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Meeting Minutes – MOVITE Board Meeting – Lenexa, KS December 12, 2016

I. Call to Order (~9:00 a.m.)

- a. President Becknell called the meeting to order at 9:03 am
- b. A meeting agenda was provided to the attendees. (See pages 8-11 of the meeting minutes.)
- c. Introductions were made around the room.
- d. An attendance sheet was passed around and will be attached. (See page 12 of meeting minutes.)

II. Lunch at noon (Tom S.)

- a. Lunch orders were taken.

III. President's Goals for 2016 (Nathan B.)

- a. Clarify financial status
- b. Quarterly conference calls for chapters
- c. Vision/Mission reminder – The vision and mission statements, found on the website, were read to the group with a reminder of why we are here.

IV. Review and Approval of Fall Board Meeting Minutes (Dave M.)

- a. Dave gave a brief review
- b. **MTA – Martin G.**
- c. **Second – Dave M.**
- d. Motion passed unanimously.

V. Approval of the petition for the ARITE Chapter (Michael H.)

- a. Michael provided a review of the creation of ARITE Chapter.
- b. The ARITE Chapter is beginning to develop the chapter bylaws and plans to present those at the MOVITE Spring Meeting in 2017.
- c. An email vote of the MOVITE board was taken to approve the ARITE charter prior to this meeting. The approval of the charter passed unanimously.

VI. 2016 Election – Welcome New Appointments (Dave M.)

- a. Missouri Board Director – Eric Claussen
- b. Nebraska State Director – Bryan Guy
- c. Iowa State Director – Tyler Wiles
- d. Missouri State Director – Dane Seiler
- e. Dues increase
 - i. There was a request by the District to determine all of the chapter dues. President Becknell asked that all state reps investigate the chapter dues amounts within their state and report back.
 - ii. Carrie Falkenrath reported that national was seeking to level the dues among all districts, sections, and chapters. This has been met with some push back. Headquarters is now just asking that all dues be adjusted \$5 increments.



VII. Reports

- a. MOVITE Journal (Chris R.)
 - i. The next Journal will be focused on Oklahoma. A reminder to state reps that the focus of the journal rotates among the six states.
- b. MOVITE Online (Guy A.)
 - i. David Church is now acting as the liaison between MOVITE and KC Web Specialists who helps maintain our website.
 - ii. MOVITE is still searching for a member with website design experience whom would be interested in maintaining the website in the future rather using the consultants.
- c. Section Administrator (Tom S.)
 - i. No formal report. Tom is updating history documents and checking to make sure he has the documents he needs.
- d. Midwestern District (Carrie F./Martin G.)
 - i. Student Activities Committee
 1. John Davis has led the committee but needs to step down due to other responsibilities. The District is in need of a replacement for John.
 - ii. Carrie reported that the District finalized an update of policies and bylaws. The District is trying to revise/revamp the District website. District now has standard email addresses for the leadership team.
 - iii. Carrie encouraged everyone to attend the District Meeting in Madison, WI, this summer.
- e. Student Activities (Dave M.)
 - i. Dave has pledged to increase our student activities. Jennifer Pangborn is our rep on the District Student Activities committee. There is some question as to her availability. Dave will follow up with Jennifer to determine her continued involvement.
- f. Meeting Guide Update (Michael H.)
 - i. Michael used the meeting guide extensively to develop the 2016 fall meeting. Michael made a motion on the table to accept the meeting guide as is. Richard McCubbin seconded. The motion passed unanimously. The board recommended that we place the meeting guide on the website so it is easily accessible to LAC(s).
- g. Officer's Handbook Update (Michael H.)
 - i. Michael asked that everybody review the spreadsheet that was passed out to board members at the 2015 winter retreat which summarized officer responsibilities by month. Please review the spreadsheet and get comments/edits back to Michael by the end of 2016. Once updated, it is desired that this be placed on the website.

VIII. State Director Reports

- a. Nebraska (Mark M./Bryan G.)

- i. Nebraska state director has provided financial support to the LOCATE chapter Drive Smart campaign. Have also helped with student chapter activities.
- b. Iowa (Todd K./Tyler W.)
 - i. Looking to work with eastern Iowa members to investigate the possibility of forming an eastern Iowa chapter. Working very hard to put together the 2017 Spring Meeting. Have been hosting HCM webinars.
- c. Kansas (Brian G.)
 - i. KCITE meets every other month. Very active groups. Student chapters tend to reach out when they are needing money.
- d. Missouri (Martin G./Dane S.)
 - i. Multiple active chapters in Missouri. Dane is looking for some new approaches that could be implemented in Missouri. Focus on student chapter support.
- e. Oklahoma (Richard M.)
 - i. Oklahoma hosted the fall meeting. It was a very good meeting and the end to the OTEA 50th Anniversary celebration. There are no student chapters in OK, thus no need to help financially. Keep working with OTEA. Richard provided the 2017 business plan for the Oklahoma representative. (See pages13-14 of the meeting minutes.)
- f. Arkansas (Andy B.)
 - i. Nathan provided the update. ARITE chapter is being formed. Meetings are taking place in Little Rock. The university chapter has been activated as well. LAC is working on the 2017 fall meeting in Hot Springs.

IX. 2016 Financial Report (Andy S.)

- a. Financial Status to Date
 - i. Currently approximately \$1,800 in the black for the year. Still awaiting financial closeout of 2016 Fall meeting. The current financial statement at the time of the meeting has been included in the meeting minutes. (See page 15 of the meeting minutes.)
- b. Dues Increase
- c. Scholarship fund solicitations/scholarship fund withdrawals
- d. State/Chapter/Leadership ITE/Student Support
 - i. Carrie Falkenrath gave a brief overview of the LeadershipITE program. A lot of sections/districts are now supporting participants from their respective geographies through scholarships. MOVITE supports the program with a policy/budget line item supporting the program plus provides a scholarship policy/budget line item for graduating participants from our section.

X. 2017 Budget (Lonnie B.)

- a. Budget Update
 - i. Lonnie provided a handout for his proposed budget for 2017. Lonnie also provided a snapshot of the current 2016

financials through the end of November. There was a discussion regarding the Income From Reserves line item.

- ii. Recommended 3B be increased to \$500
 - iii. Recommended 11A be decreased to \$500
 - iv. There was a discussion about the New Chapter Support line item. With ARITE forming in AR, should money be budgeted for 9A? It was decided that this number would remain as a \$0 budget.
 - v. Item 4B4 – there was discussion about the Technical Research Grant and whether this line item should be kept. Michael proposed that maybe this should be expanded beyond the academic realm. The awards committee chair will review the policy and provide a recommendation on what to do with the policy in the future.
 - vi. There was discussion regarding line item 1E Winter Board Retreat. The line is at \$1000. The general discussion is that we should leave the budget as is but look to reduce our expenses on this line item.
- b. State/Chapter/Leadership ITE/Student Support
 - c. MTA – Michael
 - d. 2nd – Dave
 - e. Passed unanimously

XI. Student Awards (Dave M.) – Dave is getting up to speed on reaching out to solicit student awards. It was recommended that Dave investigate timing of awards with regards to Headquarters, District, and our section.

- a. Thomas J. Seburn Student Paper
- b. Jan Kibbe Scholarship
- c. Outstanding Student Chapter
- d. Technical Research Grant
- e. District/ITE Student Paper Submittals

XII. Membership Awards (Nathan B.) – Nathan encouraged people to nominate people for awards. Nathan will investigate the history and appropriateness of some awards. The Chapter Website Award was questioned for need. Lonnie suggested adding website content regards to awards history to help aide interest in the various awards.

- 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 Award
- g. Distinguished Member Award
- h. Pinkley Award

XIII. ITE International Update (Carrie F./Martin G.)

- a. Anaheim Meeting – Anaheim meeting was a huge success. Putting a lot of effort into Toronto meeting. Moving forward, the technical spring meeting has been eliminated. 2018 meeting will be in Minneapolis and combined with the Midwestern District meeting.

- b. Council Update – Michael provided a brief update on some of his council involvement. The Ethics committee is reviewing the Canon of Ethics.

XIV. 2016 MOVITE Fall Meeting Report (Michael H.)

- a. Michael provided a preliminary summary of the meeting financials. When finalized, it looks like the meeting will be providing a profit check to MOVITE around \$5,800. Good attendance at the meeting and a lot of compliments on the food at the meeting.

XV. 2017 Spring Meeting Des Moines (Todd K.)

- a. Andy provided a brief update on the meeting planning. Board meeting will be on Wednesday at 1:00. LAC is working to finalize the agenda. Still need a couple presentations.

XVI. 2017 MOVITE Annual Fall Meeting Hot Springs (Nathan B.)

- a. Nathan encouraged attendance at the fall meeting in Hot Springs. Planning is on-going.

XVII. Meeting Cost Share Agreements (Nathan B.)

- a. Discussion of the policy on cost share agreements occurred. The policy states that agreements are not needed with MOVITE Chapters. It was decided that the policy is fine as it is stated. Profits from meetings in which a chapter forms the LAC should be given fully to MOVITE, then the MOVITE board will make a decision at the following board meeting how much profit (if any) to share back with the local chapter.

XVIII. Future Meetings

- a. Chapter Report Teleconferences – Set for April 7th 9:30am
- b. 2017 Spring Meeting – Des Moines, IA – April 19-21
- c. 2017 Fall MOVITE Meeting – Hot Springs, AR – October 4-6
- d. 2018 Spring MOVITE Meeting – Nebraska
- e. 2018 Fall MOVITE Meeting – Kansas
- f. 2019 Spring MOVITE Meeting – hosting MidwesternITE (Missouri)
- g. 2019 Fall MOVITE Meeting – Iowa
- h. 2020 Spring MOVITE Meeting - Oklahoma
- i. 2020 Fall MOVITE Meeting - Nebraska
- j. 2021 Spring MOVITE Meeting - Arkansas
- k. 2021 Fall MOVITE Meeting – Missouri
- l. 2022 Spring MOVITE Meeting – Kansas
- m. 2022 Fall MOVITE Meeting – Oklahoma

XIX. Future District and ITE International Meetings

- a. 2017 Midwestern ITE Meeting – Madison, WI – June 18-20
- b. 2017 ITE International – Toronto, Canada – July 30-August 2
- c. 2018 Midwestern ITE Meeting – hosting ITE International – Minneapolis, MN – August 20-23
- d. 2019 Midwestern ITE Meeting – hosted by MOVITE (Missouri)

- e. 2019 ITE International – hosted by Texas
- f. 2020 Midwestern ITE Meeting – hosted by ILITE (Illinois)
- g. 2020 ITE International – New Orleans, LA
- h. 2021 Midwestern ITE Meeting – hosted by WisconsinITE
- i. 2021 ITE International – hosted by Western District
- j. 2022 Midwestern ITE Meeting – hosted by NCITE
- k. 2022 ITE International – hosted by Northeast/Mid-Colonial District

XX. Transfer of Offices – What should the incoming officers know? What lessons were learned?

Immediate Past President

- Chair Nominating Committee – MO 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 messages for Journal
- Contact Local Arrangement Committees
- Appoint members to serve on committees
- Attend District Board Meeting
- Invite ITE President, ITE Vice President, and ITE Midwestern District Director to 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 paper/scholarship/student chapters awards
- Chair committee to select student award winners
- Coordinate awards with Treasurer and Section Administrator
- After annual meeting, notify MOVITE web administrator and Journal editor of winners
- Send winning student paper to Journal editor for publication after the fall meeting
- Attend District Board Meeting (if available)
- Participate in MWITE board meeting and conference calls when possible
- Attend District Officers retreat as MOVITE representative – (2016 President still active voting member)

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

XXI. Review of Ex Officio Appointments (Nathan B.)

- a. Section Administrator
- b. Journal Editor
- c. Web Administrator

XXII. Unagended New Business

XXIII. Adjourn

- a. **The meeting was adjourned at 1:15**
- b. **MTA – Dane**
- c. **2nd – Eric**
- d. **Passed Unanimously.**

AGENDA – MOVITE Board Meeting – Lenexa, KS
December 12, 2016

- I. Call to Order** (~9:00 a.m.)
- II. Lunch at noon** (Tom S.)
- III. President’s Goals for 2016** (Nathan B.)
 - a. Clarify financial status
 - b. Quarterly conference calls for chapters
 - c. Vision/Mission reminder
- IV. Review and Approval of Fall Board Meeting Minutes** (Dave M.)
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 - e. Dues increase
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 - a. MOVITE Journal (Chris R.)
 - b. MOVITE Online (Guy A.)
 - c. Section Administrator (Tom S.)
 - d. Midwestern District (Carrie F./Martin G.)
 - i. Student Activities Committee
 - e. Student Activities (Dave M.)
 - f. Meeting Guide Update (Michael H.)
 - g. Officer’s Handbook Update (Michael H.)
- VIII. State Director Reports**
 - a. Nebraska (Mark M./Bryan G.)
 - b. Iowa (Todd K./Tyler W.)
 - c. Kansas (Brian G.)
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 - e. Oklahoma (Richard M.)
 - f. Arkansas (Andy B.)
- IX. 2016 Financial Report** (Andy S.)
 - a. Financial Status to Date
 - b. Dues Increase
 - c. Scholarship fund solicitations/scholarship fund withdrawals
 - d. State/Chapter/Leadership ITE/Student Support
- X. 2017 Budget** (Lonnie B.)
 - a. Budget Update
 - b. State/Chapter/Leadership ITE/Student Support

- XI. Student Awards (Dave M.)**
 - a. Thomas J. Seburn Student Paper
 - b. Jan Kibbe Scholarship
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- XIII. ITE International Update (Carrie F./Martin G.)**
 - a. Anaheim Meeting
 - b. Council Update

- XIV. 2016 MOVITE Fall Meeting Report (Michael H.)**

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- b. Journal Editor
- c. Web Administrator

XXII. Unagended New Business

XXIII. Adjourn

Project _____

Calc's for _____



HRGreen

Sheet No. _____ of _____

Job No. _____

By _____ Date _____

Checked _____ Date _____

Name	Position	Email
Andy Swisher	Secretary	aswisher@hrgreen.com
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Tyler Wiles	Iowa State Dir.	twiles@hrgreen.com
Richard McCubbin	OK State Dir (outgoing)	richard.mccubbin@okc.gov
CARRIE FALKENRATH	MWITE	carrie@tsquaredtt.com
	Past-President	
BRYAN GUY	NEBRASKA STATE DIR.	bryan.guy@cityotomaha.org
Dave Mennenga	Vice President	dmennenga@gbateam.com
Nathan Becknell	President	nbecknell@rosespr.gov
DANE SEILER	MISSOURI DIRECTOR	dseiler@cocw.com
ERIC CLAUSSEN	BOARD DIRECTOR	eclausen@springfieldmo.gov
Martin Gugel	MO State Dir (outgoing)	mgugel@springfieldmo.gov
Michael Hofener	MWITE Sec/Treas (incoming)	mhofener@teco.com
	PREZ (Past?)	
Lonnie Burkland	Treasurer	lburkland@lincoln.ne.gov
Brian Geiger	Kansas Director	Brian.Geiger@opkansas.org



**MOVITE Board Meeting
December 12, 2016
Oklahoma Business Plan**

MOVITE 2016 Oklahoma Business Plan

- Continue efforts to increase the membership in MOVITE by transportation personnel in Oklahoma.
- I have been asked to 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.

2016 MOVITE FINANCIAL STATEMENT

Through: November 29, 2016

	2016 To Date	2016 Adopted	Percent of Budget
INCOME			
1 Membership Dues	\$3,230.50	\$4,000.00	81%
2 Spring and Fall Meetings	\$4,872.93	\$6,000.00	81%
3 Checking and Savings Account Interest	\$2.81	\$5.00	56%
4 Sponsorships	\$6,900.00	\$4,000.00	173%
5 Midwestern District Annual Disbursement	\$0.00	\$0.00	-
6 Income from Reserves	\$0.00	\$20,745.00	0%
7 Scholarship Donations	\$730.00	\$500.00	146%
8 Miscellaneous	\$0.00	\$0.00	-
TOTAL INCOME	\$15,736.24	\$35,250.00	45%

EXPENSES

1A Mailing and Shipping	\$0.00	\$100.00	0%
1B Tax Return Preparation	\$0.00	\$100.00	0%
1C Liability Insurance	\$1,000.00	\$1,000.00	100%
1D Online Balloting	\$106.00	\$225.00	47%
1E Winter Board Retreat	\$0.00	\$1,000.00	0%
1F President's Plaque and Pin	\$231.89	\$150.00	155%
1G ITE President's Gift	\$195.93	\$250.00	78%
2A Local Arrangement Committee Seed Money	\$0.00	\$4,000.00	0%
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	\$100.00	0%
3C Web Page Hosting, Domain Name and Elec. Storage	\$0.00	\$100.00	0%
4A Member Award Plaques	\$588.69	\$1,000.00	59%
4B1 Student Award - Student Chapter Award	\$900.00	\$500.00	180%
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	\$1,000.00	0%
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	\$0.00	-
6B Student Chapter Support	\$500.00	\$2,500.00	20%
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	\$2,031.48	\$1,500.00	135%
7F Vice President Travel to District Board Retreat	\$0.00	\$375.00	0%
8A1 Local Activities Support - Arkansas	\$311.47	\$750.00	42%
8A2 Local Activities Support - Iowa	\$0.00	\$750.00	0%
8A3 Local Activities Support - Kansas	\$700.00	\$750.00	93%
8A4 Local Activities Support - Missouri	\$90.47	\$750.00	12%
8A5 Local Activities Support - Nebraska	\$450.00	\$750.00	60%
8A6 Local Activities Support - Oklahoma	\$0.00	\$750.00	0%
9A Contribution to New Chapter	\$0.00	\$0.00	-
9B Chapter Officer Travel to MOVITE Board Meetings	\$0.00	\$2,400.00	0%
10A Contribution to LeadershipITE Program	\$1,000.00	\$1,000.00	100%
10B Support to LeadershipITE Member Participants	\$1,000.00	\$2,000.00	50%
11A Miscellaneous	\$555.00	\$1,500.00	37%
TOTAL EXPENSES	\$13,910.93	\$35,250.00	39%

SUMMARY OF ACCOUNTS

Beginning of Year Checking Balance	\$12,999.08
Beginning of Year Savings Balance	\$6,746.51
Subtotal	\$19,745.59
Total Income	\$15,736.24
Total Expenses	\$13,910.93
Net Over Period	\$1,825.31
Checking and Savings Balance	\$21,570.90

SCHOLARSHIP FUND

Initial Balance (January 1, 2016)	\$67,982.09
MOVITE Donations	\$0.00
Change in Account Value	\$0.00
MOVITE Scholarship Funds Paid	\$0.00
Estimated Value January 1, 2016	\$67,982.09