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Meeting Minutes
MOVITE Board Retreat – Lenexa, KS
December 4, 2017

- I. Call to Order (~8:30 a.m.)**
 - a. President Mennenga called the meeting to order at 8:33 am
 - b. A meeting agenda was provided to the attendees
 - c. An attendance sheet was circulated and those noted via conf call
- II. Vision / Mission reminders (Nathan B.)**
 - a. Nathan read aloud the mission statement from the website
- III. BBQ Lunch delivery at 11:45 (Dave M.)**
- IV. President's Goals for 2018 (Dave M.)**
 - a. Encourage active participation by members with student chapters
 - b. Improved coordination with MWITE on awards, communications
 - c. Focus on key ITE strategic initiatives, particularly Smart Communities
 - d. Dave provided a summary/discussion of the above 3 Goals. Mentioned the opportunities and challenges with Smart Cities in relation to transportation and the future.
- V. 2017 Elections – Welcome New Appointments (Dave M.)**
 - a. Oklahoma Board Director – Esther Shaw-Smith
 - b. Oklahoma State Director – James Welch
 - c. Kansas State Director – Kendra Miller
 - d. Arkansas State Director – Jack Branscum
 - e. All 4 members gave a brief introduction of their background.
- VI. Review and Approval of Fall Board Meeting Minutes (Andy S.)**
 - a. Andy Swisher provided a summary of the minutes (attached)
 - b. **MTA-Dane S.**
 - c. **Second-Eric C.**
 - d. **Motion passed unanimously**
- VII. Reports & Updates**
 - a. MOVITE Journal (Chris R.) – Chris provided brief update on the Journal, next issue out soon with focus on Oklahoma
 - b. MOVITE Online (Michael H.) – Michael provided brief update on the website, has added some new application links for ITE membership. Work yet to be done is updating logo everywhere on docs, maintenance of site for upcoming meetings, the meeting minutes, history documents, and new president's message.
 - i. LAC meeting website hosting / PayPal account (Dave M.) – recommendation is that every LAC utilizes the MOVITE site for registration. Chapters could use their PayPal link/account. Michael will look into recommendations for consistency & setup of the PayPal meeting account utilization.

- c. Section Administrator (Tom S.) – Tom discussed Arkansas policy document updates. He is working with the LAC's for meetings (past and upcoming).
- d. Midwestern District (Martin G. / Nathan B. / Dave M.)
 - i. Bylaw Amendment re: District Director nomination process – Martin discussed the proposed changes for process – 12year rotation issues etc. Suggestions have been made to possibly eliminate the necessary rotation to enable those most passionate to serve. Nate added the notion of international meeting combined w district mtg.
- e. Student Activities Committee (Nicole O.) – description of student activities, mentioned Mizz S&T is getting up and running. Also mentioned traffic bowl for both district and international setup, may have some school scheduling conflicts due to date.
 - i. 2017 Student Leadership Summit at Purdue
 - ii. 2018 Summit - Minnesota to host in August with ITE meeting
- f. Officer's Handbook Update (Michael H.) – Michael has circulated individual files to members for review/editing of the roles and duties of various positions. He would like to update links and the exhibits as feedback is gathered. Discussion of archiving historic docs upon review by various officers. Prior to Spring Mtg – Michael will send email reminder. Tom described other updates with the meeting planning guide. Nate described consultation support of meeting coordination.

VIII. Review of Ex Officio Appointments (Dave M.)

- a. Section Administrator – Tom Swenson continuation
- b. Website Administrator – Michal Hofener continuation
- c. Journal Editor – Chris Rolling would like to open door for candidate to take over this role. Dave described transition to web update, or more social media based vs. the full journal and avoiding the need to assemble a full lengthy journal. More to follow on this transition.
- d. District Student Activities Committee Liaison – Nicole Oneyear continuation

IX. State Director – Status Reports & 2018 Plans

- a. Nebraska (Bryan G.) – Question for Nicole regarding coordination with student chapters. Bryan described UNL chapter and new officers, and the on-going initiatives of the meet & greet, drive smart campaign, and student chapter support.
- b. Iowa (Tyler W.) – Description of activities including student meetings, socials, tours, and joint meetings w TSA. Discussion of the Iowa Saturday meetings w ISU. Update on elections with Iowa Section.
- c. Kansas (Kendra M.) – Discussed brief update on the upcoming meetings
- d. Missouri (Dane S.) – Discussed S&T Chapter update and revitalization. Plans for coordination with the other chapters and TEAM.
- e. Oklahoma (James W.) – Described new City of Edmond TMC, tours and meetings for Spring. Should be May meeting near Tulsa.
- f. Arkansas (Jack B.) – Discussion of reviewing handbook in coordination with Andy Brewer, update of info with Fall Mtg with Dr. Hernandez and how to keep folks active in NW Arkansas.

X. 2017 Financial Report (Lonnie B.)

- a. Financial status-to-date – Lonnie provided update of all financials
- b. Scholarship Fund & Advertising solicitation letters
 - i. Discussion of MWITE Advertising solicitation process (Dave M.) – Dave described District +100 info. State in letter that “your

advertising will reach multiple states through this additional fee. Your exposure will be increased by National mtg etc.” Whatever additional money we receive through this will be documented in 2018 budget, then we will cut a check to the District.

- c. Scholarship fund status update – Lonnie provided update through end of September in the scholarship fund. Will work with Andy to finalize transfer and letter to ITE for donation from MOVITE
- d. State Director / Chapter / Leadership ITE / Student Support summary
 - i. Resolution of Missouri S&T student chapter support vs. Mizzou student chapter report stipend? – resolved via checks to each section.

XI. 2018 Budget (Eric C.)

- a. Budget status = approved in Hot Springs, AR – Eric gave brief update of prior budget as presented in AR.
- b. State Director / Chapter / Leadership ITE / Student support needs – Need to confirm with ITE if MOVITE to mail a check for this (\$1,000) vs. does ITE already take this amount out of checks to MOVITE.
 - i. Approval of Georges BouSaab LITE request - \$1,000, other pending request for Jonathan STL and one other? Money was not used in 2017, so there are funds available for these as needed in 2018.
 - ii. Discussion of Student Leadership Summit support – KU was not successful in their proposal to hold mtg.
 - iii. Discussion of Student Travel support for MWITE/ITE joint meeting – misc \$1,500 student support in budget line item 6B.

XII. Proposed MOVITE Policy Change (Dave M. / Tom S.)

- a. Liability Waiver and Release (for Board discussion only)- Discussion by Tom on the proposed policy. We have a draft ready to go. Tom will vet this through MOVITE insurance rep.

XIII. Student Awards (Andy S.) – Andy provided an update on dates for the awards below, and coordinate this process with MWITE district. Recommend getting a committee of around 5-7 folks for the April deadline to review. Discussion of having Nicole help student chapters understand that they can submit a report to both MOVITE and MWITE, as they can get \$100 from each organization.

- a. Thomas J. Seburn Student Paper
- b. Jan Kibbe Scholarship
- c. Outstanding Student Chapter
- d. Technical Research Grant
- e. MWITE / ITE Awards Coordination & Submittal Deadlines

XIV. Membership Awards (Dave M.) – Dave provided description of the various awards, and dissemination of the awards to Charles Nemmers and feedback including his attached letter.

- a. Melvin B. Meyer Transportation Professional of the Year
- b. Young Transportation Professional of the Year
- c. Patrick T. McCoy Educator of the Year
- d. Transportation Achievement Award for Facilities / Operations
- e. Best MOVITE Chapter – This was glossed over, and it will still be recognized at the upcoming Spring meeting.
- f. Chapter Website (or Communications?) Award
- g. Distinguished Member Award
- h. Pinkley Award
- i. Belated 2017 Award Winners

- i. Charlie Nemmers (McCoy award recipient)
- ii. Best MOVITE Chapter winner

- XV. ITE International Update** (Nathan B. / Martin G.) – Martin provided update of the John Davis meeting summary and the Strategic Plan document (both of which are attached). Also the student leadership summit is upcoming in 2018. Meetings have been confirmed for New Orleans in 2020.
 - a. ITE Technical Councils Update
 - b. ITE Strategic Plan
 - c. 2018 Minneapolis Meeting (Hosted by NCITE / MWITE)
- XVI. 2017 Fall Meeting Summary – Hot Springs, AR** (Nathan B. / Tom S.) – Nate B. provided summary of meeting. 115 registrants for conference. Made approx. \$18K to be split between ARITE and MOVITE.
- XVII. 2018 Spring Meeting Planning – Omaha, NE** (Lonnie B. / Matt K.) – Matt and Bryan Guy provided update for the upcoming meeting. New hotel and development area including entertainment district is under development. Call for abstracts has been completed and will be mailed out prior to end of year. Plan to notify presenters by Feb 9th, and finalize program shortly after. MOVITE needs credit app for hotel. We are 501C6 organization. Tom will provide info to Matt K. for checkbook and signing.
- XVIII. 2018 Fall Meeting Planning – Lenexa, KS** (Kurt R. / Dave M.) – Kurt R. provided update on the proposed meeting in Fall 18'. Will be located at Hyatt Place (Lenexa) October 3rd-5th. Board meeting likely 8am Wed., golf in the afternoon.
- XIX. LAC Cost-Share Agreements / Seed Money** (Dave M.) – Dave M. discussed history of 50/50 profit share. Discussion and a motion to provide the standard \$2K seed money for upcoming spring and fall meetings.
 - a. Profit sharing with ARITE
 - b. Seed money for LOCATE (Spring 2018)
 - c. Seed money for KCITE (Fall 2018)
 - d. **MTA – James**
 - e. **Second – Dane**
 - f. **Motion passed unanimously**
- XX. Future Meetings** (Dave M.)
 - a. Chapter / Student Chapter Report Teleconference (March 23rd?)
 - b. 2018 Spring MOVITE Meeting – Omaha, Nebraska (April 4-6)
 - c. 2018 Fall MOVITE Meeting – Lenexa, Kansas (October 3-5)
 - d. 2019 Spring MOVITE Meeting – St. Louis, MO (hosting MWITE)
 - e. 2019 Fall MOVITE Meeting – Iowa
 - f. 2020 Spring MOVITE Meeting - Oklahoma
 - g. 2020 Fall MOVITE Meeting - Nebraska
 - h. 2021 Spring MOVITE Meeting - Arkansas
 - i. 2021 Fall MOVITE Meeting – Missouri
 - j. 2022 Spring MOVITE Meeting – Kansas
 - k. 2022 Fall MOVITE Meeting – Oklahoma
 - l. 2023 Spring MOVITE Meeting – Iowa
 - m. 2023 Fall MOVITE Meeting – Arkansas

XXI. Future District and ITE International Meetings (Dave M.)

- a. 2018 MWITE Meeting – hosted by NCITE (also hosting ITE International) in Minneapolis, MN – August 20-23
- b. 2019 MWITE Meeting – hosted by MOVITE (St. Louis, Missouri)
- c. 2019 ITE International – hosted by Texas District (Austin, TX)
- d. 2020 MWITE Meeting – hosted by ILITE (Chicago, Illinois)
- e. 2020 ITE International – hosted by Southern District (New Orleans, LA)
- f. 2021 MWITE Meeting – hosted by WisconsinITE
- g. 2021 ITE International – hosted by Western District (Portland, OR)
- h. 2022 MWITE Meeting – hosted by NCITE
- i. 2022 ITE International – hosted by Northeast/Mid-Colonial District (Pittsburgh, PA in honor of ITE 90th Anniversary)
- j. 2023 MWITE Meeting – hosted by MOVITE
- k. **Reminder Discussion:** Pres, expected to attend the District Mtg, International meeting, District Board Retreat, VP goes to District Board Retreat.

XXII. Transfer of Offices (ALL)

What should the incoming officers know about their duties? What lessons were learned by current officers during the past year? – All members discussed their roles and responsibilities briefly with the incoming board members. Description of tips and tricks, and guidelines for performing duties.

Immediate Past President

- Chair Nominating Committee for 2018 Election – AR Board Director and MO, NE, IA State Directors
- Serve on the Transportation Awards Committee
- Prepare the MOVITE Annual Report
- Mentor Board Director and State Directors
- Prepare history statement

President

- Prepare agendas and preside over meetings
- Prepare President's messages for Journal / website
- Contact Local Arrangement Committees
- Appoint members to serve on committees
- Attend MWITE District Board Meetings
- Invite ITE President, ITE Vice President, and MWITE District Director to MOVITE Meetings
- Chair Transportation Awards Committee

Vice-President

- Fill in for the President when necessary
- Work with State Directors and Chapters on Student Chapters activities
- Contact universities concerning research paper / scholarships / student chapter awards
- Chair committee to select student award winners
- Coordinate awards with Treasurer and Section Administrator
- After annual Fall meeting, notify MOVITE web administrator and Journal editor of winners
- Send winning student paper to Journal editor for publication after the Fall meeting
- Attend MWITE Board Meetings (if available)
- Participate in MWITE Board meeting and conference calls, when possible

- Attend MWITE officer's Fall retreat as the MOVITE representative (however, 2017 President is still the active voting member until January)

Secretary

- Prepare and distribute new MOVITE letterhead
- Prepare minutes of all Board meetings and Business meetings
- Notify ITE headquarters, MWITE web administrator and newsletter editor, MOVITE web administrator and newsletter of future Section meetings
- Notify members of candidates for the Board and solicit additional nominations
- Ballots for elections, special questions, Bylaw amendments, etc.
- Notify ITE International and MWITE of election results
- Prepare and keep the MOVITE letterhead up-to-date

Treasurer

- Set up ledger and log income and expenses
- Maintain up-to-date ledger / account balances
- Prepare and discuss financial statement at meetings
- Pay bills as necessary
- Solicit for Journal / Website sponsors
- Solicit for student scholarship contributions in November
- Submit a financial statement for publication in the Journal
- Submit summary of scholarship donations for publication in Journal
- Coordinate with Vice-President for payment of student awards

Board Director

- Chair Audit Committee at Spring meeting
- Prepare the proposed budget at Fall Board meeting
- Chair bylaws and policy committee
- Read bylaws and policies
- Research bylaws and policies, as requested

State Directors

- Prepare and implement State business plans
- State updates for the Journals
- Contact student chapter faculty advisors and offer MOVITE assistance (i.e. financial, speakers, mentors, etc.)

XXIII. Unagended New Business

XXIV. Adjourn

- a. MTA – Nate B.
- b. Second – Dane S.
- c. Motion passed unanimously