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DRAFT MINUTES

MOVITE Winter Board Retreat Minutes – Lenexa, KS

December 9, 2019

- I. Call to Order (~8:40 a.m.) President Burklund called the meeting to order**
- II. Vision / Mission reminders**
 - a. Vision / Mission Reminders (Dave M.) – Dave Mennenga read aloud the Vision & Mission Statements from the website.
- III. Introductions & 2019 Elections – Welcome New Appointments (Lonnie B.)**
 - a. Board Director (Kansas) – Kendra Miller
 - b. Arkansas State Director – Thomas Cusick
 - c. Kansas State Director – Slade Engstrom
 - d. Oklahoma State Director – James Welch
- IV. BBQ Lunch Delivery at 11:45 AM (Tom S.)**
 - a. Lunch was ordered from Joe's Bar-B-Que
- V. President's Goals for 2020 (Lonnie B.)**
 - a. Lonnie has prepared his goals and Michael will put on the website. 2020 will be a transition year. Lonnie plans to tweet regularly and would like the Board to help keep him updated on Chapter Meetings. Lonnie wants everyone to transition excellent; from Chapter to Section and from Section to District and wants to go to these meetings to help with the transition. Another goal is to grow youth. He wants to re-engage the Nebraska Student Chapter. Lonnie would like to help State Directors by coming to Student Chapter meetings. Lonnie sees an opportunity with young professionals to become members of ITE and grow the organization with youthful members. He plans to send monthly messages reiterating the importance and benefits of ITE. The Board went around the room and shared their insight on how being involved in MOVITE has benefited them. Professional networking, building new friendships, learning what others are doing in the region, being around like-minded, passionate transportation professionals, public sector connections, personal relationships that are like family, mentoring opportunities, and abundant resources to grow professionally were mentioned.

VI. Review and Approval of Fall Board Meeting Minutes (Eric C.)

- a. Eric mentioned there were a few typos he would fix. Lonnie asked for a review and approval of the Fall Board Meeting Minutes (attached)
- b. MTA: James W.
- c. Second: John W.
- d. Motion passed unanimously.

VII. Reports and Updates

- a. MOVITE Journal / LinkedIn (Brian W.) – Brian mentioned there were 130 in the LinkedIn group. He will continue to push out the MOVITE Minute. He will reach out to Board for content. Lonnie would like to resend or reshare some content on the LinkedIn post but was not available to share. Brian will look into settings to allow this.
- b. MOVITE Online (Michael H.) – Michael has updated the website and calendar. He has uploaded the Call for Abstracts for the Spring Meeting. There was an issue with the Blue Host server switch and the website was down temporarily but is now back up. Tom gets monthly emails from webhosting company notifying him of any cybersecurity attack attempts. Michael would like to keep the banners updated on the website, so it doesn't look the same all the time. Michael asked Brian to share items he's posting to see if there are some visual changes that can be made. Dave suggested using the Twitter feed to link to the website banner. Lonnie asked if we can change colors on the top banner. Tom suggested we roll out a new website look when we transition to a District with the updated logo.
- c. Section Administrator (Tom S.) – Tom had bank forms signed today to change the records for the new Board President and Treasurer. The only official MOVITE documents are the ones that reside with Tom. Tom strives to keep the history documents updated, likes to do that by January 1. Transition committee is keeping him busy at the moment.
- d. Midwestern District (Andy S.) – District Board Retreat was a two-day meeting held in Chicago at Jacobs offices. 2020 MWITE District Meeting will be in Chicago on June 3-5, 2020. Theme will be to honor the past but look to the future. This will be the last meeting as the MWITE District as it exists today. The District wants to honor the past presidents and is encouraging MOVITE participation while also looking to the future with the Great Lakes states. Heated discussions are on-going with budget and finances. District is losing money and had healthy reserves which they are going through quickly. MOVITE could expect up to 40% of the remaining reserve funds. MOVITE has 600 members; MWITE has 1500 members which equates to

approximately \$15k to be returned to MOVITE, but nothing is definitive at this point. Lonnie mentioned the new ITE Journal has the article Looking Back, Looking Ahead and mentions MOVITE.

- e. Student Activities Committee (Nicole O.) – Nicole sent out a survey to student chapters to see what activities and functions they wanted to keep as we move to become a District. Only 7 responses were received. Nicole will push for more responses. Early responses included not wanting a poster session, but they were in favor of keeping the design competition and the traffic bowl competition. With the location of the district meetings; four were in favor of keeping a rotating meeting from state to state and three wanted to keep the Spring Meeting in Kansas City. Nicole is looking at new initiatives to include more mentor/mentee opportunities. She is also looking at the best dates for the Student Leadership Summit. Brian provided feedback from Des Moines regarding mentor/mentee match program. There were approximately 20 matches. There were more mentors than mentees so there was an opportunity to match a mentee up with a public and a private sector mentor. The initiative was very well received. Lonnie mentioned they've done a professional mixer in Lincoln and Omaha. Lonnie is idealizing ways to put out best practices for helping others start mentoring programs.
- f. Officer's Handbook Update (Michael H.) – No updates at the moment due to the transition from a Section to a District. Once transition is complete many changes will occur. This Spring will be a time when Michael, Tom, and the Board can discuss what will go into the new Officer Handbook. Lonnie wants everything to be sent electronically and use less paper. It was discussed to use Google Drive more as we move forward.

VIII. Review of Ex Officio Appointments (Lonnie B.)

- a. Section Administrator – Tom Swenson continuation.
- b. Website Administrator – Michael Hofener continuation.
- c. Journal Editor – Brian Willham continuation.
- d. Student Activities Committee Liaison – Nicole Oneyear continuation.

IX. State Director – Status Reports & 2020 Plans

- a. Nebraska (Mike F.) – (see attached report) Previous year was successful, and they were able to increase student involvement. They plan to keep working on getting students plugged in; which will be the main focus for 2020. They have a working budget and have included a State Director Report (attached). Mike mentioned that Eric Fitzsimmons will be a new faculty member at Nebraska and will

help bring more students into ITE. Mr. Fitzsimmons has previous experience at KSU and is looking forward to engaging students in Nebraska.

- b. Iowa (John W.) – They hosted a very successful MOVITE Fall Meeting in Des Moines. The 2020 Transition Team for ICITE will help as they transition from a Chapter to a Section. John will talk with the ICITE Board to see what outstanding transition items remain. John is trying to get more people in the state involved, especially in Eastern Iowa. He would like to get University of Iowa students involved with a Student Chapter. Brian W. is receptive to helping with student involvement by providing John with University contacts.
- c. Kansas (Dave M.) – trying to coordinate a speaker at KSU meeting. Oklahoma provided student support funds to KS.
- d. Missouri (Kurt R.) – (see attached report) UofM participates with CMITE. Kurt will make it out to some student chapter meetings and help in whatever capacity needed during transition. Amanda mentioned that they had good participation at the TEAM fair. 25 students participated. 8 posters presented. Students get a session where they can talk about their research. Dave mentioned that Kurt could reach out to see what the chapters and sections will need during transition.
- e. Oklahoma (James W.) – OTEA has questions regarding the OneITE transition. Spring meeting will be in Tulsa. Fall meeting was held in October one day meeting at OKC Maintenance facility around 116 attendees.
- f. Arkansas (Thomas C.) – have regular meetings, had a social hour, current president has presented to the student chapter. Thomas will work on getting connected with student and professional chapter. Still haven't used their support funds but could plan to use it next year. Thomas will reach out to other state directors for pointers on getting started.

X. 2019 Financial Report (Esther S.)

- a. Esther provided financial status updates. Recent expenses include Section Administrator Fall Meeting Travel, President Travel to MWITE Board Retreat. Checks have been received from GBA for additional award plaques. 3rd Quarter ITE check has been received. Andy brought a check for split of Fall Meeting profits of \$4,940.77. As of end November 2019 bank balances; \$20k savings, \$26k checking. Tom will investigate how to proceed with checking and savings accounts as we transition from Section to District. Whether we keep

the old accounts or start new ones will likely depend on if our Tax ID number will change.

- b. Scholarship fund & Advertising solicitation letters – Esther has sent out scholarship donation request letter. Had inquiries on how to pay online. Tom and Michael will check on if MOVITE has a PayPal account and if we can put link on website. Esther will send out request for sponsorship to membership after the 1st of the year.
- c. Scholarship fund status update – Dave M. mentioned that he receives quarterly updates from ITE on the scholarship fund. As of 3rd quarter, the fund stands at just over \$87k. Tom mentioned he would contact ITE to make sure that the Section Administrator receives these email updates. Esther will write check for scholarship donations received in 2019 to ITE after the end of the year.
- d. State Director / Chapter / Leadership ITE / Student Support summary – Local activities support checks have been sent to Kansas and Nebraska. Oklahoma has graciously passed their local activities support funds to Kansas. Esther will send check to ITE for contribution to Leadership ITE Program. Todd Knox will not need financial support for Leadership ITE program.

XI. 2020 Budget (Amanda B.)

- a. Budget Status – Amanda mentioned there have been no updates to the adopted 2020 budget since the Fall Meeting. Andy mentioned that the Section Administrator Meeting Expenses may need to be increased but after discussion, it was determined to leave it at \$1,250, as Tom will likely miss the Fall Meeting next year. Line item for Web Page Hosting was more than budgeted amount due to a bi-annual fee to keep domain name.
- b. State Director / Chapter / Leadership ITE / Student Support needs – Local activities support is available to all State Directors for an amount up to \$400.

~ 10:02 AM Break

~ 10:17 AM Call Back to Order

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

- a. Transition Committee Activities Summary Report (see attached for Transition Committee Report) – Lonnie has talked with Tom and Andy to get up to speed on what has happened this year during transition. Andy has prepared a presentation regarding what the transition committee has done and what still needs to be accomplished. Summary of the presentation is as follows: ITE Transition Plan objectives are to protect the value of ITE membership, eliminate

affiliate membership, and help maintain strong financial balance. MOVITE will be elevated from a Section to a District. District will consist of 8 sections and 1 chapter (CKITE). Some geographic boundaries will change during transition, mostly in Missouri. Have had extensive conversations on the STL metro area, western Iowa/eastern Nebraska, and eastern Iowa into Illinois; there is a desire to have balanced membership across the sections. Section will determine what their name will be. Logo will not change. Changes to the Board will go from 12 voting members to 15 voting members. There will no longer be State Directors but rather Section Directors. The District Board will add a District Director position. District Director is the MOVITE representative to the IBOD and will be a 3-year term. There will be an election in 2020 to have a term from 2021-2023. The 3-year term will help to keep the turnover low for IBOD. Section Directors will serve on MOVITE BOD and will have a two-year term and will rotate (4 out of 8 will change every year). District Director commitment will be 4 IBOD meetings plus the 3 MOVITE BOD meetings each year. Rotation of District Director hasn't been determined yet; for now, MOVITE will keep it open and rely on the nomination committee for direction. In general, the transition committee will work to keep everyone involved and informed. ITE collects dues for sections and distributes payment on a quarterly basis. MOVITE needs to send geographical boundaries for new sections so that ITE knows what dues to apply. ITE is encouraging all sections to seek 501(c)3 status with the IRS and to incorporate with their State as a business. ITE can assist with this process in 2021. ITE Membership drive in 2020, free dues for 2020 and ½ off for 2021. All chapter dues collected by ITE will go back to chapter (only affects one chapter in MOVITE district). To qualify, the chapter member must have paid due in 2018 and 2019. At the end of 2021 members will have transitioned to either a full ITE member or a Friend of ITE. Chapters are encouraged to implement differential member/friend pricing with exceptions for public sector friends, as appropriate. Andy will provide this presentation to the chapters. Chapters may need to send out the ITE membership drive information.

- b. New Section Model Charter and Bylaws Documents Discussion – Andy wants to set up a conference call with all of the sections. Possibly early January. That will be specific to Section Charter and Bylaws questions. The Board thinks this will be well received. IBOD has authorized Chapter BODs to act as Section officers. No need for formal vote of membership to change bylaws. The Section Charter and Bylaws will need to be sent to MOVITE by April 15, 2020 for

approval. MOVITE District will approve Section Bylaws and issue Section Charters both with effective dates of January 2021. MOVITE BOD will approve the Section Charters and Bylaws at the MOVITE Board Meeting in Tulsa, OK in May. Final approved documents must be provided to ITE for final review by the IBOD by July 1, 2020. The sections can work during 2020 to prepare their Policy and Procedure documents. Those sections currently without Policy and Procedure documents can look to MOVITE for an example. All questions specific to Charter and Bylaws should be directed to Tom.

- c. Election Rotation – MOVITE will facilitate the election of executive committee members and Sections will facilitate the election of Section Directors. Nominating committee will need be started early (possibly February 2020.) Emphasis noted that we need to be thinking about elections during the transition. All appointments have to be set before the ITE Annual Meeting. The first year a District Director is elected they have to go to orientation. Executive committee will still follow the states in rotation. Missouri may be an election between their sections and could be from Illinois. Iowa, TEAM, LOCATE, CMITE need to have an election in 2020 for the Section Director two-year term. For the other sections the Past-President will serve.
- d. District Budget Discussion – Andy has taken an initial look at a District budget. Additions will include traffic bowl budget items, student poster and student design competition, District Director travel (this will be a substantial expense) initially set at \$5k but could be more for 7 meetings, contribution to ITE Diversity Scholars Program (\$1k). Discussion about whether to keep Leadership ITE contribution on-going. District has new fiscal responsibilities and those will need to be discussed in detail later next year.
- e. Future Meeting Impacts – Eric sent out election buddy ballot. Majority want to keep status quo with overwhelming support for two meetings a year. 100 members responded.

XIII. Proposed MOVITE Policy Changes (Tom S. / Andy S. / Lonnie B.)

- a. Andy has a list of transitional changes that need to be incorporated. This includes life memberships, student activities, and meeting rotations. Outside of the OneITE Transition, nothing else has been brought to the Board for change.

XIV. Student Awards (Eric C.) –

- a. Thomas J Seburn Student Paper Award – deadline is February 1
- b. Jan Kibbe Student Scholarship – deadline is February 1
- c. Outstanding Student Chapter Award – deadline is February 1

- d. Technical Research Grant – deadline is February 1
- e. MWITE / ITE Awards Coordination & Submittal Deadlines – March 1st
- f. Michael has updated the website with new deadlines. Nicole and Eric will need to send out applications and reminders now before students leave for the holidays and then again once the spring semester starts.

XV. Membership Awards (Lonnie B.)

- a. Melvin B. Meyer Transportation Professional of the Year Award – deadline is June 1
- b. Young Transportation Professional of the Year Award – deadline is June 1
- c. Patrick T McCoy Education Professional of the Year Award – deadline is June 1
- d. Transportation Achievement Award for Facilities / Operations – deadline is June 1
- e. Best MOVITE Chapter Award – deadline is February 15
- f. Chapter Website (Communications) Award – deadline is February 15
- g. Distinguished Member Award – deadline is March 1; would require Board action at Spring Meeting if any nominations are received.
- h. John B Pinkley Industry Member Award – due March 1; would require Board action at Spring Meeting if any nominations are received.
- i. Lonnie asked how soon do these need to be sent out. The Best Chapter is due by February 15. Lonnie will present awards at the Fall Meeting in Lincoln, NE.

~ 11:47AM Break for Lunch

~ 12:13PM Call back to order

XVI. ITE International Update (Andy S.) – ITE is looking at trying to help Districts, Sections, and Chapters with their website in order to provide consistent branding. StarChapter management software makes sense for a lot of chapters but not for all due to budget constraints. ITE is looking at different options. It is possible ITE will change branding in the future that will link everything together.

XVII. 2019 Fall Meeting Summary – Des Moines, IA (Andy S. / John W.)

- a. Andy has heard lots of positive feedback with mentor/mentee matching program, quality of technical sessions, and social events. The event was highly attended and financially profitable with a split profit to MOVITE of \$4,940.77. Board shared the sentiment that this was a well-organized meeting and acknowledged a big thank you to the LAC for their efforts.

XVIII. 2020 Spring Meeting Planning – Tulsa, OK (Esther S.)

- a. Meeting will be held in Tulsa, OK at Hard Rock Hotel and Resort on May 6-8, 2020. MOVITE Board Meeting to be held Wednesday, May 6; need to determine time for meeting which may conflict with golf tournament. LAC is working hard to prepare meeting materials. Agenda item for Town Hall discussion for OneITE Transition would be nice to have. Any Board member eager to present should notify Esther. Call for Abstracts will be sent out early 2020. Registration to be sent out soon after draft agenda is set.

XIX. 2020 Fall Meeting Planning – Lincoln, NE (Lonnie B.)

- a. Planning is underway. Fall Meeting will be held in Lincoln, NE at Embassy Suites on Sept 23-25, 2020. LAC is loosely organized. No golf tournament at this meeting; it is possible to hold the MOVITE Board Meeting at 11:30am and provide lunch.

XX. LAC Cost-Share / Seed Money (Lonnie B.)

- a. Seed money for OK (Spring 2020) – not needed; funds will run through OTEA. Cost sharing is 50/50.
- b. Seed money for LOCATE (Fall 2020) – not needed at this time but will determine officially as they move forward.

XXI. Future MOVITE Meetings – (Lonnie B.) – A brief overview of the upcoming meetings was provided.

- a. Spring Chapter/Student Chapter Report Teleconference – will be held late March/early April
- b. 2020 Spring MOVITE Meeting – Oklahoma; Hard Rock Hotel and Resort, Tulsa, OK May 6-8, 2020
- c. Fall Chapter/Student Chapter Report Teleconference – will be held after Labor Day in September and prior to the Fall Meeting
- d. 2020 Fall MOVITE Meeting – Nebraska; Embassy Suites, Lincoln, NE September 23-25, 2020
- e. 2021 Spring MOVITE Meeting – Arkansas
- f. 2021 Fall MOVITE Meeting – Missouri
- g. 2022 Spring MOVITE Meeting – Kansas
- h. 2022 Fall MOVITE Meeting – Oklahoma
- i. 2023 Spring MOVITE Meeting – Iowa
- j. 2023 Fall MOVITE Meeting – Arkansas
- k. 2024 Spring MOVITE Meeting – Nebraska
- l. 2024 Fall MOVITE Meeting – Kansas

Discussion was held regarding upcoming meetings. Need to try to get these planned two years in advance so people can start blocking their calendars

(MOVITE Spring Meeting will be last week of April or 1st week of May; MOVITE Fall Meeting will be last week of September or 1st week of October). Cost-sharing for meetings will be a 50/50 split. Spring meeting themes need to be geared towards students. It was noted that the Spring Meeting dates may cause conflicts with students Spring Finals. Suggestion to move up a few weeks; but this may cause interference with ITS Heartland meetings. Suggestion to possibly be the 1st or 2nd week of April; but to avoid Easter Holiday.

XXII. Future District and ITE International Meetings (Lonnie B.) – A brief overview of the upcoming meetings was provided.

- a. 2020 MWITE Meeting – hosted by ILITE (Chicago, IL); June 3-5, 2020
- b. 2020 ITE International – hosted by Southern District (New Orleans, LA); August 9-12, 2020
- c. 2021 ITE International – hosted by Western District (Portland, OR)
- d. 2022 ITE International – hosted by Northeast/Mid-Colonial District (possibly Washington D.C. or Pittsburgh, PA in honor of ITE 90th Anniversary)
- e. 2023 ITE International – hosted by...possibly Florida

XXIII. Transfer of Offices (All)

Shared responses to the questions: 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 2020 Election – Confirm Positions
- Serve on the Transportation Awards Committee – Awards happen sooner
- Prepare the MOVITE Annual Report – brevity is difficult with the number of chapter and student activities
- Mentor Board Director and State Directors
- Prepare history statement for Tom to archive

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 – can be done via conference call
- Invite ITE President to Fall Meeting, ITE Vice President to Spring Meeting, and MWITE District Director to MOVITE Meetings – may need to rethink this as we transition to a District. The LAC needs to know who to comp rooms for

- Chair Transportation Awards Committee – appoint members to the 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 – appoint committee members. Andy will send ranking forms.
- Coordinate awards with Treasurer and Section Administrator
- After annual Fall Meeting, notify MOVITE web administrator and Journal Editor of winners – Brian will send out a MOVITE Minute recognizing award winners.
- Send winning student paper to Journal editor for publication after the Fall meeting
- Attend MWITE Board Meetings (if available) – will change after transition
- Participate in MWITE Board meeting and conference calls, when possible – will change after transition
- Attend MWITE officer's Fall retreat as the MOVITE representative

Secretary

- Prepare and distribute new MOVITE letterhead
- Prepare minutes of all Board meetings and Business meetings – include all handouts as attachments
- Notify ITE headquarters (Colleen Agan), MOVITE Website Administrator (Michael) and Communications Director (Brian) of future District meetings
- Notify members of candidates for the Board and solicit additional nominations
- Send out ballots for elections, special questions, Bylaw amendments, etc. – currently using Election Buddy; Tom will send updated membership list and will list life members
- Notify ITE International and MOVITE of election results
- Prepare and keep the MOVITE letterhead up to date
- Solicit for Journal/Website sponsors
- Solicit for student scholarship contributions in November

Treasurer

- Set up ledger and log income and expenses – Final 2019 ledger will be sent after all checks have cleared; Esther will send checkbook after ledger is complete
- Maintain up-to-date ledger / account balances
- Prepare and discuss financial statement at meetings

- Pay bills as necessary
- Coordinate with Vice-President for payment of student awards – will know award recipients before Spring Meeting

Board Director

- Chair Audit Committee at Spring Meeting
- Prepare the proposed budget at Fall Board meeting – Andy will do this for the transition from Section to District
- Chair bylaws and policy committee
- Read bylaws and policies
- Research bylaws and policies, as requested

State Directors

- Prepare and implement State business plans
- Provide 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 W.
- b. Second: John W.
- c. Motion passed unanimously
- d. 1:07 PM Adjourn

To: 2020 MOVITE Board

I am pleased to present my goals and actions for the 2020 year:

Goals:

- Ensure student chapters are able to prosper and participate in ITE as much as possible
- Increase participation at the affiliate members
- Assist with Missouri's Chapters transitions to Sections

Actions:

- Engage and maintain communication with each Student Chapter within Missouri.
- Visit Student Chapters as needed to either speak on MOVITE / Engineering and/or just support them.
- Visit meetings chapters throughout 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
2020 Missouri State Director



Institute of Transportation Engineers
Missouri Valley Section

To: MOVITE Board

From: Mike Forsberg, PE, PTOE
Nebraska State Director

Date: December 9, 2019

Subject: Nebraska State Director 2020 Plan

The following outline my planned actions for 2020 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.
- Support MOVITE and LOCATE with OneITE transition.

Budget Plan (\$400 annual budget):

- \$150 to LOCATE Meet and Greet event in the Spring of 2020. 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.

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SECTION ADMINISTRATOR

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Institute of Transportation Engineers
Missouri Valley Section

MOVITE Transition Committee Report December 8, 2019

- Transition Committee Members:
 - Tom Swenson (Section Administrator)
 - Dave Mennenga (Past President)
 - Andy Swisher (President)
 - Martin Gugel (MWITE President)
 - Nathan Becknell (Arkansas)
 - Doug Ripley (Iowa)
 - Cheryl Lambrecht (Kansas)
 - Shawn Leight (Missouri)
 - Danielle Vachal (Nebraska)
 - Michael Hofener (Oklahoma)
- Meetings:
 - The Transition Committee met in person at the 2019 spring meeting in St. Louis, Mo.
 - The Transition Committee has met via conference call on an approximate monthly basis.
- Activities:
 - Confirmed: CKITE to remain a chapter to KCITE
 - Confirmed: CMITE to transition from chapter to section
 - Confirmed: ARITE geography to remain entire state of Arkansas
 - Confirmed: Transition from current State Directors on MOVITE Board to Section Directors. Will add two seats to the MOVITE Board.
 - Recommendation to Board: Section Directors will serve a two-year term and will be a newly elected position at the section level. In other words, the Section Director should not be the current Section President.
 - Confirmed: Have completed establishing the county geographies of future sections within the state of Missouri.
 - Confirmed: MOVITE District Charter was received from IBOD.
 - Confirmed: MOVITE District Bylaws have been created and sent to IBOD. These have been reviewed and approved by IBOD.
 - Confirmed: Boundary between Nebraska and Iowa sections has been agreed upon.
 - In Progress: Michael continues to work with Shawn Leight and IBOD on transition plan for OTEA affiliate members.
 - In Progress: Transition Committee have split off policy topics into subgroups and are starting to review/edit policy language
 - In Progress: New Section charter and bylaw model documents have been reviewed and comments sent back to IBOD.

- Have received updated model documents and now are ready to begin working with chapters on transition
- Upcoming Activities:
 - Begin chapter to section transition activities starting with charter documents