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*Missouri Valley Section - Institute of Transportation Engineers*

**Meeting Minutes – MOVITE Business Meeting – Hot Springs, Arkansas**

October 5, 2017

- I. Call to Order (~12:40 pm)**
- II. Review and Approval of Spring 2017 Business Meeting Minutes (Andy S.)**
  - a. Motion to Approve – Nancy Gambill
  - b. 2<sup>nd</sup> – Nicci Tiner
  - c. Approved Unanimously
- III. Financial Report (Lonnie B.)**
  - a. Treasurer Burklund provided a brief review of the current financial status of the organization. He also thanked the sponsors and individuals who donated to the scholarship fund. See attached handout.
- IV. 2018 Budget (Eric C.)**
  - a. Board Director Claussen provided a brief review of the proposed 2018 budget. See attached handout.
- V. Committee Reports**
  - a. Host Committee Report (Andrew B.)
    - i. Chair of the Local Arrangement Committee, Andrew Brewer, recognized all the committee members that put in many hours to make the fall meeting a success. President Becknell again thanked the host committee, speakers, and all attendees for helping to make this meeting a success.
  - b. Spring 2018 MOVITE Meeting – Omaha, Nebraska – April 4-6 (Matt Kruse)
    - i. Treasurer Burklund provided a brief update on the planning for the spring meeting. The meeting will be held in Omaha at a new hotel currently under construction.
- VI. General Board Update (Nathan B.)**
  - a. Insurance Change
  - b. Harmonize Awards with District and National
  - c. Residency of Board Candidates
  - d. Journal Update
  - e. Logo Update
    - a. President Becknell provided a review of decisions made during the board meeting held yesterday. Nathan presented the new logo to the attendees. Attendees responded with applause.
- VII. MOVITE Election Results (Andy S.)**
  - a. Board Director from Oklahoma
  - b. Kansas, Oklahoma, & Arkansas State Director
    - i. Secretary Swisher provided the results of the election. The winners of the election were:
      1. Esther Shaw-Smith – Board Director
      2. Kendra Miller - Kansas
      3. James Welch - Oklahoma
      4. Jack Branscum - Arkansas



*MOVITE - bringing individuals together to advance the knowledge*

*and skills of transportation professionals.*



**VIII. Passing of the Gavel**

- a. President Becknell provided a few closing remarks on his tenure as President before passing the gavel to 2018 President Dave Mennenga.
- b. 2018 President Mennenga provided some brief remarks about his goals for the upcoming year.
  1. Continue MOVITE student chapter support and encourage more student interaction with professional members.
  2. Improve coordination with MWITE student activities, harmonize the Section vs. District awards processes, and actively help plan the joint MWITE/ITE International meeting to be held in Minneapolis, MN next August.
  3. Focus on ITE International's initiatives regarding Smart Communities, Automated/Connected Vehicles, and other technological advances that will affect our profession, and facilitate similar discussions at the Section and Chapter levels within MOVITE.

**IX. Oath of Office (2018 Board of Direction)**

- a. ITE President Shawn Leight administered the Oath of Office to the 2018 board members.

**X. Awards**

- a. President Becknell and Vice President Mennenga distributed the section awards. Congratulations to all award winners.

**XI. Unagended New Business**

**XII. Future Meetings**

- a. 2018 MOVITE Spring Meeting – Omaha, Nebraska – April 4-6
- b. 2018 Midwestern ITE Meeting – hosting ITE International – Minneapolis, MN – August 20-23
- c. 2018 Student Leadership Summit – (Great Lakes and Midwestern joint)
- d. 2018 Fall MOVITE Meeting – Kansas
- e. 2019 Spring MOVITE Meeting – hosting MidwesternITE – St. Louis, Missouri
- f. 2019 ITE International – hosted by Texas
- g. 2019 Student Leadership Summit
- h. 2019 Fall MOVITE Meeting – Iowa

**XIII. Adjourn**

- a. Motion to adjourn – Jason Haynes
- b. 2<sup>nd</sup> – Michael Hofener
- c. Passed Unanimously

## 2017 MOVITE FINANCIAL STATEMENT

Through: October 3, 2017

2017 To Date	2017 Adopted	Percent of Budget
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### INCOME

1	Membership Dues	\$6,087.25	\$6,400.00	95%
2	Spring and Fall Meetings	\$6,386.54	\$6,000.00	106%
3	Checking and Savings Account Interest	\$2.53	\$5.00	51%
4	Sponsorships	\$3,300.00	\$6,000.00	55%
5	Midwestern District Annual Disbursement	\$0.00	\$0.00	-
6	Income from Reserves	\$0.00	\$9,245.00	0%
7	Scholarship Donations	\$1,800.00	\$500.00	360%
8	Miscellaneous	\$0.00	\$0.00	-
<b>TOTAL INCOME</b>		<b>\$17,576.32</b>	<b>\$28,150.00</b>	<b>62%</b>

### EXPENSES

1A	Mailing and Shipping	\$61.80	\$100.00	62%
1B	Tax Return Preparation	\$0.00	\$100.00	0%
1C	Liability Insurance	\$455.00	\$1,000.00	46%
1D	Online Balloting	\$0.00	\$225.00	0%
1E	Winter Board Retreat	\$0.00	\$1,000.00	0%
1F	President's Plaque and Pin	\$114.42	\$150.00	76%
1G	ITE President's Gift	\$196.16	\$250.00	78%
2A	Local Arrangement Committee Seed Money	\$2,000.00	\$4,000.00	50%
2B	Student Subsidy	\$0.00	\$250.00	0%
2C	Invited Guest Subsidy	\$0.00	\$600.00	0%
3A	Journal Editor Expenses	\$0.00	\$100.00	0%
3B	Web Administrator Expenses	\$0.00	\$500.00	0%
3C	Web Page Hosting, Domain Name and Elec. Storage	\$0.00	\$150.00	0%
4A	Member Award Plaques	\$301.86	\$700.00	43%
4B1	Student Award - Student Chapter Award	\$1,000.00	\$1,000.00	100%
4B2	Student Award - Seburn Student Paper	\$2,250.00	\$2,650.00	85%
4B3	Student Award - Kibbe Scholarship	\$2,000.00	\$2,000.00	100%
4B4	Student Award - Technical Research Grant	\$0.00	\$0.00	-
5A	Scholarship Fund Transfer	\$0.00	\$500.00	0%
5B	Scholarship Fund Contribution	\$0.00	\$0.00	-
6A	Contribution to New Student Chapter	\$0.00	\$250.00	-
6B	Student Chapter Support	\$0.00	\$1,500.00	0%
6C	Midwestern Dist Stud Activities Comm Rep Support	\$0.00	\$300.00	0%
7A	President's District Meeting Expenses	\$0.00	\$750.00	0%
7B	President's ITE Annual Meeting Expenses	\$0.00	\$1,500.00	0%
7C	Officer Travel to Winter Board Retreat	\$0.00	\$300.00	0%
7D	Officer Travel to Other Meetings	\$0.00	\$1,000.00	0%
7E	Section Administrator Meeting Expenses	\$814.99	\$1,500.00	54%
7F	Vice President Travel to District Board Retreat	\$0.00	\$375.00	0%
8A1	Local Activities Support - Arkansas	\$0.00	\$400.00	0%
8A2	Local Activities Support - Iowa	\$168.91	\$400.00	42%
8A3	Local Activities Support - Kansas	\$400.00	\$400.00	100%
8A4	Local Activities Support - Missouri	\$0.00	\$400.00	0%
8A5	Local Activities Support - Nebraska	\$0.00	\$400.00	0%
8A6	Local Activities Support - Oklahoma	\$200.00	\$400.00	50%
9A	Contribution to New Chapter	\$0.00	\$0.00	-
9B	Chapter Officer Travel to MOVITE Board Meetings	\$0.00	\$500.00	0%
10A	Contribution to Leadership ITE Program	\$0.00	\$1,000.00	0%
10B	Support to Leadership ITE Member Participants	\$0.00	\$1,000.00	0%
11A	Miscellaneous	\$0.00	\$500.00	0%
<b>TOTAL EXPENSES</b>		<b>\$9,963.14</b>	<b>\$28,150.00</b>	<b>35%</b>

### SUMMARY OF ACCOUNTS

Beginning of Year Checking Balance	\$12,951.46
Beginning of Year Savings Balance	\$6,749.88
<b>Subtotal</b>	<b>\$19,701.34</b>
Total Income	\$17,576.32
Total Expenses	\$9,963.14
Net Over Period	\$7,613.18
<b>Checking and Savings Balance</b>	<b>\$27,314.52</b>

### SCHOLARSHIP FUND

Initial Balance (January 1, 2016)	\$74,444.61
MOVITE Donations	\$0.00
Change in Account Value	\$0.00
MOVITE Scholarship Funds Paid	\$0.00
<b>Estimated Value January 1, 2017</b>	<b>\$74,444.61</b>

## Final Approved 2018 MOVITE Budget

### Income:

1	Membership Dues	\$ 6,000.00
2	Spring and Fall Meetings	\$ 6,500.00
3	Checking and Savings Account Interest	\$ 6.00
4	Sponsorships	\$ 6,900.00
5	Midwestern District Annual Disbursement	\$ -
6	Income From Reserves	\$ 7,369.00
7	Scholarship Donations	\$ 800.00
8	Miscellaneous	\$ -
<b>Total Income</b>		<b>\$ 27,575.00</b>

1	<b>General Operations</b>		\$ 2,300.00
	A. Mailing and Shipping	\$ 100.00	
	B. Tax Return Preparation	\$ 100.00	
	C. Liability Insurance	\$ 475.00	
	D. Online Balloting	\$ 225.00	
	E. Winter Board Retreat	\$ 1,000.00	
	F. President's Plaque and Pin	\$ 150.00	
	G. ITE President's Gift	\$ 250.00	
2	<b>Spring and Fall Meetings</b>		\$ 4,850.00
	A. Local Arrangement Committee Advance (Seed Money)	\$ 4,000.00	
	B. Student Subsidy	\$ 250.00	
	C. Invited Guest Subsidy	\$ 600.00	
3	<b>Publications</b>		\$ 750.00
	A. Journal Editor Expenses	\$ 100.00	
	B. Web Page Administrator Expenses	\$ 500.00	
	C. Web Page Hosting, Domain Name, and Electronic Media Storage	\$ 150.00	
4	<b>Awards &amp; Scholarships</b>		\$ 6,225.00
	A. Member Awards Plaques and Certificates	\$ 600.00	
	B. Student Cash Awards, Plaques Certificates and Travel Expenses	\$ 5,625.00	
	1. Student Chapter Award	\$ 975.00	
	2. Thomas J. Seburn Student Paper Award	\$ 2,650.00	
	3. Jan Kibbe Student Scholarship	\$ 2,000.00	
	4. Technical Research Grant	\$ -	
5	<b>Scholarship Fund</b>		\$ 800.00
	A. MOVITE Scholarship Fund Transfer	\$ 800.00	
	B. MOVITE Scholarship Fund Contribution Payment	\$ -	
6	<b>Student Chapters</b>		\$ 2,050.00
	A. Contribution to New Student Chapters	\$ 250.00	
	B. Student Chapter Support	\$ 1,500.00	
	C. Midwestern District Student Activities Comm. Rep. Support	\$ 300.00	
7	<b>MOVITE Officer Support</b>		\$ 5,200.00
	A. President's District Meeting Expenses	\$ 750.00	
	B. President's ITE Meeting Expenses	\$ 1,500.00	
	C. Officer Travel to Winter Board Retreat	\$ 300.00	
	D. Officer Travel to Other Meetings	\$ 1,000.00	
	E. Section Administrator Meeting Expenses	\$ 1,250.00	
	F. Vice President Travel to District Board Retreat	\$ 400.00	
8	<b>MOVITE State Director Support</b>		\$ 2,400.00
	A. Local Activities Support	\$ 2,400.00	
	1. Arkansas	\$ 400.00	
	2. Iowa	\$ 400.00	
	3. Kansas	\$ 400.00	
	4. Missouri	\$ 400.00	
	5. Nebraska	\$ 400.00	
	6. Oklahoma	\$ 400.00	
9	<b>Chapter Support</b>		\$ 500.00
	A. Contribution to New Chapters	\$ -	
	B. Chapter Officer Travel to MOVITE Board Meetings	\$ 500.00	
10	<b>LeadershipITE Support</b>		\$ 2,000.00
	A. Contribution to LeadershipITE Program	\$ 1,000.00	
	B. Support to LeadershipITE Participating Members	\$ 1,000.00	
11	<b>Miscellaneous</b>		\$ 500.00
	A. Miscellaneous	\$ 500.00	
<b>Total Expenses</b>			<b>\$ 27,575.00</b>