign from the Section or after death.

### GUIDELINES FOR ELECTING DISTINGUISHED MEMBERS

The Executive Board shall have wide latitude when deliberating the appointment of a Distinguished Member. The nominee must be a member of the Institute and a Section Member and the Board shall strongly consider the variety and extent of his or her participation in MOVITE activities over the years. As a general guideline, candidates should normally be at least fifty (50) years of age and have been a Section member for at least twelve (12) years. Examples of active participation in the Section include:

- a) Having served as a Section and District officer;
- b) Active participation in Section committees;
- c) Active participation in preparing for and hosting MOVITE and District 4 meetings;
- d) Having volunteered for special projects or tasks.

### NOTICE OF ELECTION

As soon as practical after the Board votes to extend an invitation, the President shall issue the written invitation and request a written response. Written acceptance shall constitute election. The names of persons who are elected Distinguished Members shall be announced to the general membership for the first time at the next Fall Meeting, when they will be honored and presented with an engraved plaque. The names of newly-elected Distinguished Members may be listed on the Fall Meeting notice mailed in advance.

*SOURCE: Executive Board 9/24/03*

### **3-8 Best MOVITE Chapter Award**

An annual award will be offered to the Best Chapter whose annual activities are selected as most outstanding based upon guidelines established by MOVITE for this competition.

### PROCEDURES FOR SELECTING THE BEST CHAPTER AWARD

All active Chapters of MOVITE and Chapters having petitioned for Charter are eligible. Entries will be judged by the Transportation Awards Committee on the Annual Report of Activities submitted by each Chapter. The winner of the Best Chapter Award shall be determined by the date indicated in the Officer Handbook Awards Table. The Chapter President must submit Chapter Activity Reports to the MOVITE President for entry into the competition by January 15.

## SCHEDULE OF SUBMISSION FOR AWARD CONSIDERATION

The annual report of Chapter activities is required of all MOVITE Chapters. These reports shall be submitted to the Section President by the date indicated in the Officer Handbook Awards Table.

### BEST CHAPTER AWARD

Chapters will be judged at the discretion of the Awards Committee by weighing the following criteria:

- a) Involvement of Section Members
- b) Regular Meetings and meeting attendance as a percentage of membership
- c) Promotion of membership activities
- d) Involvement with local Student Chapters
- e) Other activities that promote the mission of ITE and MOVITE

Upon selection of the Best Chapter, the Vice President shall present a plaque commemorating and citing the Best Chapter at the Fall meeting.

*SOURCE: Executive Board 9/24/03*

#### **3-9 Technical Committee Certificate of Appreciation**

The Executive Board shall award certificates of appreciation to all members of each MOVITE technical committee, which completes its work. The award shall be made at the meeting at which the technical committee report is accepted.

*SOURCE: Executive Board 5/26/93; Last Revised 5/14/00*

#### **3-10 Student Chapter Award**

An annual award will be offered to the Student Chapter whose annual report of activities is selected as most outstanding based upon guidelines established by ITE for this competition.

## PROCEDURES FOR SELECTING THE STUDENT CHAPTER AWARD

Entries will be judged by the Student Chapter and Awards Committee. The winner of the Student Chapter Award shall be determined by the date indicated in the Officer Handbook Awards Table. The President must submit all Student Chapter reports to the District Vice-Chairman for ITE competition.

## SCHEDULE OF SUBMISSION FOR AWARD CONSIDERATION

The annual report of Student Chapter activities is required of all ITE Student Chapters. These reports shall be submitted to the Section President by the date indicated in the Officer Handbook Awards Table. Formal request for these reports shall be made by direct mail to the Student Chapter Faculty Advisor by the Vice President.

### STUDENT CHAPTER AWARD

Upon selection of the outstanding Student Chapter, the Vice President shall present a plaque commemorating and citing the Student Chapter 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 insure that the cash award is utilized to promote the technical activities of the Student Chapter.

*SOURCE: Executive Board 9/18/85; Last Revised 4/30/03*

### **3-11 Thomas J. Seburn Student Paper Award**

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

The paper is not to exceed fifteen (15) pages and must be submitted on 8.5" by 11" white paper, typewritten and double-spaced. The submittal is to include an original and six (6) legible copies.

An abstract of approximately 300 words is to accompany the technical paper.

### **PARTICIPATING QUALIFICATIONS**

To qualify for the Student Award, a candidate must:

- (A) Be a student in a recognized college or university in the MOVITE area (Arkansas, Iowa, Kansas, Missouri, Nebraska, Oklahoma), and enrolled in a program which is related to transportation and/or traffic engineering at the time the award is given and certified thereto by a faculty member in charge of transportation and/or traffic engineering courses at the college.
- (B) Have conducted or have been a major participant in the conduct of some independent or original technical study or other accomplishment and must furnish evidence of important responsibility in this activity.

### **PROCEDURES FOR SELECTING THE STUDENT AWARD**

The papers will be judged on originality, significance, scope and format, validity and applicability. No award will be made if in the judgment of the selection committee, none of the papers received meet this criteria.

The President will appoint a review board comprised of the Student Chapter and Awards Committee. If a student who submits a paper has a relative or a faculty member from the student's school on the Student Chapter and Awards Committee, that person will not be permitted to participate and a replacement will be appointed by the President for the selection of the student award. The winner of the student award competition shall be determined by the date indicated in the Officer Handbook Awards Table.

### **SCHEDULE OF SUBMISSION FOR AWARD CONSIDERATION**

The paper, with a completed application form shall be submitted to the Section Vice-President by the date indicated in the Officer Handbook Awards Table. Solicitation of papers shall be made verbally by the Vice-President at all Section meetings. In addition, formal announcement of the award program shall be carried in each issue of the MOVITE Journal.

## THE THOMAS J. SEBURN AWARD

Upon selection of the paper deemed outstanding, the President shall, at the Fall meeting, present a suitable certificate commemorating and citing the student along with a cash award of \$500 plus expenses not to exceed \$250 to attend the Fall meeting, and \$200 for second place, and \$100 for third place. In addition, the student will be given an opportunity to present the paper at the Fall MOVITE meeting.

*SOURCE: Executive Board; Last Revised 5/25/01*

### **3-12 Jan Kibbe Student Scholarship**

A cash scholarship of \$1,000 may be offered annually to a student 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.

## ELIGIBILITY

To qualify for the scholarship, a candidate must:

(A) Be, or plan to be, a student at one of the following universities:

- University of Arkansas
- University of Iowa
- Iowa State University
- University of Kansas
- Kansas State University
- University of Missouri - Columbia
- University of Missouri - Rolla
- University of Nebraska
- University of Oklahoma
- Oklahoma State University
- Washington University

(B) Be a senior or graduate student in the upcoming academic year.

(C) Be a full-time student enrolled in at least two courses in traffic and/or transportation engineering in the upcoming academic year.

(D) Become a student member of the Institute of Transportation Engineers and, if available at the university, a member of the ITE Student Chapter during the upcoming academic year.

Previous scholarship recipients are not eligible.

## APPLICATION REQUIREMENTS

Candidates shall complete an application form requesting information such as name, address, phone number, college course work completed to date, anticipated course work for the upcoming academic year, college or university attended and/or planning to attend, and anticipated graduation date.

The application form shall be accompanied by an essay stating reasons for pursuing course work in traffic and/or transportation engineering and career objectives and a letter of recommendation from a traffic/transportation engineering professor at the university (ITE Student Chapter faculty advisor if applicable). The essay shall be no longer than two single-spaced typewritten pages.

#### PROCEDURE/SCHEDULE FOR SELECTING THE SCHOLARSHIP RECIPIENT

The completed application form, essay and letter of recommendation shall be submitted to the Section Vice-President by the date indicated in the Officer Handbook Awards Table. Solicitation of candidates shall be made verbally by the Vice-President at all section meetings and in writing to each of the aforementioned universities of each year. The Vice-President shall also send written notification to ITE International by the date indicated in the Officer Handbook Awards Table of each year requesting that the available scholarship be listed in the information and application packet for the Burton W. Marsh Fellowship. The notification shall include a description of the scholarship, eligibility requirements, application deadline and Section contact.

The candidates will be judged on their proposed program of study, career objectives and recommendation from the university professor. Applicants who do not meet the eligibility requirements and/or fail to comply with the application process will not be considered.

The Student Chapters and Awards Committee appointed by the President will judge the applications. No university faculty member and no relative of any applicant may participate in the judging. The President shall appoint additional members to the Committee such that at least three eligible members judge the applications. The recipient of the scholarship shall be determined by the date indicated in the Officer Handbook Awards Table.

#### PROCEDURE FOR DISTRIBUTING SCHOLARSHIP AWARD

The cash scholarship will be distributed directly to the selected student upon receipt of:

- (A) Proof of enrollment as a full-time student.
- (B) Acknowledgment from a traffic/transportation engineering professor at the university (ITE Student Chapter faculty advisor if applicable) that the student meets all of the eligibility requirements.

Course work must begin within six months of notification of award.

No scholarship distribution will be made from the MOVITE Scholarship Fund unless tax-exempt status on the Fund and tax-deductible status for contributions are in effect. Payment of the scholarship shall generally be from the scholarship fund administered by ITE, or the Executive Board may elect to pay the scholarship from the general fund.

*SOURCE: Executive Board 11/9/94; Last Revised 4/25/01*

#### **3-13 Technical Research Scholarship Competition**

A research scholarship will be offered annually by MOVITE to the graduate or doctorate student engineer whose technical research project is selected as the most significant contribution to traffic/transportation engineering and the most beneficial to the practicing professionals within the MOVITE area. The technical research project should be based on the graduate or doctorate student's personal efforts and may be on any subject, study or experience of the student's selection, which pertains to the advancement of

traffic/transportation engineering and would provide value or assistance in practical issues which would be beneficial to practicing professionals of the MOVITE area.

The scope of the technical research project to be submitted should not exceed five typewritten, double-spaced pages (8.5" by 11" white paper). An abstract of approximately 300 words and a time schedule for completion is to be submitted with the technical research project scope.

At the conclusion of the technical research project, a written report will be presented by the graduate or doctorate student summarizing the research project and providing recommendations or conclusions of the study for printing in the next edition of the MOVITE Journal. The submitted report should not exceed ten typewritten, double-spaced pages (8.5" by 11" white paper).

#### PARTICIPATING QUALIFICATIONS

To qualify for the research scholarship, a candidate must:

- (A) Be a full-time graduate or doctorate student enrolled in a transportation/traffic engineering program in any of the recognized college or university in the MOVITE area as listed below.
  - University of Arkansas
  - University of Iowa
  - Iowa State University
  - University of Kansas
  - Kansas State University
  - University of Missouri - Columbia
  - University of Missouri - Rolla
  - University of Nebraska
  - University of Oklahoma
  - Oklahoma State University
  - Washington University
- (B) Be conducting research or prepared to begin conducting research within 6 months of the award in a program which is related to transportation and/or traffic engineering and is of particular interest and benefit to the practicing professionals within the MOVITE area at the time the award is given and certified thereto by a faculty member in charge of transportation and/or traffic engineering course at the college.
- (C) Be able to complete the research within the specified time while still enrolled in the transportation program in any of the above recognized colleges or universities in the MOVITE area.

#### PROCEDURES FOR SELECTING THE TECHNICAL RESEARCH SCHOLARSHIP AWARD

The scope of the research scholarship(s) will be judged on originality, significance, defined goals, technical merit, format, validity and applicability to practicing professionals within the MOVITE area. The topic should be related to existing standards of practice that need further development or clarification and/or new standards of practice that need additional research.

The President will appoint a review board comprised of Student Chapters and Awards Committee. The review board will evaluate the submitted scope and determine whether the

topic satisfies the above criteria. No award will be made if in the judgment of the selection committee, none of the submittals meet these criteria. If a graduate or doctorate student who submits a scope for a research grant has a relative or a faculty member from the student's school on the selection committee, that person will not be permitted to participate and a replacement will be appointed by the President for the selection of the technical research scholarship award. The winner of the award competition shall be determined by the date as established in the Officer's Handbook.

#### SCHEDULE OF SUBMISSION FOR AWARD CONSIDERATION

The research project scope and abstract, along with a completed application form, shall be submitted to the MOVITE Vice President by the date established in the Officer's Handbook. Solicitation of the technical research scholarship competition shall be made verbally by the Vice-President at all Section meetings. In addition, formal announcement of the award program shall be sent to all college and universities within the MOVITE area as well as be carried in each issue of the MOVITE Journal.

#### AWARD OF THE TECHNICAL RESEARCH SCHOLARSHIP

Upon selection of the research project scope and abstract deemed outstanding and most beneficial to practicing professionals in the MOVITE area, the President shall, at the Spring meeting, present a suitable certificate commemorating and citing the graduate or doctorate student along with an initial cash award of \$500. An additional \$500 will be awarded at the conclusion of the research project and at the time the results of the research are summarized in the MOVITE Journal. Up to \$250 in travel expenses will be provided to the first place winner to attend the Spring meeting with an opportunity to present the findings of the research project. This award can be used to exclusively fund or subsidize existing research projects. Payment of the scholarship shall generally be from the scholarship fund administered by ITE, or the Executive Board may elect to pay the scholarship from the general fund.

SOURCE: Executive Board 9/27/00; Last Revised 10/3/01

## Section 4 – Handbook, Journal & Web Site

### **4-1      *Update of MOVITE Handbook Information***

MOVITE Handbook information will be annually updated by the Second Year director and shall include the following:

- (A) Section By-Laws
- (B) Section Policies
- (C) Section History
- (D) District Section Charter
- (E) District Charter
- (F) District By-Laws & Policies

MOVITE Handbook information will be provided to all MOVITE members via the MOVITE web site.

*SOURCE: Executive Board 10/24/73; Last Revised 10/3/01*

### **4-2      *Publication of MOVITE Journal***

That a minimum of three issues of the MOVITE Journal be published annually with advertising and/or sponsor listing on a space-available basis up to a six-page maximum with first priority given to previous advertisers, with the rate for advertising and/or sponsors in accord with Policy 4-4. Advertisers and/sponsors must provide a product or service to the transportation/traffic engineering field and advertising must pertain to the profession.

*SOURCE: Executive Board 1/13/75; Last Revised 4/18/84*

### **4-3      *Solicitor of MOVITE Journal Advertisers***

The Journal Editor will solicit Journal advertisers, receive artwork and payment from advertisers, and shall forward all payments to the Treasurer. The Journal Editor shall maintain a summary of current advertisers with amounts paid.

*SOURCE: Executive Board 3/31/76; Last Revised 10/16/96*

### **4-4      *Advertising Rates for the MOVITE Journal***

The current MOVITE Executive Board shall establish the advertising rates for the MOVITE Journal for the following year at the annual Executive Board meeting.

*SOURCE: Executive Board 9/30/81; Last Revised 10/16/96*

### **4-5      *Product Information in the MOVITE Journal***

The MOVITE Journal shall endeavor to keep the membership informed of changing technology in the traffic control industry. The Journal Editor shall solicit articles from industry members for possible inclusion in an industrial products feature. Articles may announce the development of a new product or describe new technology in a news-style format. Reprinting of project advertising or reproduction of business cards shall not be permitted in the Journal except in accordance with Policy 4-2. The Journal Editor shall review each article to insure that the contents fall within the scope and intent of this policy.

*SOURCE: Executive Board 11/3/82; Last Revised 9/28/83*

### **4-6      *Records Transmitted to MOVITE Historian***

It is the policy of the Board that all outdated officers' files be transmitted to the MOVITE Historian for disposal. Each outgoing officer has the discretion of transmitting to the incoming officer only those records deemed beneficial to the new officer consisting of not less than two (2) years information. The MOVITE Historian has the discretion of saving those records of historical significance to the organization and disposing of all other records with the exception that all minutes are maintained for not less than five (5) years.

SOURCE: Executive Board 3/13/85; Last Revised 5/14/00

**4-7 Officers Handbook**

The MOVITE Section shall maintain an Officers Handbook. The handbook shall contain detailed information on the duties of each officer and dates and times that duties shall be performed. The Officers Handbook shall be updated and maintained by the Vice President.

SOURCE: Executive Board 4/25/01

## Section 5 – Student Members

### **5-1 Contribution to New Student Chapter**

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

SOURCE: Executive Board 10/24/73; Last Revised 10/16/96

### **5-2 Complimentary Meeting Registration for Students**

Complimentary registrations will be provided by the host MOVITE meeting planning committee for all students attending Section meetings.

SOURCE: Executive Board 10/24/73; Last Revised 9/18/80

### **5-3 Verification of Student Membership**

All student Affiliate members shall verify their membership annually after canvas by the Secretary shortly after the first of each year.

SOURCE: Executive Board 3/27/74

### **5-4 Student Competition**

A student competition will be held annually. An annual budget of \$1,000 will be established to support the competition.

SOURCE: Executive Board 4/30/03

## Section 6 – Membership

### **6-1      Membership Application Procedures**

MOVITE membership application procedures for processing:

#### MOVITE AFFILIATE TO MOVITE MEMBER

1. Membership Committee reviews eligibility of each Affiliate member and initiates upgrading of Affiliate membership for ITE membership. Notification will be given that he is no longer eligible as an Affiliate member.
2. Journal publishing requested by Secretary.

#### ITE STUDENT MEMBER TO MOVITE STUDENT MEMBER

1. Secretary sends letter of invitation to prospect to inform of automatic student member status by submitting application.
2. Once completed application is received, Secretary sends welcome letter and new certificate; application is forwarded to Membership Chairman; official record of new member made.
3. Journal publishing requested by Secretary.

#### ENTRANCE TO MOVITE AFFILIATE

1. Application and entrance fee submitted to the Secretary.
2. Membership Committee review.
3. Membership Chairman notifies Secretary of approval.
4. Secretary sends welcome letter and certificate; forwards dues to Treasurer; official record made of new member.
5. Journal publishing requested by Secretary.

*SOURCE: Executive Board 3/27/74; Last Revised 4/25/01*

### **6-2      MOVITE Life Membership**

Any MOVITE Section Member or Affiliate in good standing who has reached the age of 60 years, may, by Executive Board action, have all future annual dues paid and be recognized at the annual meeting if the following requirements are met:

- (A) MOVITE Section Member - Member has paid dues within ITE for a minimum of fifteen (15) years and had been a member of MOVITE for a minimum of five (5) years, including the current year.
- (B) MOVITE Section Affiliate - Affiliate member has paid dues to MOVITE for a minimum of fifteen (15) years, including the current year.
- (C) MOVITE Section Past President – A past president of the section upon reaching the age of 60 years, irrespective of whether the individual has maintained residency in the MOVITE area.

A Certificate of Recognition shall be presented at the annual meeting to newly elected Life Members.

*SOURCE: Executive Board 3/28/79; Last Revised 12/7/01*

## Section 7 – Finances

### **7-1 Reimbursement for Expenses**

The MOVITE Section shall reimburse Executive Board members, the MOVITE Journal Editor and the Web Page Administrator for vouchered expenses incurred in carrying out the responsibilities of each position. These expenses normally include postage, printing costs, web site fees and stationery.

MOVITE supports the attendance of the President at the International ITE Meeting and the District 4 Annual Meeting and may provide travel expenses reimbursement if needed. A maximum \$1,500 travel reimbursement will be provided to the President for meeting expenses traveling to and attending the ITE Annual Meeting and/or the District 4 Annual Meeting. The President should request travel assistance in advance of the meetings for Executive Board approval and submit receipts verifying all expenses. Any expenditure over the established amount will be borne by the President.

The Board shall establish a \$1,000 annual travel budget. MOVITE Officers may request reimbursement of travel expenses for trips made to represent MOVITE at meetings other than the Spring and Fall MOVITE Meetings. Examples of other meetings include Chapter meetings, Student Chapter meetings and professional groups considering Chapter affiliation. Officers will request travel reimbursement prior to traveling, shall provide an estimate of travel expenses and shall submit receipts verifying all expenses. The President and Treasurer will review requests for travel reimbursement.

*SOURCE: Executive Board 10/24/73; Last Revised 9/24/03*

### **7-2 Signers on MOVITE Accounts**

Treasurer, the Section Administrator and one additional Board member designated by the Treasurer shall act as signers on MOVITE savings and checking accounts.

*SOURCE: Executive Board 3/30/77; Last Revised 10/3/01*

### **7-3 Operating Budget and Fund Balance**

The MOVITE Executive Board shall annually approve a budget, which includes projection of income and itemized expenses. Expenditures, which would exceed that provided for the item in the budget, shall be authorized by the Treasurer and the President prior to commitment. The Executive Board shall seek to maintain a minimum fund balance approximately equal to 25 percent of the operating budget of the previous year.

*SOURCE: Executive Board 9/28/83; Last Revised 5/14/00*

### **7-4 Audit of the Treasurer**

The Auditing Committee shall audit the Treasurer's books for the previous year at the spring meeting and for the current year to date at the Annual (Fall) meeting.

*SOURCE: Executive Board 9/18/85*

### **7-5 Investment of Section Funds**

The current President, Secretary, Treasurer, and Section Administrator will review investment possibilities of the reserves of the general operating fund as presented by the current Treasurer annually in the month of January. The majority of the four will decide the best investment plan to be implemented for the upcoming year. The Scholarship fund will be invested and administered by ITE.

*SOURCE: Executive Board 10/7/87; Last Revised 10/3/01*  
**7-6      Annual Dues**

Annual dues shall be as follows

<b>Membership Grade</b>	<b>Annual Dues</b>
<b>Institute Members</b>	
Honorary	None
All Others	\$12.00
<b>Section Affiliates</b>	
Honorary	None
All Others	\$12.00

*SOURCE: Executive Board 10-5-01*

## Section 8 – Government

### **8-1 Meeting of the Executive Board**

Regularly scheduled meetings of the Executive Board shall be held at each meeting of the MOVITE section.

*SOURCE: Executive Board 2/23/64*

### **8-2 Automatic Nominations for Executive Board**

The Nominating Committee shall automatically nominate the current Vice-President for the Office of President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Secretary for the Office of Vice-President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Treasurer for the Office of Secretary in addition to any other nominees. The Nominating Committee shall automatically nominate the current Third-Year Member Director for the Office of Treasurer in addition to any other nominees. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Section. The Nominating Committee will attempt to provide as candidates those persons with the most Board experience.

*SOURCE: Executive Board 10/24/73; Last Revised 5/14/00*

### **8-3 Information from Section Candidates/Campaign Conduct**

The Past President shall solicit statements from Section candidates for President, Vice-President, Secretary, Treasurer, First-Year Director, Affiliate Director, and any other position in which more than one person has been nominated. Statements are to provide program objectives of preferably not more than 250 words, thumbnail biographical sketches, and photographs. Statements are to be delivered to the Secretary and Journal Editor no later than August 1. Statements shall be printed in the Journal immediately preceding the election and/or mailed to the membership with the ballots; said ballots, which are mailed in accordance with Section 3.7 of the By-Laws.

Except as provided in this policy, active campaigning is not allowed. Active campaigning is defined as direct mailing of biographical information, statements or advertising brochure to members of MOVITE including section chapters. Website development and/or mass e-mails by the candidates or by others on their behalf are prohibited.

A candidate may, at their own expense, attend the general meetings of chapters within MOVITE. A candidate shall not attend Chapter Board Meetings other than their own, be given any special recognition as a candidate or afforded the opportunity to speak at general meeting sessions, unless all candidates are present and given the same opportunities. The candidate may introduce himself or herself to others on an individual basis as a candidate for office, but shall not distribute advertisements or flyers with election information. There shall be no solicitation of funds or other tangible support activity of financial value undertaken by or voluntarily on behalf of any candidate.

The Past President will provide a copy of this policy to each First Year Director Nominee.

*SOURCE: Executive Board 10/24/73; Last Revised 9/24/03*

### **8-4 MOVITE Representative on District Board**

The Past President will represent MOVITE as an officer on the District Board, and the President will serve as MOVITE's Section Representative on the District Board.

SOURCE: Executive Board 3/28/73; Last Revised 10/3/01

**END**

*MOVITE Fall Board Meeting*  
**Wednesday, September 24, 2003**  
**8:00 pm – 12:00 noon**  
**University Plaza Holiday Inn – Lake of the Ozarks Hospitality Room**  
**Springfield, Missouri**

**Attendees:**

**Board Members:**

Jay Wynn	President
Todd Butler	Vice President
Nicci Tiner	Secretary
Steve Schooley	Treasurer
Doug Ripley	3rd Year Director
Matt Selinger	2 <sup>nd</sup> Year Director
Shawn Leight	1st Year Director
Louis Glover	Affiliate Director
Tom Swenson	Section Administrator

**Guests:**

Steve Hofener	ITE Vice President
Earl Newman	District IV
Danielle Graber	MOVITE Journal Editor
Lisa Richardson	MOVITE Web Page Administrator
Mark Stuecheli	KCITE President
Jason Haynes	Host Committee
Alonzo Lihen	KCITE Vice President
Brian Ray	Host Committee

**I. Call to Order**

**A. Jay Wynn, President**

***Jay called the meeting to order at 8:30 AM.***

**B. Welcome and Introductions**

***Introductions were made.***

**C. ITE President Remarks – Steve Hofener**

***Steve made brief comments. He said to let them know if there were any concerns or complements.***

**II. Board Meeting Minutes: Radisson Hotel – Pike Room – Fayetteville, Arkansas  
April 30, 2003 – Nicci Tiner, Secretary 2003**

Matt motioned to approve the minutes, Todd seconded that motion. The minutes were approved.

**III. Treasurer's Report - Steve Schooley, Treasurer**

Income \$19,718.62

Expenses \$20,758.00

The Fidelity account has been closed and will be put into a regular savings account. We need to decide what the dues will be for next year. Jay would suggest to keep it at \$12. Earl suggested that we set the advertising rate because we were down about \$1,000. Danielle would be hesitant to change it at this time. Nicci motioned, Matt seconded that motion. The financial statement was approved.

#### **IV. Committee Reports**

**A. Host Committee – Jason Haynes & Earl Newman**

There are 180 people registered and 11 vendors. Eleven signed up for the PTOE course and 27 for the technical course. This meeting has a budget of approximately \$34,000 and should turn a profit of \$2,000-\$3,000.

**B. MOVITE Journal – Danielle Vachal**

Of the budgeted amount, there will be plenty of money to do another one before the end of the year. Earl suggested having some of the papers added to the journal.

**C. Program and Technical Activities – Todd Butler**

No technical activities report. Todd would like to see these get started again. Jay is working on getting these put together. In the KCITE area, they are forming three technical committees. Alonzo noted that the three committees are more for software review. They are traffic operations and optimization, simulation, and travel demand modeling. Our goal is that all of the findings get to our meetings, and then we forward it on up to ITE as the section technical activity report.

**D. Student Chapter and Awards – Todd Butler**

There were eight applicants for the Thomas J. Seburn Award, five for the Student Chapter Award and two for the Jan Kibbe Award. Jay congratulated Todd and Tom for getting the awards together.

**E. Membership –Shawn Leight**

According to the database, we have had a drop of about 22 members from last year. Tom asked Steve if there was a trend for decline. Steve noted that there was actually a 2% growth compared with other organizations. Steve had information on affiliate members. There are 49 affiliates that have not paid. Tom and Steve are going to try to clean this up. Next spring, there will be a list of who has not paid in the past two years. Affiliates on that list will be dropped.

**F. By-Laws and Policies – Matt Selinger**

No changes to the By-Laws from the last time. Steve asked if we wanted to add to the By-Laws an article to get an electronic voting procedure even though we

don't have the means of doing this at this time. We will probably do this since adding a By-Law takes such a long time to do.

Policy 2-4 may not be necessary. The consensus was to leave the policy. Policy 2-5 clarifies our teaming arrangement with other groups. Section 3 – Awards has been re-ordered as to professional, technical and scholarship. Policy 3-4 takes out the Distinguished Member Award. Policy 3-7 added the Distinguished Member Award. Policy 3-8 added the Best MOVITE Chapter Award. The date for this report should be changed from June 1 to state that it is based upon the Chapter's Annual Report date of January 15. Policy 7-1 adds additional description for travel assistance for the President to ITE Annual Meeting and for the Board member travel. Policy 8-3 added Campaign Conduct to the policy.

Earl brought up the length of the meetings and perhaps changing the days to a weekend. This would require a policy change to meet during the weekends. It was agreed upon to strike this Policy 2-3.

Steve motioned that we accept the revisions, Todd seconded the motion. It was approved.

**G. Finance Committee – Steve Schooley**

No report

**H. Audit Committee – Doug Ripley**

Doug had no audit committee report but did have a technical committee report.

He passed around a status report prepared by Thomas B. Stout. These committees include Right-Turn Lane Geometric Treatment, Pedestrian Crossing Timings with/without Crossing Guards, Traffic Calming Policies and Devices, Fiber Optic Interconnect Practices, Red Light Violation Camera Monitoring, Vehicle Detection Methods and Practices, and LTAP Programs in the MOVITE Area.

He also gave a Spring Meeting report. The meeting will be April 21-23, 2004 in Des Moines. Earl suggested a call for papers for the Spring meeting.

**I. Affiliate Members – Louis Glover**

Louis will be working with Steve and Tom to get the Affiliates back on track.

**J. Web Page Committee – Lisa Richardson**

In 2002, there were 3300 hits, in 2003, there have been 4300 hits. We have renewed the domain of \$75 for a three-year renewal. Tom Swenson's actual picture has been added. Jay commended Lisa on winning the web page award.

**K. Section Administrator Remarks – Tom Swenson**

Most of his remarks will be discussed in other items.

**V. Old Business**

- A. Meeting Registration/Job Ads/Advertising – Payment by Credit Card**  
Steve and Jay have been working on this for the meeting. In addition, this might be an opportunity for people to pay scholarship donations through the web page. Steve added that there is a monthly fee as well as a transaction fee. It is very convenient, but is it worth the cost. This is an item that is still under investigation. Steve Hofener noted that ITE has a hard copy means for credit card payments but not a web site means. Louis suggested offering a discount for those who paid by check versus those using credit cards.
- B. MOVITE Solicitation for Contributions to the Scholarship Fund**  
There was a brief discussion on this topic.
- C. Status of Life Membership List – Tom Swenson**  
We have a list on our web site with 30 members listed. The affiliate database lists 25. Qualification are that you must be 60 years old and a Past President, or you must be 60 years old and have been an ITE member for at least 15 years and a MOVITE member for 5 of those years. We took off four names that we know are deceased. These are Alfred Horn, Herbert Johnson, Bob Smith and Thomas Willier. Tom will propose a policy for the Spring meeting that will simplify the process. Steve motioned that we accept the list excluding those we had marked off. Doug seconded it. The motion was approved. We also put the policy change off to the Fall Retreat.
- D. Un-Agended – Business**  
There was no un-agended business discussed.

## **VI. New Business**

- A. Section Chapters**  
KCITE – Mark noted that the chapter has a bi-monthly meeting schedule. The By-Laws for the chapter have been approved by ITE. Jay and Earl made a presentation to the chapter on September 11, 2003. Typically, they have about 60-70 people attending the meetings. However, dues have not gone out yet, so actual member counts are undefined. The next meeting is November 13. In addition, KCITE will have its web site up and running soon.  
  
TEAM – Shaun noted that the web site was up and running. It was modeled after MOVITE. They were able to get the Washington University Chapter re-started. The student chapter is holding its meetings in conjunction with the TEAM meetings. TEAM is sponsoring a transportation day covering everything from incident management to other traffic related topics. Earl and Jay attended the TEAM meeting recently and spoke with the students.
- B. 2004 MOVITE Budget – Doug Ripley**  
Doug commented that from the year 2000, our budget has gone from approximately \$13,000 to approximately \$22,000. He based the 2004 budget on past budgets, but then offered an alternate to this which zeroed out items that we have not been using. There was much discussion on student scholarship and

student travel to meetings. The travel expenses/awards for students can be considered as part of the scholarship. Todd moved that we accept the 2004 proposed budget, and Shawn seconded this motion. Earl brought up the student chapters and the advisors. He wanted to ask the section to offer 50% of the advisors dues so that they will stay involved. Lisa suggested that this be contingent upon their chapter submitting chapter reports. Jay suggested that we include this topic in the Fall Retreat. For this year we will put this cost under the Student Chapter Support of the budget. The budget was approved.

**C. Possible New Student Chapter at Kansas State University**

Although K State students have participated in MOVITE, there is not a chapter there. It would be good to start one there.

**D. Reactivation of Student Chapter at Washington University**

See comments in Item A of this section.

**E. RFP to Student Chapters – Scanning of History Info onto CD’s (Approval of Payment for Service)**

If student chapters did this, it would offer them a chance to earn money. Jay would like to see this pushed upon the Past President’s. First of all, Tom needs to look at what we have and see what actually needs to be scanned. We will discuss this further at the fall

**F. Presentation regarding Credit Card System w/Potential New Policy regarding entering into contracts/agreements**

Presentation was not given.

**G. Status of Election for New Director/New Affiliate Director**

Lisa, Danielle and Nicci will make up the teller committee.

**H. Best Chapter Award – Doug Ripley**

The Iowa State Chapter won the award and Molly O’Brian will be at this meeting to present the award to the chapter. The selection of a committee should be made today and selection of a topic. The judging committee will provide the direction on how they address this topic. Basically, the chapters will make posters and be able to have booths and present the topic. Jay would like to give the chapters the topic within the next couple of weeks. Right now, it is worded as \$1,000 for the winner and nothing else. Steve would like to vary this so that second place also gets something. Doug moved that we accept the student competition proposal and Matt seconded this. Lisa, Shawn and Doug will work on this competition.

**I. MOVITE Dues – Steve Schooley**

Dues should remain as they are.

**J. Web Page Domain Name Renewal – Matt Selinger**

See Item IV.J. for this discussion.

- K. Policy Updates – Matt Selinger**  
See Item IV.F. above.
- L. State Run-Off Election – Shawn Leight**  
For the larger states, there might be a statewide election with the top two vote getters being forwarded on to MOVITE to appear on the ballot. Matt noted that policy calls for the Past President to narrow down the list based upon their participation in MOVITE. Steve Hofener offered his opinion that our current system was not broken. Nothing will be done at this point.
- M. MOVITE Mass Email – Shawn Leight**  
MOVITE can have its own list or can rely on ITE. ITE does not like to give Sections the list. However, if we only have a few e-mails per year, ITE will send it out for us. An example of its use is sending out the meeting notices. This could also be used for voting. Matt added that voting on line could be possible in the next couple of years.
- N. LTAP Partnering Agreement – Shawn Leight**  
LTAP is a technology transfer system sponsored by FHWA. They have one of these sites in each state. A draft went out to all board members. The agreement should be ready by the fall retreat.
- O. Policy Change for inclusion of new competition for MOVITE Chapters**  
Policy has already been changed.
- P. Spring MOVITE Student Competition**  
See Item VI.B. above.
- Q. District 4 Director's Report**  
Jay commented that he had appreciated Earl's involvement with this. It has been a very successful year. There is an opportunity for a new chapter at K State. Earl would like to help promote chapters in other states. He noted that there is a possibility of having a 4<sup>th</sup> chapter in Missouri. Ken Voight will be the new District 4 Director. At the District level, the positions will become elected rather than appointed by the sections. There is a desire to launch a District 4 newsletter. The winner of the Transportation Achievement Award is attending the MOVITE Meeting for the Oklahoma I-40 Bridge Replacement. Earl has asked that we reimburse him for the \$250 travel expenses needed to present this award to the ODOT. Steve moved that we reimburse Earl, and Doug seconded it. The motion was approved.
- R. Winnipeg Meeting Report**  
Item not discussed.
- S. ITE Seattle Meeting Report**

Item not discussed.

**T. Status of Joint Meeting Agreement with ITS Heartland (Who will plan MOVITE activities for the 2005 spring meeting?)**

Right now, MOVITE will plan these activities.

**U. Future MOVITE Sponsored Workshop on TMC's, Lessons Learned, to be coordinated by Reggie Chandra, MARC, in July, Wichita, KS. Special effort needs to be made to contact MOVITE Members in the area. Could call an organizational meeting to determine interest in forming a MOVITE Chapter.**

No report.

**V. Payment of Faculty Advisor Dues for Student Chapters**

See Item B discussion.

**W. Support for Students to Attend Traffic Signal Summer Workshop – Univ of Idaho**

Item not discussed.

**X. Status of New Past President's Advisory Council**

Earl noted that as a Past President, you feel like you have nothing to do but you have lots of knowledge. This board would be created and would be charged with what we want them to do. Some areas they could work with are student chapters and the new section chapters. Eventually, they could also work with keeping track of Life Members and other Past Presidents. In addition, this group could sponsored an event. At this Fall Meeting, the past Presidents' are sponsoring a breakfast. Nicci moved to create the board and Steve seconded it. Details are to follow for this event. Jay will work with Earl on this event.

**Y. Updating MOVITE Meeting Guide**

1. Standard Functions for Spring Meeting
2. Standard Functions for Annual Meeting

Items were not discussed.

**X. Un-Agended- Business:**

There was no un-agended new business.

**VII. Future Meetings**

**A. Officer's Retreat Date and Facility (December 4 – Super 8 Hotel at Argosy Casino in KC) – Meeting to be combined with a KCITE meeting on December 4.**

The retreat date was moved to December 12.

**B. ITE Mid-year Conference, March 28-31, 2004 in Irvine, CA**

**C. 2004 Spring MOVITE Meeting, Des Moines, Iowa**

See Item IV.H. for discussion.

- D. ITE Annual Meeting, August 1-4, 2004 in Orlando, FL**
- E. 2004 Fall MOVITE Meeting – Oklahoma City, Oklahoma**
- F. 2005 Spring Joint Meeting with ITS Heartland - March 22-25, 2005 in Topeka, KS**  
ITS Heartland want to join us, but they haven't been very involved in this fall meeting other than attendance.
- G. 2005 ITE International – Melbourne, Australia**
- H. 2005 Fall Meeting – Little Rock, Arkansas**
- I. 2006 ITE International – Milwaukee, Wisconsin**
- J. 2006 Spring Meeting - Nebraska**

**VIII. Adjournment**

Doug moved that we adjourn and Matt seconded it. The motion was approved to adjourn the meeting.

**MOVITE Fall Retreat Board Meeting**  
***Friday, December 12, 2003***

Meadowbrook Country Club  
**Prairie Village, Kansas**

**VI. *Call to Order***

*A. Todd Butler, Vice-President*

*Todd called the meeting to order at 8:15 a.m.*

*Minutes taken by Steve Schooley*

*B. Welcome and Introductions*

*The following individuals were present*

*Todd Butler - Vice President*

*Nicci Tiner - Secretary*

*Steve Schooley - Treasurer*

*Doug Ripley - 3<sup>rd</sup> Year Director*

*Matt Selinger - 2<sup>nd</sup> Year Director*

*Shawn Leight - 1<sup>st</sup> Year Director*

*Louis Glover - Affiliate Director (arrived late)*

*Tom Swenson - Section Administrator*

*Lisa Richardson - Web Site Administrator*

*Danielle Vachal - Journal Editor*

*Harold Bastin - Representing OCITE*

*Mark Stuecheli - Representing KCITE*

**VII. Board Meeting Minutes: University Plaza Holiday Inn – Lake of the Ozarks Hospitality Room Springfield, Missouri - Nicci Tiner, Secretary 2003**

Tom Swenson recommended that Bob Alguire be added to the life member list. With this addition, minutes were approved motion made by Doug Ripley second by Steve Schooley

Fall business meeting minutes were approved motion made by Doug Ripley second by Steve Schooley

**III. Treasurer's Report - Steve Schooley, Treasurer**

The treasurers report was presented. Income for the year \$20,031.62 and expenses \$12,045.84. The scholarship fund has increased by \$6,732.78 to \$29,041.75. The total checking account balance was \$26,150.11.

There was some discussion about how to handle the scholarship and it was agreed that the scholarship and monetary awards would be paid out of the scholarship contributions but not the expenses or plaques. The balance should be transferred to ITE if excess money is collected. A policy should be developed to clarify this. Shawn will be developing changes to the policy to reflect this. Nicci Tiner moved for approval second by Doug Ripley – treasures report was approved.

#### **IV. Committee Reports**

**L. MOVITE Journal – Danielle Vachal**

Danielle indicated that she needs more information for the next journal. She anticipates one more journal or there will be one at the first of next year. Will try to get out one more issue this year, but it may be early next year. Some concern about lack of student activities reports. Danielle will not be journal editor next year after 2004, so we are looking for volunteers. She will put an article in the newsletter. Need more information, press releases, articles, etc.

**M. Program and Technical Activities – Todd Butler**

No report

**N. Membership –Shawn Leight**

No report

**O. By-Laws and Policies – Matt Selinger**

No report

Need a policy for the student competition. It was suggested that we develop a general policy, then after the first event more details can be added.

Need more information on policy on how we handle the scholarship funds (see treasurers report above).

Tom Swenson is working on life member policy to simplify life membership.

**P. Finance Committee – Steve Schooley**

Discussion about combining scholarship and dues payment request into a single document. It was agreed that they should be two separate pages. Steve will be mailing out the invoices soon. It was also suggested that a deadline be added to the invoice.

**Q. Affiliate Members – Perry Franklin and Louis Glover**

The question was raised that some people are interested in being members of MOVITE without becoming a member of ITE even though they might qualify for ITE membership. There was some concern that this would not be something we want to do. Also all the information that is normally available to members is on the website. Chapters do not require members to join ITE even if they are eligible. It was decided that MOVITE will not change their policy regarding ITE membership (you

cannot join MOVITE as an affiliate if you are eligible to be a regular member of ITE). It was further suggested that we charge 12 or more extra for meeting registration for non-members.

R. KCITE Chapter Report – Mark Stuecheli

Roundabout accessibility by Gene Russell was presented at the last meeting. Working on a logo for the chapter. The chapter has 3 technical committees with 8 or 10 members on each committee. The committees are travel demand modeling, signal coordination and capacity analysis. The chapter has just started to collect dues and they now have 62 paid members. Dues are \$10. The chapter is working on a web site and it will be [www.kcite.org](http://www.kcite.org). The web site should be ready by end of year.

KCITE officers: Mark Stuecheli, Alonzo Linan, Mike Wahlstedt and Steve Worley the officers will serve the rest of this year and the full year next year to maintain continuity.

Meetings are held every other month. Attendance has been around 60-70 at each meeting. Next months meeting will be on New Urbanism with a panel discussion.

KCITE has been trying to make contact with student members at KU to expand membership and encourage cooperation with the student chapter.

S. OCITE Chapter Report – Harold Bastin

There are 57 members of OCITE. OCITE had 8 meetings last year. There have been a lot of non-professional traffic technicians attending meetings. This has been a very good organization that reaches out to some rural cities and counties and many state members. Board will carry over to next year to maintain continuity, as the organization is new. Dues are \$12 per year. OCITE hosted an excellent fall MOVITE meeting.

T. Web Page Committee – Lisa Richardson

Lisa indicated that she has received one more check for advertising on the web. She needs information to update history files, and will contact Earl for information. She also needs more legislative information. It was decided to create links to other web sites that have good information. There is a new chapters page, she needs more information from the chapters to complete this page. Next year will be Lisa's 3<sup>rd</sup> year and she will be looking for someone else to take over after next year.

U. Section Administrator Remarks – Tom Swenson

Tom will take care of letterhead. Annual report is needed. Tom will send Doug checks and the signature card. The tax filing is in process.

## **V. Old Business**

E. MOVITE Solicitation for Contributions to the Scholarship Fund  
Will be sent to members with dues statements.

F. Status of Life Membership List – Tom Swenson  
Tom is still working on this.

G. Electronic Journal

It was determined that Danielle and Lisa should form a committee to answer questions as to how this can be done and/or if it should be done. Issues include: advertising, non-electronic members, format, how to handle extra money, etc.

H. Un-Agended – Business

Brochures? – It was decided to print up another 100 or so. Matt indicated that they need at least a couple of weeks to print more.

**VI. New Business**

Z. RFP to Student Chapters – Scanning of History Info onto CD's

Suggestion by Doug to look into cost of having this done professionally and if not too expensive just have it done. Suggest that everything from here on should only be accepted electronically. Tom Swenson will look into this.

AA. Policy Updates – Matt Selinger

No report

BB. Policy Change for inclusion of new competition for MOVITE Student Chapters

This has been completed

CC. Spring MOVITE Student Competition

Doug handed out proposed student competition guide based on Iowa State's submission that won last year. Direction was given by the board to continue with this, select the first committee and have this ready for the spring meeting. Doug, Lisa, Steve and Shawn will get this ready for the next meeting.

DD. Status of Joint Meeting Agreement with ITS Heartland

Will be in Topeka. The board has tentatively agreed to let ITS lead this meeting and MOVITE will have no financial responsibility for this meeting. Steve Schooley will be responsible to coordinate with ITS Heartland.

EE. Future MOVITE Sponsored Workshop on TMC's, Lessons Learned, to be coordinated by Reggie Chandra, MARC, in July, Wichita, KS. Special effort needs to be made to contact MOVITE Members in the area. Could call an organizational meeting to determine interest in forming a MOVITE Chapter.

This should be encouraged by chapters.

FF. Payment of Faculty Advisor Dues for Student Chapters

Shawn will investigate by asking advisors if this is an issue. If this is not an issue no policy will be prepared. If Shawn determines that this is an issue then he will write a policy that will define how advisors will apply for funds. Plan on paying 50% of Faculty Advisors dues if a student chapter report was prepared.

GG. Student Competition

See above

HH. Status of New Past President's Advisory Council  
Nothing new

II. Membership Drive – Steve Schooley  
Suggest creation of a committee and new member drive. Marketing ITE/MOVITE and improvement of the organization. Strategic planning for the organization. Plan on setting aside an hour or two at the spring meeting with the board. Doug will work with Reggie to coordinate this.

JJ. Student Liaison  
Suggested that appoint a coordinator who would work with state liaison persons. Doug will contact Todd Pfitzer to see if he would be interested to be the overall coordinator and Shawn will help as the Missouri contact.

KK. Un-Agended – Business  
None

## **IX. Future Meetings**

K. ITE Mid-year Conference, March 28-31, 2004 in Irvine, CA  
L. 2004 Spring MOVITE Meeting, Iowa  
Will have a dual tract meeting at Hotel Ft. Des Moines.  
M. ITE Annual Meeting, August 1-4, 2004 in Orlando, FL  
N. 2004 Fall MOVITE Meeting – Oklahoma City, Oklahoma  
Todd Butler - President will coordinate  
O. 2005 Spring Joint Meeting with ITS Heartland - March 22-25, 2005 in Topeka, KS  
This will be coordinated by Steve Schooley  
P. 2005 ITE International – Melbourne, Australia  
Q. 2005 Fall MOVITE meeting – Little Rock, AR  
Nicci Tiner – President will coordinate  
R. 2006 Spring MOVITE meeting - Nebraska  
S. 2006 ITE International – Milwaukee, Wisconsin  
T. 2006 Fall MOVITE meeting – Kansas  
Steve Schooley – President will coordinate

## **X. Adjournment**

**Meeting adjourn at 11:55 a.m.**

**MOVITE Spring Board Meeting**  
**Wednesday, April 30, 2003**  
**Radisson Hotel – Pike Room**  
**Fayetteville, Arkansas**

**Attendees:**

**Board Members:**

Jay Wynn	President
Todd Butler	Vice President
Nicci Tiner	Secretary
Steve Schooley	Treasurer
Doug Ripley	3rd Year Director
Matt Selinger	2 <sup>nd</sup> Year Director
Shawn Leight	1st Year Director
Perry Franklin	Affiliate Director
Mike Gorman	Immediate Past President
Tom Swenson	Section Administrator

**Guests:**

Steve Hofener	ITE Vice President
Earl Newman	District IV
Danielle Graber	MOVITE Journal Editor
Don Henderson	2004 ITE Vice President Candidate
Helene Murdock	Poe & Associates
Mohammad Qureshi	University of Rolla
Mark Stuecheli	City of Overland Park
Jason Haynes	City of Springfield

**I. Call to Order**

- A. Jay Wynn, President  
The 2003 Spring MOVITE Board meeting was held on Wednesday, April 30, 2003 in Fayetteville, Arkansas. The 2003 MOVITE President, Jay Wynn, called the meeting to order at 6:00 PM. A meeting agenda was distributed.
- B. Welcome and Introductions  
The attendees introduced themselves.
- C. ITE Vice President Remarks – Steve Hofener  
Steve addressed the group with updates about what was going on with ITE.
- D. 2004 ITE Vice President Candidate Remarks – Don Henderson  
Don addressed the group.

**II. Meeting Minutes:**

- A. Todd Butler, Secretary 2002  
Todd distributed the minutes from the Fall Board Meeting which was held at the Double Tree Hotel in Omaha, Nebraska on September 25, 2002. A motion was made, seconded and approved to accept the minutes.

- B. Nicci Tiner, Secretary 2003  
Nicci distributed the minutes from the annual Fall Retreat Board Meeting which was held at the Argosy Casino in Kansas City, Missouri on December 6, 2002. A motion was made, seconded and approved to accept the minutes.

### **III. Treasurer's Report:**

- A. Steve Schooley, Treasurer 2003  
Steve presented the treasurer's report. The current balance is \$24,236.87, which includes the checking and money market account. The scholarship fund balance is \$25,768.30.

### **IV. Committee Reports:**

- A. Host Committee – Nicci Tiner  
Nicci thanked everyone for coming. She mentioned the positive comments that had been received from the technical session held earlier in the day. Although the final numbers were not in, the spring meeting was expected to generate \$2,000 +/- . Several board members were recruited to help with registration. It is expected that approximately 80 people will be attending this meeting. Earl Newman commented that an attendance of that many would probably be a record for an Arkansas meeting.
- B. 2004 Spring MOVITE Meeting Kansas/Iowa, Steve Schooley  
Steve led the discussion on the location of the Spring 2004 meeting. MOVITE would have an opportunity to host a joint meeting in Kansas with ITS Heartland Chapter. However, to be on schedule with ITS, this meeting would need to occur in the Spring of 2005 and not 2004. Doug Ripley was asked if it would be acceptable to have the Spring 2004 meeting in Iowa. He graciously accepted. A motion was made, seconded and approved to swap the Kansas and Iowa Spring MOVITE meetings.  
  
Steve also discussed the split of expenses/income that the MOVITE would be responsible for in co-hosting a meeting with ITS Heartland.
- C. MOVITE Journal – Danielle Vachal  
Danielle commented on the recently published MOVITE Journal. She noted that an article written by Martin Thoma led to a speaker for the Spring Meeting. Danielle concluded her report with a list of items that she needs for the next issue.
- D. Program and Technical Activities – Todd Butler  
Todd went through the various committees and their status.
- E. Student Chapter and Awards – Todd Butler  
Todd reported on the winners.
- F. Membership – Shawn Leight  
Shawn commented on the outreach that was being done to try to meet new members. He noted that it was hard to get membership to attend the meetings in

the smaller states such as Arkansas. Nicci noted that those who were first time attendees to the meeting would be asked to participate in the door prizes and dinner tickets. Kip Strauss and would be trying to meet those who were new to the MOVITE.

- G. By-Laws and Policies – Matt Selinger
- H. Finance Committee – Steve Schooley  
No report.
- I. Audit Committee – Doug Ripley  
Doug reported that the books will audited on Thursday by a yet to be named committee.
- J. Affiliate Members – Perry Franklin  
No report.
- K. Web Page Committee – Matt Selinger  
Matt reported for Lisa.
- L. Section Administrator Remarks – Tom Swenson

**V. Old Business:**

- A. MOVITE Brochure – Matt Selinger  
Matt reported that the board had selected the weight of the brochure. In addition, brochures were included in all of the meeting packets.
- B. Status of Life Membership List – Tom Swenson
- C. Section 1.1 charter revision per ITE – Jay Wynn  
Jay distributed the charter revision. This revision is intended to be included in all of the new section chapters.
- D. Un-agended Business

**VI. New Business:**

- A. Missouri Local Transportation Resource Center at UMR – Mohammad Qureshi.  
Dr. Qureshi informed the board about the transportation resource centers around the district.
- B. Request to establish formal patnership agreement between MOVITE and MLTRC – Mohammad Qureshi
- C. Request to Co-Sponsor Springfield Meeting from OCITE – Jason Haynes  
There was discussion of updating a policy for co-sponsorship of meetings. Matt will look into this. It will most likely require adding clarification to the policy.
- D. MOVITE Sponsorship of PTOE exam on October 25, 2003 in Kansas City

There was discussion about sponsoring the exam in Kansas City. It was noted that a PTOE refresher course would be offered at the fall meeting in Springfield.

E. New ITE Chapters within MOVITE

Shawn Leight gave the status of the TEAM chapter in St. Louis. Jason Haynes gave an update on the OCITE chapter in Springfield. Mark Stuecheli discussed the new chapter that was being formed in Kansas City.

Potential chapters were suggested for other locations within the MOVITE area.

Further discussion occurred regarding the relationship of the new chapters to MOVITE. A possible policy to create a new position on the MOVITE Board was discussed. This position could be a non-voting position.

F. Travel assistance for Officers that represent Section at ITE Annual Meeting and District Meeting. There was discussion pertaining to reimbursement of Officers when they are required to attend other ITE meetings. Matt will look into updating the policy for reimbursement of expenses. This will most likely require adding clarification for travel expenses for the board members and the Presidents' travel to annual ITE and District IV meetings.

G. Awards

Two awards were discussed. First the possibility of adding a Distinguished Service Award was discussed. Mike Gorman volunteered to write the description of this award.

The second award that was discussed was for Best Chapter in the Section. It would be based upon the activities of the section. Doug Ripley will develop a policy for this award to be presented at the Fall Board Meeting.

Both awards would require modification to the MOVITE Policies.

H. District Directors Report – Earl Newman

Earl reported on District IV. He noted that the candidates for the a new District IV Director for the years 2004-2006 were Chris Fornal and Ken Voigt.

Earl also reported on meetings with students at University of Missouri – Rolla and University of Missouri – Columbia.

The 2005 ITE Vice President nominee selection will be upcoming.

I. MOVITE Solicitation for Contributions to the Scholarship Fund

The Fall meeting will include an auction to raise money for the Scholarship fund. Donations of items and/or money will be accepted.

J. Campaign Conduct Policy for District IV – Mike Gorman

Mike discussed the policies that District IV had developed for campaign conduct. Matt will look into writing a policy to address this.

K. Joint District VII/District IV Meeting in Winnipeg – Mike Gorman

Mike discussed the upcoming joint meeting.

- L. PDH's  
Discussion was held pertaining to PDH's for the MOVITE meeting. It was noted that the Spring meeting packets had PDH information in them. It is up to the participant to be honest when checking the meetings that were attended. Matt will check to see if there needs to be a policy for this.
- M. Strategic Plan  
There was discussion to determine if MOVITE needs a strategic plan.
- N. Electronic Newsletter/Balloting  
There was discussion on this topic.
- O. On-going support for Faculty Advisors
- P. Meeting Registration/Job Ads/Advertising – Payment by Credit Card  
It was noted that the Fall meeting will allow for payment by credit card.
- Q. Student Chapter Support – ITE Annual Meeting – Jay Wynn
- R. Celebrate National Transportation Weeks – May 11-17, 2003
- S. Un-agended Business  
Shawn discussed the resume books that had been prepared for the meeting. The University of Missouri – Rolla put these books together.

**VII. Future Meetings:**

The Fall meeting will be held in Springfield, Missouri on September 25-28. The Board Retreat will be held the first Saturday in December in Kansas City. The 2004 Spring meeting will be held in Iowa instead of Kansas.

**VIII. Adjournment:**

A motion was made, seconded and approved to adjourn the meeting.

**REGISTRATION FORM**  
**2003 MOVITE Spring Meeting**  
**Fayetteville, Arkansas**  
**April 30 – May 2, 2003**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse/Guest Name: \_\_\_\_\_

**Registration Fees**

**Spring Meeting**

Includes technical sessions, breaks, breakfast Thursday and Friday, Thursday lunch and dinner and evening entertainment.

- ☐ Before March 28, 2003: \$120
- ☐ After March 28, 2003: \$135

**Student Registration**

Includes technical sessions, breaks and Thursday lunch

- ☐ \$20

**Wednesday Workshop**

Includes continental breakfast and breaks.

- ☐ Before March 28, 2003: \$50
- ☐ After March 28, 2003: \$70

**Extra Meal Ticket for Spouse/Guest**

- ☐ Thursday lunch: \$15
- ☐ Thursday dinner: \$25

**\$\_\_\_\_\_ Total Fees**

**Payment**

Make checks payable to MOVITE. Payment may be made at registration.

**Hotel Information**

Radisson Hotel Fayetteville  
70 N. East Avenue  
Fayetteville, AR 72701  
Telephone: 479-442-5555  
Fax: 479-442-2105  
Room Rate: \$78.00 + Tax  
**A block of rooms will be held until March 28, 2003.**

**Golf**

Are you playing golf on Wednesday?  
☐ Yes ☐ No

For golf information, contact

Perry Franklin  
City of Fayetteville  
113 West Mountain  
Fayetteville, AR 72701  
Phone: (479) 575-8228  
Email: [pfranklin@ci.fayetteville.ar.us](mailto:pfranklin@ci.fayetteville.ar.us)

**Submit Form**

Mail or fax this completed form to:

Nicci Tiner  
Garver Engineers  
P.O. Box 50  
Little Rock, AR 72203-0050  
Phone: 501-376-3633  
Fax: 501-372-8042  
Email: [ndtiner@garverengineers.com](mailto:ndtiner@garverengineers.com)

**Deadline/Cancellations**

A full refund will be given if a cancellation is received by April 11, 2003.

Golf registrations must be received by April 18, 2003.

A block of rooms will be held until March 28, 2003.

**Membership Outreach**

- ☐ First time attendee
- ☐ First meeting attended in 3 years

**Meeting Highlights**

- Workshop on Traffic Modeling instructed by Grant Zammit from the Federal Highway Administration.
- MOVITE Golf Outing – Four Person Scramble.
- Band

# PRELIMINARY AGENDA

Transportation Crossroads – Government, Academics & Consulting

Wednesday, April 30 - Continuing Education Center

7:30 Registration

8:00-12:00 Workshop – “New Guidelines on applying Microsimulation Modeling Software” – Presented by Grant Zammit – FHWA (Atlanta)

12:00 Lunch on your own

12:30 Golf

6:00 MOVITE Board Meeting

Thursday, May 1 - Continuing Education Center

8:00 Registration/Continental Breakfast

8:45 Welcome – MOVITE President Jay Wynn and Fayetteville Mayor Dan Coody

9:00 Session 1

City of Fayetteville Project

TBA

10:00 Break

10:30 Session 2

Martin Thoma – AHTD’s “Pave the Way” Program

AHTD - TBA

11:30 Lunch/MOVITE Business Meeting

1:00 Break

1:30 Session 3

Dr. Bob Elliott (U of A) – “Engineering Education – Where it is Headed and Why”

B. Finley Vinson (U of A) – “Urban Low-Speed Horizontal Curve Design”

Dr. Jim Gattis (U of A) – “Access Management”

3:00 Break

3:30 Session 4

Dr. Melissa Tooley (MBTC) – TBA

Bert Parker – Garver Engineers – TBA

Carla Berroyer – Wilbur Smith Associates - TBA

5:00 Adjourn

6:00 Social Hour

7:00 Dinner and Entertainment

Friday, May 2 – Bell Engineering Center

7:00 Full Breakfast (Radisson)

8:30 Load buses to Bell Engineering Center

9:00 Session 5

Jim Burnett – Former Head of NTSB - Perspectives on Transportation Safety

TBA

TBA

10:30 Adjourn & load buses back to Radisson

MOVITE  
c/o Nicci Tiner  
P.O. Box 50  
Little Rock, AR 72203

STAMP

**ADDRESS  
LABEL  
HERE**



Spring MOVITE Meeting, April 30 – May 2, 2003  
Center for Continuing Education, Fayetteville, Arkansas

**MOVITE Spring Business Meeting**  
**Thursday, May 1, 2003**  
**Continuing Education Center**  
**Fayetteville, Arkansas**

**I. Call to Order**

- A. Jay Wynn, President  
The 2003 Spring MOVITE Business meeting was held on Thursday, May 1, 2003 in Fayetteville, Arkansas. The 2003 MOVITE President, Jay Wynn, called the meeting to order.
- B. Welcome and Introductions  
The board members and meeting committee members were introduced.
- C. Address to MOVITE from Don Henderson  
Don Henderson, 2004 ITE Vice President candidate, addressed the group.
- D. Address to MOVITE from Tim Harpst  
Nicci Tiner read a statement from Tim Harpst, 2004 ITE Vice President candidate.

**II. Meeting Minutes:**

- A. Todd Butler, Secretary 2002  
The Fall meeting minutes were distributed prior to the meeting. A motion was made, seconded and approved to accept the minutes.
- B. Nicci Tiner, Secretary 2003  
The retreat meeting minutes were distributed prior to the meeting. A motion was made, seconded and approved to accept the minutes.

**III. Treasurer's Report:**

- A. Steve Schooley, Treasurer 2003  
Steve presented the treasurer's report. The current balance is \$24,236.87, which includes the checking and money market account. The scholarship fund balance is \$25,768.30.

**IV. Committee Reports:**

- A. Host Committee – Nicci Tiner  
Nicci welcomed everyone and thanked them for attending the meeting.
- B. 2004 Spring MOVITE Meeting  
It was announced that the 2004 Spring MOVITE meeting would be held in Iowa.
- C. MOVITE Journal – Danielle Vachal  
Danielle commented on the recently published MOVITE Journal. She noted that an article written by Martin Thoma led to a speaker for the Spring Meeting.

Danielle concluded her report with a list of items that she needs for the next issue.

- D. Program and Technical Activities – Todd Butler  
Todd went through the various committees and their status.
  - E. Student Chapter and Awards – Todd Butler  
Todd reported on the winners.
  - F. Membership – Shawn Leight  
Shawn welcomed the first time attendees and let them know MOVITE members would be coming around to meet them.
  - G. By-Laws and Policies – Matt Selinger
  - H. Finance Committee – Steve Schooley  
No report.
  - I. Audit Committee – Doug Ripley  
Doug reported that the books had been audited and everything was in order.
  - J. Affiliate Members – Perry Franklin  
No report.
  - K. Web Page Committee – Matt Selinger  
Matt reported for Lisa Richardson.
- V. Old Business:**
- A. MOVITE Brochure – Matt Selinger  
Matt pointed out that the new brochures had been included in the registration packets.
  - B. Section 1.1 charter revision per ITE – Jay Wynn  
Jay distributed the charter revision. This revision is intended to be included in all of the new section chapters.
  - C. Un-agended Business
- VI. New Business:**
- A. Request to Co-Sponsor Springfield Meeting from OCITE – Jason Haynes  
There was discussion of updating a policy for co-sponsorship of meetings. Matt will look into this. It will most likely require adding clarification to the policy.
  - B. MOVITE Sponsorship of PTOE exam on October 25, 2003 in Kansas City  
There was discussion about sponsoring the exam in Kansas City. It was noted that a PTOE refresher course would be offered at the fall meeting in Springfield.

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Shawn Leight gave the status of the TEAM chapter in St. Louis. Jason Haynes gave an update on the OCITE chapter in Springfield. Mark Stuecheli discussed the new chapter that was being formed in Kansas City.  
  
Potential chapters were suggested for other locations within the MOVITE area.
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Earl reported on District IV. He noted that the candidates for the a new District IV Director for the years 2004-2006 were Chris Fornal and Ken Voigt.
- E. MOVITE Solicitation for Contributions to the Scholarship Fund  
The Fall meeting will include an auction to raise money for the Scholarship fund. Donations of items and/or money will be accepted.
- F. Campaign Conduct Policy for District IV – Mike Gorman  
Mike discussed the policies that District IV had developed for campaign conduct.
- G. Joint District VII/District IV Meeting in Winnipeg – Mike Gorman  
Mike discussed the upcoming joint meeting.
- H. Celebrate National Transportation Weeks – May 11-17, 2003
- I. Un-agended Business

**VII. Future Meetings:**

The Fall meeting will be held in Springfield, Missouri on September 25-28. The Board Retreat will be held the first Saturday in December in Kansas City. The 2004 Spring meeting will be held in Iowa instead of Kansas.

**VIII. Adjournment:**

A motion was made, seconded and approved to adjourn the meeting.

## ***Transportation Professional of the Year Award***

An award is offered annually by MOVITE to an individual who has made outstanding contributions to the advancement through service to MOVITE/ITE and achievements in the transportation/traffic engineering profession. The award will recognize an individual for contributions over a period of years.

### **Procedures for Selecting the Award Winner**

The President will appoint a review board. The winner of the Transportation Professional of the Year award shall be determined by August 1. An award winner shall be selected from the nominations received and the award presented except in the event of receiving no nominations. Members of the selection committee are not eligible for the award.

### **Procedures/Schedule of Submission for Award Consideration**

The nomination should include a description of the person's contributions to MOVITE/ITE, professional achievements, and a statement as to why this individual is particularly worthy of recognition (a maximum of five double-spaced typewritten pages).

Nominations shall be submitted to the MOVITE Section President no later than June 1. If mailed, the postmark must be May 31 or earlier. The mailing address is as follows:

C. Jay Wynn  
Mathews & Associates  
1661 W Elfindale  
Springfield, MO 65807  
(417) 869-6009

### **The Transportation Professional of the Year Award**

The President shall, at the annual meeting, present a suitable plaque commemorating and citing this achievement. A summary article about the award winner will be printed in the MOVITE Journal following presentation of the award.

### **Questions**

Contact MOVITE President for more information.

## 2003 ITE DISTRICT 4 BOARD OF DIRECTORS

### International Director

**Earl E. Newman**  
City of Springfield  
Public Works Dept.  
P.O. Box 8368  
Springfield, MO 65801  
(417) 864-1980  
FAX (417) 864-1983  
earl\_newman@ci.springfield.mo.us

### Officers

(Past Presidents)

#### Chairperson (MOVITE)

**Michael N. Gorman**  
HWS Consulting Group, Inc.  
10844 Old Mill Road, Suite 1  
Omaha, NE 68154-2651  
(402) 333-5792  
FAX (402) 333-2248  
mgorman@hws-con.com

#### Vice Chairperson (Illinois)

**Dawn R. Patten**  
Center for Public Safety - NW Univ  
405 Church Street  
Evanston, IL 60204  
(847) 467-1415  
FAX (847) 491-5272  
d-marincic@northwestern.edu

#### Secretary (Wisconsin)

**Jay R. Obenberger**  
Wisconsin DOT, District 1  
2101 Wright St.  
Madison, WI 53704-2583  
(608) 243-3379  
FAX (608) 246-3819  
Jay.obenberger@dot.state.wi.us

#### Treasurer (NCITE)

**Thomas A. Sohrweide**  
Short Elliott Hendrickson  
3535 Vadnais Center Drive  
St. Paul, MN 55110-5118  
(651) 490-2072  
FAX (651) 490-2150  
tsohrweide@sehcn.com

(Revised date 01/14/03)

### Section Representatives

(Presidents)

#### *MOVITE*

**C. Jay Wynn**  
Mathews & Associates, Inc.  
1631 W. Elfindale  
Springfield, MO 65807  
(417) 869-6009  
FAX (417) 869-8129  
jwynn@mai-eng.com

#### *Illinois*

**Karen M. George**  
Parsons Transportation Group, Inc.  
525 W. Monroe, 10<sup>th</sup> Floor  
Chicago, IL 60661  
(312) 930-5237  
FAX (312) 930-0127  
karen.george@parsons.com

#### *Wisconsin*

**Patrick E. Hawley**  
HNTB Corporation  
11414 W. Park Place, Suite 300  
Milwaukee, WI 53224  
(414) 359-2300  
FAX (414) 359-2310  
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