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Meeting Minutes
MOVITE Board Retreat – Lenexa, KS
December 3, 2018

- I. Call to Order (~8:30 a.m.)**
 - a. President Swisher called the meeting to order at 8:26 am
 - b. A meeting agenda was provided to the attendees
 - c. An attendance sheet was circulated
- II. Vision / Mission reminders (Nathan B.)**
 - a. Nathan Becknell read aloud the Mission & Vision Statements from the website
- III. BBQ Lunch delivery at 11:45 (Tom S.)**
- IV. President's Goals for 2019 (Andy S.)**
 - a. Prepare MOVITE for the transition from Section to District in 2021
 - b. Continue efforts to improve MOVITE's financial security
 - c. Focus on key ITE strategic initiatives, particularly Smart Cities and technology
 - d. Keep it on the rails
 - e. Andy S. provided a summary discussion of the above four goals. The most important goals to him are transitioning MOVITE from a Section to a District and to improve financial security in that transition.
- V. 2018 Elections – Welcome New Appointments (Andy S.)**
 - a. Arkansas Board Director – Amanda Brauer
 - b. Iowa State Director – John Witt
 - c. Missouri State Director – Kurt Rotering
 - d. Nebraska State Director – Mike Forsberg
 - e. Each Director provided a brief introduction of their background.
- VI. Review and Approval of Fall Board Meeting Minutes (Lonnie B.)**
 - a. Lonnie Burklund provided a summary of the minutes (attached)
 - b. MTA: James Welch
 - c. Second: Eric Claussen
 - d. Motion passes unanimously
- VII. Reports & Updates**
 - a. MOVITE Journal / LinkedIn (Brian W.) – Brian W. provided a brief update on the Journal and LinkedIn transition. He encouraged everyone to sign up for MOVITE LinkedIn page. There was a brief discuss on how the members will receive updates on the LinkedIn page. Brian W. encouraged State Directors to send information of state activities to him or post directly to the LinkedIn page.
 - b. MOVITE Online (Michael H.) – Michael H. provided a brief update on the website. He has continued the cleanup work on webpage since the Fall meeting, and he has added the link to LinkedIn.

- c. Section Administrator (Tom S.) – Tom S. briefly discussed the transition for the MOVITE Board and gave a background for the new board members.
- d. Midwestern District (Martin G. / Dave M. / Andy S.) – Dave M. & Andy S. provided a brief update on the transition including banking and website discussion from the MWITE District Board Retreat. As John Davis transitions off of the IBOD, he is still going to be assisting with Student Activities, and Kristie Sebastian will be the new District Representative to the IBOD.
- e. Student Activities Committee (Nicole O.) – Dave M. provided a brief update. Iowa State won the District Traffic Bowl. The MOVITE Board will need to be thinking about MOVITE's Student Activities need.
- f. Officer's Handbook Update (Michael H.) – Michael H. provided a brief update on the Officer Handbook. There was discussion to suspend activities at this point as the Board works through the transition, but with Michael is on the transition team, Dave M. & Andy S. proposed that work continue to complete over the course of next year. Michael reminded the Board that the Google Drive is in place for sharing of documents, and it will provide a central location for officer materials. Michael asked Board members to review their new roles and provide comments to him on the immediate past position on the Board.

VIII. Review of Ex Officio Appointments (Andy S.)

- a. Section Administrator – Tom Swenson continuation. Tom made the commitment to assist with transition to a District.
- b. Website Administrator – Michael Hofener continuation.
- c. Journal Editor/Communications Director – Brian Willham appointed at the Fall 2018 MOVITE Meeting.
- d. District Student Activities Committee Liaison – Nicole Oneyear continuation.

IX. State Director – Status Reports & 2019 Plans

- a. Nebraska (Mike F.) – Mike F. provided a brief update. His State Director funds will go to a meet and greet with UNL (career fair), the Drive Smart Program, and Student Chapter events. (attached)
- b. Iowa (John W.) – John W. provided a brief update on ideas for getting eastern Iowa more involved. ICITE is continuing with strong participation. He will be assisting with the transition of Iowa becoming its own Section and will be continuing to support ISU along with getting the University of Iowa involved in ICITE activities.
- c. Kansas (Kendra M.) – Kendra M. provided an update to continue assistance with KU. She has asked for a disbursement to K-State for students to be able to attend a KCITE Meeting in 2019.
- d. Missouri (Kurt R.) – Kurt R. provided an update on his goals to connect with student group at the Missouri colleges & universities, and expand upon what Dane has accomplished at Missouri S&T.
- e. Oklahoma (James W.) – James W. working with OU and OSU on new participation in MOVITE and OTEA. He is wanting to use STEM to as a way reach out to the universities.
- f. Arkansas (Jack B.) – Jack B. provided a goal to support the student chapter at University of Arkansas. There was a good turnout of Arkansas student attendees at the Fall MOVITE meeting.

X. 2018 Financial Report (Eric C.)

- a. Financial status-to-date – Eric C. provided update of all financials.

- b. Scholarship Fund & Advertising solicitation letters – Eric C. stated that he will be sending the Scholarship & Sponsorship requests after the Winter Retreat.
- c. Scholarship fund status update – Eric C. provided an update of Scholarship Fund thorough the end of November. He will work with Lonnie to finalize transfer and letter to ITE for MOVITE Scholarship Fund.
- d. State Director / Chapter / Leadership ITE / Student Support summary – Eric C. provided a brief update on the year's contributions to the State Directors, Chapters, and Leadership ITE.

XI. 2019 Budget (Esther S.)

- a. Budget status = approved in Lenexa, KS – Esther Shaw provided a brief update of the budget approved at the Fall 2018 MOVITE Meeting. (attached)
- b. State Director / Chapter / Leadership ITE / Student support needs – Esther provided a discussion of 2019 needs. Discussion was held on Officer Travel to meetings and answers were provided by the board.

XII. MOVITE Transition Committee Update (Andy S. / Dave M. / Tom S.)

- a. Schedule of transition events – Draft meeting minutes are attached. Andy S. & Dave M. provided an update on the transition team meeting from the Lenexa Meeting and the conference call from November 13th. The 1st official conference call focused on the new charter and new bylaws, which Tom S. and Shawn L. are currently working through. The new charters should be made available in January with the bylaws anticipated to be approved in in Austin at the Annual ITE Meeting & Exhibit. In addition, Shawn has attended OTEA to discuss the affiliate membership with them as they will be greatly impacted with the chapter to section change. Tom said that we are somewhat limited to what the District can modify on the model charter & bylaws. The purpose is to provide continuity across the organization regarding the charters, and while the bylaws will be boilerplate, we will have flexibility and will be able to maintain our policies. Tom will compare MOVITE's current bylaws with the model bylaws to assess what we need to add. The next transition committee call is scheduled for December 18th.
- b. Dues increase in the future? – Andy S. discussed the potential of a dues increase as we look at what the MWITE District will be needing to address regarding Student Chapters, the Traffic Bowl, etc. There was discussion amongst the Board on whether we consider now in preparation in 2021. Tom S. suggested that the transition team compare the existing budget to the known needs to determine how to proceed into 2020.

XIII. Proposed MOVITE Policy Change (Andy S. / Tom S.)

- a. None proposed at this time.

XIV. Student Awards (Lonnie B.) – Lonnie B. provided an update on the dates for the Student Awards. The submission deadline for the Student Awards is February 1st. Nicole Oneyear will make initial communication to the Student Chapters, and once again, she will assure that the Student Chapters understand that they can submit a report to both MOVITE and MWITE as the receive \$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

XV. Membership Awards (Andy S.) – Andy S. provided a description of the various awards for our Fall Meeting. Though we do not give these awards out every year, he highly encourages the Board to submit or make requests of candidates for these awards. He asked that the Board bring names to the Spring Meeting so that there is time to notify them to attend the Fall meeting. Andy also requested that State Directors remind their Chapters to submit their Annual Reports by February 15th.

- 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
- f. Chapter Website (or Communications?) Award
- g. Distinguished Member Award
- h. Pinkley Award

XVI. ITE International Update (Dave M. / Martin G.) – Dave M. provided an update on OneITE including schedules for new Charters & Bylaws. Dave M. also provided John Davis's District Director Report (attached).

- a. ITE Technical Councils Update
- b. ITE Strategic Plan
- c. 2019 Austin Meeting July 21st-24th

XVII. 2018 Fall Meeting Summary – Lenexa, KS (Kurt R. / Tom S.) – Kurt R. provided a summary of the meeting. There were 177 in attendance, and the meeting made approximately \$8,000.

XVIII. 2019 Spring Meeting Planning – St. Louis, MO (Eric C. / Amanda B.) – Amanda B. provided an update on the planning of the upcoming joint MWITE/MOVITE meeting in St. Louis. Her and Carrie F. presented the proposal to the MWITE Board the prior week. Save the Date and Call for Abstracts are currently on the webpage and have been distributed via social media. The registration packet will be advertised in January. The MWITE Board Meeting will be held on Tuesday and the MOVITE Board Meeting will be on Wednesday with the business meeting being held on Thursday lunch and Friday breakfast, respectively. The meeting will include the social event at City Museum. The proposed registration is anticipated to be \$220/attendee and the MOU has been executed with TEAM, which will not be shared with TEAM. The draft MOU with the District includes a cost-share between MOVITE and MWITE.

XIX. 2019 Fall Meeting Planning – Des Moines, IA (John W. / Andy S.) – Andy S. provided an update on the planning of the upcoming meeting in Des Moines. The LAC is working on a contract with the Hotel Renaissance in Downtown Des Moines. October 2-4 it appears to be the dates and will be finalized shortly. Brian W. is preparing for a Mentor Mashup that will be a part of the meeting.

XX. LAC Cost-Share Agreements / Seed Money (Andy S.) – Andy S. discussed the history of the 50/50 profit sharing. Andy S. stated that no seed money will be requested by ICITE for the upcoming fall meeting.

- a. Profit sharing with KCITE
- b. Seed money for TEAM-STL (Spring 2019)

- c. Seed money for ICITE (Fall 2019)

XXI. Future Meetings (Andy S.) – Andy S. is going to schedule the Student Chapter and Board Conference calls in April due to the Spring meeting being in June.

- a. Chapter / Student Chapter Report Teleconference (TBD)
- b. 2019 Spring MOVITE Meeting – St. Louis, MO (hosting MWITE)
- c. Chapter / Student Chapter Report Teleconference (TBD)
- d. 2019 Fall MOVITE Meeting – Iowa
- e. 2020 Spring MOVITE Meeting - Oklahoma
- f. 2020 Fall MOVITE Meeting - Nebraska
- g. 2021 Spring MOVITE Meeting - Arkansas 1st District Meeting
- h. 2021 Fall MOVITE Meeting – Missouri
- i. 2022 Spring MOVITE Meeting – Kansas
- j. 2022 Fall MOVITE Meeting – Oklahoma
- k. 2023 Spring MOVITE Meeting – Iowa
- l. 2023 Fall MOVITE Meeting – Arkansas
- m. 2024 Spring MOVITE Meeting – Nebraska
- n. 2024 Fall MOVITE Meeting - Kansas

XXII. Future District and ITE International Meetings (Andy S.)

- a. 2019 MWITE Meeting – hosted by MOVITE (St. Louis, Missouri)
- b. 2019 ITE International – hosted by Texas District (Austin, TX)
- c. 2020 MWITE Meeting – hosted by ILITE (Chicago, Illinois)
- d. 2020 ITE International – hosted by Southern District (New Orleans, LA)
- e. 2021 ITE International – hosted by Western District (Portland, OR)
- f. 2022 ITE International – hosted by Northeast/Mid-Colonial District (Pittsburgh, PA in honor of ITE 90th Anniversary)
- g. 2023 ITE International – hosted by...possibly Florida

XXIII. Transfer of Offices (ALL)

What should the incoming officers know about their duties? What lessons were learned by current officers during the past year?

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.)

XXIV. Unagended New Business

XXV. Adjourn

- a. **MTA – James Welsh**
- b. **Second – Dave Mennenga**
- c. **Motion passed unanimously at 12:49pm**

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DRAFT Meeting Minutes MOVITE Transition Committee Conference Call

10:00 AM, November 13, 2018

I. Call to Order (~10:00 a.m.)

- a. Attendees
 - i. Andy Swisher
 - ii. Tom Swenson
 - iii. Martin Gugel
 - iv. Michael Hofener
 - v. Cheryl Lambrecht
 - vi. Danielle Vachal
 - vii. Doug Ripley
 - viii. Shawn Leight
 - ix. Nathan Becknell
 - x. Dave Mennenga (joined late)

II. OneITE IBOD Update (Shawn L.)

- a. Board approved model district charters and bylaws
 - i. Working to approve district charters at Jan 2019 board meeting
 - ii. Goal to have district bylaws by July 2019 BOD meeting
- b. Affiliate membership
 - i. Working toward transitioning section affiliates in 2019
 - ii. Chapter affiliates transition in 2020
 - 1. Working with IBOD to identify possible alternatives specifically related to OTEA concerns

III. Draft Charter and Bylaws Discussion (Tom S.)

- a. ITE Membership Levels
 - i. MOVITE Life Member Status
 - 1. Need a couple volunteers to help determine a course of action regarding treatment of life members.
 - a. May need to consider aligning our policy with ITE membership levels.
 - b. Currently have 161 MOVITE life members.
 - i. Currently 90 are fellows/members of ITE leaving 71 as non-members of ITE.
 - ii. Do non ITE members become "Friends"? What benefits do these people get?
 - c. Need to review criteria for MOVITE Life Member status and how that compares to ITE.
- b. Not-for-Profit Status
 - i. 501(c)(3) vs. 501(c)(6)
 - 1. MOVITE is currently a 501(c)(6). MOVITE scholarship fund is separate and is a 501(c)(3).
 - 2. ITE is a 501(c)(3).

3. Tom to follow up with Colleen at ITE regarding incorporation and 501(c)(3) status. Feeling of the group is that would be good for MOVITE to be consistent with ITE and likely move to 501(c)(3) status.
 4. Need to determine MOVITE official address. Currently using Tom's home address for tax purposes.
 - c. MOVITE District Geography
 - i. West Memphis Area – 1 member who would like to remain in Arkansas.
 - ii. Texarkana Area – 0 members.
 - iii. Recommendation from Nathan to leave Arkansas at the state border geography.
- IV. Chapter to Section Transitions (Andy S. / Dave M.)**
 - a. Geography changes
 - i. Existing chapter geographies will likely expand when they transition to section to align all MOVITE members with a section.
 - b. Other topics
- V. Question and Answer (Andy S. / Dave M. / Shawn L.)**
 - a. Opportunity for open discussion for the benefit of those not present in Lenexa.
 - i. Dues – is there an expectation for dues structure for the new sections?
 - ii. Discussion that perhaps CKITE and CMITE may be the only chapters within MOVITE to remain chapters.
 - iii. How does Agency membership dues work with district/section?
 - iv. What amount are the chapters currently collecting for dues?
 - v. Is there a need to define "Friends" in any sort of organization document?
 - vi. Awards – possible alignment of district awards with ITE?
 - vii. Student activities as a district?
- VI. State Representative Updates**
 - a. Arkansas (Nathan B.)
 - i. Concern that may be getting more formal when there has been an effort to keep things informal.
 - b. Iowa (Doug R.)
 - i. Possible name change
 - ii. Tax issues
 - iii. Possible need to hold annual meeting?
 - c. Kansas (Cheryl L.)
 - i. Had discussion with KCITE – excited to become a section
 - ii. Will have questions about tax issues.
 - iii. A little trepidation about geography expansion
 - d. Missouri (Shawn L.)
 - e. Nebraska (Danielle V.)
 - i. Has not had an opportunity to meet with LOCATE yet but is looking for a future meeting.
 - f. Oklahoma (Michael H.)
 - i. Shawn attended fall meeting to facilitate discussion
 - ii. Affiliate member discussion.
 - iii. Concern about lack of voting privileges for "Friend" status
 - iv. Need to educate OTEA members on the benefit of ITE membership.

VII. Review Task Assignments (Andy S.)

- a. Shawn will assist Tom with Charter concerns
- b. Dave and Cheryl assisting with Life Membership resolution

VIII. Adjourn (11:50 AM)



Institute of Transportation Engineers
Missouri Valley Section

To: MOVITE Board

From: Mike Forsberg, PE, PTOE
Nebraska State Director

Date: December 11, 2018

Subject: Nebraska State Director 2019 Plan

The following outline my planned actions for 2019 along with financial plan for the Nebraska State Director budget.

Action Plan:

- Attend regular meetings of the LOCATE Chapter to share MOVITE news, promote MOVITE/ITE initiatives, and gather local needs of MOVITE/ITE.
- Coordinate with University of Nebraska ITE Student Chapter representatives. Identify needs of the Student Chapter by local professionals to improve participation in the Student Chapter and interest in transportation engineering.
- Attend MOVITE Board meetings.
- Attend MOVITE Spring and Fall meetings.

Budget Plan (\$400 annual budget):

- \$150 to LOCATE Meet and Greet event in the Spring of 2019. This event brings students and professionals together in a mini career fair setting with a focus on transportation engineering.
- \$125 to DriveSmart. DriveSmart is an educational outreach initiative in the LOCATE Chapter area aimed at informing high school students about the importance of seat belt use, as well as the risks associated with distracted and impaired driving.
- \$125 to University of Nebraska ITE Student Chapter.



To: MOVITE Board of Directors

From: John Witt, PE, PTOE
Iowa State Director

Date: December 3, 2018

Subject: 2019 Business Plan - Iowa State Director

MOVITE Board,

The following are items I anticipate to support in 2019 as the Iowa State Director:

- Board Requested Initiatives:
 - Special request that are developed throughout the year by the MOVITE Board of Directors.
- Outreach to eastern Iowa transportation professionals to increase the participation by this part of the state in MOVITE/ITE
 - Begin coordination with ICITE for the transition to Iowa as a District
- Ongoing coordination with ISU TSA Student Chapter representatives
- Attendance at the MOVITE Spring/Midwestern ITE Annual Meeting for 2019
- Attendance at the MOVITE Fall 2019 Meeting
- Coordination with the Local Arrangements Committee for the Fall 2019 Meeting in Des Moines
- Continued attendance/Board of Directors representation for ICITE meetings

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Institute of Transportation Engineers
Missouri Valley Section

TO: MOVITE Board of Directors

FROM: Kendra Miller, PE, PTOE
Kansas State Director

DATE: December 3, 2018

SUBJECT: Kansas State Director Update

MOVITE Board,

Since the October 2018 Board meeting, I have been involved with the following on behalf of MOVITE:

- Attended the KCITE November chapter meeting on November 15th at Belvoir Winery. The topic was about the I-35 / 152 interchange in Liberty. This was also KCITE's Membership drive.
- Coordination with the K-State student chapter.

2019 Upcoming events/activities/efforts include:

- Ongoing coordination with the KU student chapter.
- Improved coordination with K-State student chapter. Looking to help provide speaker for a spring meeting and encourage attendance to KCITE meetings for students. Also looking for opportunities for students to present at KCITE meeting.
- Continued attendance for KCITE chapter meetings and trainings.

To date, MOVITE Kansas State Director has pledged \$200 of its \$400 budget to the KU student chapter to help reimburse students for attending the MOVITE conference. The remainder of the \$200 has been requested to help the K-State student chapter re-establish a presence in 2019.



Institute of Transportation Engineers
Missouri Valley Section

To: 2019 MOVITE Board

I am pleased to follow in the footsteps of the great Dane Seiler as Missouri State Director. Below are my goals and actions for the 2019 year:

Goals:


- Ensure student chapters are able to prosper and participate in ITE as much as possible
- Increase participation at the affiliate members
- A successful Joint Meeting in St. Louis

Actions:

- Engage and maintain communication with each Student Chapter within Missouri.
- Visit Student Chapters to either, speak on MOVITE / Engineering and/or just support them.
- Visit a meeting at each chapter within Missouri.
- Assist the MOVITE planning committee as needed.

Thank you for allowing me to be on the board and supporting my goals and actions.

Kurt Rotering, P.E., PTOE
2019 Missouri State Director



MOVITE Board Meeting December 3 2018 Oklahoma Business Plan & UPDATE

James Welch
December 3, 2018



MOVITE 2018 Oklahoma Business Plan

- Continue efforts to increase the membership in MOVITE by transportation personnel in Oklahoma. ODOT has an Agency Membership.
- Make sure that MOVITE news of meetings and other items of interest make their way into the OTEAField publication on an annual basis. This will serve to keep the OTEA membership informed on MOVITE events and help them feel more connected with MOVITE.
- Continue to be an active participant in OTEA chapter meetings and functions.
- Research STEM with potential implementation to increase transportation interests within high schools to potentially create a base group for OU and OSU chapters.

UPDATE as of December 3, 2018

- I continue to be active in the role of liaison between MOVITE and OTEA and feel that we have made a good deal of progress in the interaction and cooperation between the two groups.
- I continue to be an active participant in OTEA chapter meetings and functions.

James Welch
Oklahoma State Director