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**MINUTES**  
**MOVITE Board Meeting – Des Moines, IA**  
October 2, 2019

**I. Call to Order (~ 12:32 p.m.) President Andy Swisher called the meeting to order**

- a. Introductions: Andy S., Lonnie B., Eric C., Esther S., Amanda B., Dave M., Tom S., Mike F., John W., Kendra M., Kurt R., James W., Jack B., Brian W., Nicole O., Martin G., Nathan B., Dane S., Tyler W.
- b. Vision / Mission Reminders (Nathan B. or Dave M.): Nathan read the Vision & Mission statements from the website.

**II. Review and Approval of June Board Meeting Minutes (Eric C.)**

- a. Eric asked for a review and approval of the June Board Meeting Minutes
- b. MTA: Dave
- c. Second: James
- d. Motion passed unanimously

**III. Review and Approval of September Chapter Update Teleconference Meeting Minutes (Eric C.)**

- a. Eric asked for a review and approval of the June Board Meeting Minutes
- b. MTA: Andy
- c. Second: John
- d. Motion passed unanimously

**IV. Host LAC Meeting Report (Tyler Wiles):**

- a. Meeting / Event Details – Tyler informed the MOVITE Board that there were 132 registrants for the conference. The first activities are occurring during the MOVITE Board Meeting with the Iowa Traffic & Safety Conference. There is a Welcome Reception on the 2<sup>nd</sup> Floor of the conference center at 4pm, the keynote speaker is scheduled for 9:30 a.m. tomorrow, the TechnoRodeo will begin with the rules being relayed to participants at 5:45 p.m. in the atrium, and the evening will end with a social at the Topsy Crow. The Past Presidents breakfast will begin at 7:30 a.m. on Friday and there will be a training provided by Iowa Department of the Blind to wrap up the conference.
- b. Anticipated Financials – Tyler expected a profit between \$4,000 - \$6,000 depending on the social event participation. The meeting includes a cost share with the joint Iowa DOT Traffic & Safety Conference.

**V. 2019 Financial Report (Esther S.):**

- a. MWITE Advertising commitments – Esther reported that there is approximately \$40,000 in the Savings and \$27,000 in the Checking accounts. Esther reported that all of the Student Award and Student Chapter Award checks have been distributed and the 2<sup>nd</sup> quarter ITE dues have been received and deposited.
- b. Spring 2019 Meeting financial summary – Esther reported that the Spring MWITE/MOVITE Meeting profited \$93,000 with approximately \$88,000 in expenses, leaving the total profit at \$5,063.50. MOVITE will receive \$2,531.75 for our share of the profits. The meeting saw 222 attendees and 21 exhibitors.

**VI. Proposed 2020 Budget** (Amanda B.) – Amanda proposed budget for 2020 raised dues \$5 per person. No other changes. Andy proposed TRB and International meeting each year and Andy's company will cover for the third meeting. Andy asked to add budget for future consideration for future meetings. Line Item for District Travel \$1500. Cost savings for 7F=0 and \$1500 to 11A misc. or 7D District travel was at \$7500. Should be a policy change. Through in expenses in miscellaneous to cover next year: \$1500 next year.

- a. **MTA: James**
- b. **Second: Kurt**
- c. **Passed unanimously**

**VII. Officer Reports**

- a. 2019 International Meeting Report (Andy S.) – Andy attended Austin Meeting. Stats: 1500 in attendance biggest in 10 years, great speaker, Austin Mayor gave great discussion. Social events were excellent. Dave added there was a Push with industry council on MOVITE. Sat through townhall: use of ITE logo (rebranding), increasing interaction with planners, global initiatives.
- b. MOVITE Journal / Communications (Brian Willham)
  - i. Status of New Platforms – Brian continued to use LinkedIn and using the MOVITE page. Putting different things out there one-page highlights of the industry. Brian is looking for comments from the Board or hearing from other groups. Working to engage state directors on initiatives in each state throughout the section. District Award is for communication not a newsletter. Dave stated he likes the links in the emails that go out to keep membership engaged. Andy stated he really likes the MOVITE Minute. OneITE is looking at communications and webpage as a part of that process. Email from Colleen evaluating website that Districts could use. ITE may be providing options starchapter.
  - ii. Contact List for news item contribution – Brian
- c. MOVITE Online (Michael H.)
  - i. LAC Hosting / PayPal Coordination – Had issues this week with webpage. Michael spent a lot of time to get everything operational with the MOVITE Meeting this week.
  - ii. SiteLock Agreement and Future Options
  - iii. ITE Website coordination: see above

- d. Section Administrator (Tom S.) – Tom highlighted that there were MOVITE webpage issues. Tom also provided a report to the Board (attached)
- e. Midwestern District Representative (Martin G.)
  - i. MWITE/GLITE Transition Committee – Slow period. Transition Committee moving forward moving one Policies/Procedures. Discussing the split the District and figuring out the Great Lakes/MOVITE budgets. Andy & Martin will cover the ITE International Meeting update at the lunch
- f. MWITE Student Activities Committee (Nicole O.) – Update contact info 7 active chapters 3 not current UNL Mike, and Iowa Nicole has reached out to start one there. Chapter Call 4 participated. KU going to host Student Leadership Summit/KU would be a standalone not part of conference Nicole will help them. No update on 2019 Leadership Summit went well Enterprise sponsored. Nicole going to update student chapters on MOVITE activities. Hoping for better participation this year than at the St. Louis Meeting, due to timing.
  - i. 2019 Student Leadership Summit Summary
  - ii. 2020 Student Leadership Summit
  - iii. MOVITE Financial Support for Student Travel
  - iv. 2019 MWITE Traffic Bowl Summary KU lost to Texas
- g. Chapter Conference Call Summary (Andy S. / Eric C.) – Good participation. Minutes were passed around
- h. Officer's Handbook Update (Michael H.)
  - i. Project on hold pending One ITE organization updates. Placeholder until OneITE is complete.

#### **VIII. Board Discussions (Andy S.)**

- a. OneITE Transition Committee Report – Andy prepared a report and had them available at the meeting
  - i. Discussion of District-Section-Chapter Charters & Bylaws schedule Made edits at St. Louis. Submitted to ITE, ITE approved in Austin. Completed Bylaws. Now focused on Policies. Tom started and had 5 topic areas. **Communications** – needs to work on, **Meetings** – transition with 2 meetings per year/KC meeting every year/consider traffic bowl every year/figuring out logistics, James stated that Oklahoma (every 6 years) and KCITE never gets to travel/Missouri & Kansas have two meetings on the presidential year. Should we ask member about one centrally located meeting each spring- survey one or two meetings per year. Keep tradition as it is or centrally located meeting/multi-year hotel contract. Example in 2021. Andy stated that the MOVITE family is special and likes to see everyone twice a year. **Life Member** – Adopt what ITE is doing 65 and continue to pay dues to ITE, but meeting discount, **Awards** – Martin & Tom were going to meet to get in line with International Awards, **Student Activities** – Nicole plans to reach out to student chapters to get their opinions/Traffic Bowl timing has to figure out logistics for competition at the ITE Meeting. Leadership Summit well

attended, but not good participation in the meeting over the past several years.

- ii. Policy updates being reviewed – Budget District Director Travel. Elections has not come up as Transition Team. Elections done next year by end of July District Director travel in October. Tom stated it is spelled out in the Bylaws. We need to have figured out at the Winter Retreat. Must figure out Board Director and District Director Position and then Sections hold elections. Rotation on whether it is 4 sections and 4 like we do 3 chapters and 3 now. Andy had call with Colleen. Student Chapters, Charters, Sections get new Charters. Encourage new student participation now with new Charters needed as a catalyst to get them active. Our responsibility is to simply send student chapters the new charter. Opportunity to reach out to Student Chapter Directors. Have to have signed document by Jan 2021. Need to discuss on Nebraska & Iowa (Council Bluffs, Sioux City, etc.) Timing perspective like to have all Section Charters & Bylaws (June 30, 2020) approve in Spring Board Meeting. Tom stated that the model states Sections have to follow the actions and policies of the ITE Board, but leaves out the Districts, which he submitted to Andy who will get them back to ITE. Andy said the the plan for townhall is for Chapters moving to Sections and for them to ask questions. Model Bylaws and Charters for Sections by this Friday. Section Charters by end of year and Bylaws by middle of next year. OTEA needs to have decision by early next year. Need to figure out on Section Director for two-year term, whether it is on the existing section board or a new position on the section board. Two more scheduled conversation prior to Winter Retreat.

#### **IX. State Director Reports**

- a. Arkansas (Jack B.) – No report
- b. Iowa (John W.) – John stated that a lot of the ICTE activity has been to put together this meeting. Reaching out to University of Iowa on getting a chapter established.
- c. Kansas (Kendra M.) – KCITE has had a couple of meetings and coordination with KU & K-State and working with K-State on presentation to students. Kendra would like to use James \$400 Director funding
- d. Missouri (Kurt R.) – Prof & Student Chapters. Main meeting in St. Louis MWITE/MOVITE meeting this year. Reached out and no one has requested any funding for director funds.
- e. Nebraska (Mike F.) – LOCATE meeting in Lincoln signs & signal supervisor show & tell. UNL student chapter going again. ASCE joint meetings in Lincoln Oct. 17<sup>th</sup> & Omaha Oct. 24<sup>th</sup>. Applications for Student Chapter membership through ITE. Nicole will assist getting Mike that information. Working to get transportation into ASCE and keeping this joint meeting each campus/each semester and then a meeting at a LOCATE meeting. Spent meet & greet, drive smart program, \$125 budget left but may spend that towards joint ASCE meeting or drivesmart program.

- f. Oklahoma (James W.) – Preparing for spring meeting at HardRock. OTEA meeting next week. Looking at having bulleted list of how remaining with MOVITE will impact the chapter.
- X. Membership Awards Update** (Andy S.) – Did not have a lot of submittals for this year. Best Chapter Website - no one submitted. Best MOVITE Chapter Award. KCITE forwarded them onto MOVITE.
  - a. Young Transportation Professional of the Year
  - b. Melvin B. Meyer Transportation Professional of the Year
  - c. Patrick T. McCoy Educator Professional of the Year
  - d. Distinguished Member
  - e. John B. Pinkley Industry Member
  - f. Transportation Achievement Awards for Facilities / Operations – two submittals one for each.
  - g. Best Chapter Website Award
  - h. Best MOVITE Chapter Award
- XI. Section Life Members** (Andy S.) – Tom forwarded list of section life members. Andy reached out and had only one response. Robert Lyford.
- XII. MOVITE Fall Election Results** (Eric C.)
  - a. Officer Confirmations
  - b. Board Director from Kansas – Kendra Miller
  - c. Arkansas State Director – Thomas Cusick
  - d. Oklahoma State Director – James Welch
  - e. Kansas State Director – Slade Engstrom
- XIII. Spring 2020 MOVITE Meeting LAC Report** (Esther S.)
  - a. Presentation of Preliminary Planning – Esther presented Tulsa May 6-8<sup>th</sup> Tulsa Hard Rock Resort Theme: Focus on the Future. \$96/night. Events Cherokee Hills golf, Pelco Structural, 18<sup>th</sup> Floor Sky Room Reception, Budget: \$8k split with MOVITE around \$200 Registration \$65 Golf. Save the dates and Call for Abstracts Nov 2019 Registration Feb 2020.
- XIV. ITE International Update** (Andy S. / Martin G. for Kristi S.) – Tomorrow Martin & Andy will give update on website. See above. Realigned in midwestern district. Florida/Puerto Rico. Western District split to Western & new Mountain District.
- XV. Future Meetings** (Andy S.)
  - a. 2020 Spring MOVITE Section Meeting - Oklahoma
  - b. 2020 Fall MOVITE Section Meeting - Nebraska
  - c. 2021 Spring MOVITE District Meeting - Arkansas
  - d. 2021 Fall MOVITE District Meeting – Missouri
  - e. 2022 Spring MOVITE District Meeting – Kansas
  - f. 2022 Fall MOVITE District Meeting – Oklahoma
  - g. 2023 Spring MOVITE District Meeting – Iowa
  - h. 2023 Fall MOVITE District Meeting – Arkansas

- i. 2024 Spring MOVITE District Meeting – Nebraska
- j. 2024 Fall MOVITE District Meeting – Kansas
- k. 2025 Spring MOVITE District Meeting – Missouri
- l. 2025 Fall MOVITE District Meeting - Iowa

**XVI. Future MWITE and ITE International Meetings (Andy S.)**

- a. 2020 MWITE Meeting – hosted by ILITE (Chicago, Illinois)
- b. 2020 ITE International – hosted by Southern District (New Orleans, LA)
- c. 2021 ITE International – hosted by Western District (Portland, OR)
- d. 2022 ITE International – (Washington, DC)

**XVII. Unagended New Business (Andy S.)** – Lonnie has sent an email to secure December 9<sup>th</sup> for Winter Retreat at GBA offices in Lenexa.

**XVIII. Adjourn**

- a. MTA: James
- b. Second: Kurt
- c. Motion passed unanimously