

PRESIDENT
Nathan Becknell
City of Rogers
301 W. Chestnut
Rogers, AR 72756
(479) 621-1186
nbecknell@rogersar.gov

VICE PRESIDENT
Dave Mennenga
George Butler Associates, Inc.
One Renner Ridge, Suite 300
9801 Renner Boulevard
Lenexa, KS 66219-9745
(913) 577-8214
dmennenga@gbateam.com

SECRETARY
Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131
(515) 657-5266
aswisher@hrgreen.com

TREASURER
Lonnie Burklund
City of Lincoln
949 West Bond Street, Suite 200
Lincoln, NE 68521
(402) 441-7711
lburklund@lincoln.ne.gov

BOARD DIRECTOR
Eric Claussen
City of Springfield
840 N Boonville
Springfield, MO 65802
(417) 874-1212
eclaussen@springfieldmo.gov

ARKANSAS DIRECTOR
Andrew Brewer
AHTD
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2000
andrew.brewer@ahtd.ar.gov

IOWA DIRECTOR
Tyler Wiles
HR Green, Inc.
5525 Merle Hay Rd., Suite 200
Johnston, IA 50131
(515) 657-5294
twiles@hrgreen.com

KANSAS DIRECTOR
Brian Geiger
City of Overland Park
8500 Santa Fe Dr.
Overland Park, KS 66212
(913) 895-6020
Brian.geiger@opkansas.org

MISSOURI DIRECTOR
Dane Seiler
CJW Transportation Consultants
5051 S. National, Suite 4-110
Springfield, MO 65810
(417) 889-3400
dseiler@gocjw.com

NEBRASKA DIRECTOR
Bryan Guy
City of Omaha Public Works Dept.
Omaha/Douglas Civic Center
1819 Farnam Street, Suite 603
Omaha, NE 68183
(402) 444-5312
bryan.guy@cityofomaha.org

OKLAHOMA DIRECTOR
Richard McCubbin
City of Oklahoma City
420 W. Main St. Ste. 600
Oklahoma City, OK 73102
(405) 297-2925
Richard.mccubbin@okc.gov

IMMEDIATE PAST PRESIDENT
Michael Hofener
Traffic Engineering Consultants, Inc.
6000 S. Western, Suite 300
Oklahoma City, OK 73139
(405) 720 7721
mhofener@tecok.com

SECTION ADMINISTRATOR
Thomas G. Swenson
TranSystems Corporation
2400 Pershing Road, Suite 400
Kansas City, MO 64108
(816) 329-8762
tgsvenson@transystems.com

Missouri Valley Section - Institute of Transportation Engineers
Meeting Minutes – MOVITE Board Meeting – Hot Springs, Arkansas
October 4, 2017

- I. Call to Order (~1:46 pm)**
 - a. Introductions.
 - i. See Sign-In Sheet Attached.
 - b. Vision/Mission reminder.
 - i. President Becknell reviewed the Vision and Mission Statements located on the MOVITE webpage with the reminder to work toward our goals.
- II. Review and Approval of April Board Meeting Minutes (Andy S.)**
 - a. Motion To Approve – Mennenga
 - b. Second – Seiler
 - c. Approved Unanimously
- III. Review and Approval of September Chapter Teleconference Meeting Minutes (Andy S.)**
 - a. Motion To Approve – Claussen
 - b. Second – Seiler
 - c. Approved Unanimously
- IV. ITE International Update (Nathan B./Martin Gugel)**
 - a. Toronto meeting
 - i. Those who attended the international meeting gave a summary of their experiences at the meeting. President Becknell reminded all attendees that next year will be in Minneapolis. Almost 1,400 people attended the international meeting in 2017. The meeting was a positive boost to ITE finances. Had almost 400 abstracts submitted and had to actually turn people down. Most of the sessions were recorded and available for purchase online.
 - b. Constitutional change vote
 - i. Presidential Becknell reviewed the constitutional amendments to the ITE international constitution which were recently voted on. All proposed changes passed.
 - c. Insurance option (Tom S./Eric C.)
 - i. President Becknell indicated that MOVITE has moved forward with changes to our insurance which aligned the organization with the ITE international insurance coverage.
 - d. Advocacy Guidelines
 - i. President Becknell emailed out the policy on taking a position created by ITE's Advocacy Committee prior to the meeting for board member information.
 - e. Scholarship fund update
 - i. The scholarship fund is sitting around \$80,000. There has been a slight uptick in donations to the scholarship fund in 2017.
 - f. Logo guidelines
 - i. MOVITE logo review (Tom S./Tyler W.)
 1. President Becknell reviewed historic logos for the section. State Director Wiles provided more detail on the process used to develop the proposed new logo. There was discussion about the use of Institute of Transportation Engineers in the new logo. The ITE international



MOVITE - bringing individuals together to advance the knowledge

and skills of transportation professionals.



webpage just shows ITE A Community of Transportation Professionals. President Becknell reiterated that these issues were well thought out by the New Logo committee.

2. Motion to adopt the new logo – Swisher
3. 2nd – Burklund
4. Approved unanimously

V. 2017 Financial Report (Lonnie B.)

- a. See attached financial statement.
- b. Treasurer Burklund provided a brief summary of the current year financials.
- c. The board discussed providing Missouri S&T \$250 as new chapter start-up money. This was agreed on to help get the student chapter back up and running.

VI. Reports

- a. ITE International Update (Leight)
 - i. Shawn Leight provided a brief review of activities going on at the international level. Shawn reiterated that the international finances are going in the right direction after being down for a couple years (2015). Shawn also mentioned that the LeadershipITE program had a solid group of candidates apply and that the program will move forward in 2018. Shawn also provided an update of some organizational discussions going on at the international level. There are discussions going on regarding the District, Section, Chapter organization and membership/dues requirements. With international doing away with the affiliate membership, there are a lot of discussions going on about organizational structure with regards to how the current affiliate members get handled.
- b. MOVITE Journal (Chris Rolling)
 - i. Chris not present. An informal committee was convened to discuss revamping the Journal. Vice President Mennenga gave an update of initial discussions of the Journal. Initial discussions focused on doing something less formal and using the website or social media in greater ways.
- c. MOVITE Online (Michael H.)
 - i. See attached report.
- d. Section Administrator (Tom S.)
 - i. See attached report.
- e. Midwestern District (Martin G./John Davis)
 - i. President Becknell indicated that Nicole Oneyear has accepted the Section student activities liaison position.
 - ii. Martin indicated that the District board is working with international to prepare for the 2018 meeting. A new website was rolled out. The board believes that the recent policy changes are complete. The board retreat will be in November. Four individuals from the district have been accepted into the 2018 class of LeadershipITE.
- f. Chapter conference call (Andy S./Dave M.)
 - i. The conference call had good participation. See previously approved meeting minutes.
- g. Officer's Handbook (Michael H.)
 - i. Past President Hofener indicated that he is still working on making updates to the handbook. Hopes to have proposed improvements ready for review at the board retreat in December.

VII. State Director Reports

- a. Nebraska
 - i. See attached report.
- b. Iowa
 - i. See attached report.
 - ii. Tyler provided a review of the 2017 Spring Meeting which is included in the report. The Spring meeting was a success financially. The profits from the meeting will be split 50/50 with MOVITE and ICITE.
- c. Kansas
 - i. Brian Geiger had nothing new to report. Brian did ask other state directors to contribute unused funding to Kansas to help support student chapters.
- d. Missouri
 - i. See attached report.
- e. Oklahoma
 - i. Nothing new to report. Past President Hofener mentioned that they are reaching out to Oklahoma schools to encourage the formation of student chapters.
- f. Arkansas
 - i. See attached report.
 - ii. Andy Brewer indicated that a lot of effort has been going to preparations for this MOVITE meeting. Need to get bank account set up. Planning elections soon.

VIII. MOVITE Fall Elections (Andy S.)

- a. Secretary Swisher provided a summary of the 2017 election results.
 - i. Esther Shaw-Smith elected to Board Director
 - ii. Jack Branscum elected to Arkansas State Director
 - iii. Kendra Miller elected to Kansas State Director
 - iv. James Welch elected to Oklahoma State Director

IX. Proposed Policy Changes (Tom S.)

- a. Nominations for District Board of Direction
- b. Annual Dues
- c. Tax Reporting
- d. Duties of the Board Director
- e. Event Planning Guide
- f. Residency of Board Candidates
 - i. See handout describing proposed policy changes for items a through e. The board had a discussion regarding item f. There was no current consensus among the board to establish a policy for item f at this point. Further discussions may occur at the board retreat.
 - ii. Motion to approve items a through e. – Swisher
 - iii. 2nd – Claussen
 - iv. Approved unanimously

X. 2018 Budget Proposal (Eric C.)

- a. See attached proposed budget.
- b. Board Director Claussen provided a brief overview of the proposed budget.
- c. Motion to approve – Burklund
- d. 2nd – Swisher
- e. Approved Unanimously

- XI. Student Awards Update (Dave M.)**
 - a. See attached report from Vice President Mennenga.
- XII. Membership Awards Update (Nathan B.)**
 - a. See attached report from President Becknell.
- XIII. Awards Coordinated with MidwesternITE/ITE (Nathan B.)**
 - a. Policy updates discussion – Pending District updates
 - i. Move submittal Deadlines
 - ii. Change “Young Transportation Professional” to “Rising Star”
 - 1. President Becknell indicated that the district is reviewing their submission requirements to harmonize with international. It has been suggested that we wait until the District sorts their information out. Then we can harmonize with the district.
- XIV. 2017 MOVITE Spring Meeting Financial Report (Tyler W.)**
 - a. Profit Sharing with ICITE
 - i. Discussion moved to Item VII.b.b.
- XV. 2017 MOVITE Fall Meeting Report (Andrew B.)**
 - a. Profit Sharing with ARITE
 - i. Have around 114 people registered for conference. The meeting is expected to be a financial positive meeting. It is anticipated that profits from the meeting would be split with ARITE as has been established by past precedent.
- XVI. Future Meetings**
 - a. 2017 Annual Officers Retreat – Lenexa, Kansas – December 3-4
 - b. 2018 Spring MOVITE Meeting – Omaha, Nebraska – April 4-6
 - i. LAC Report and Budget (Lonnie B./Matt Kruse)
 - 1. Lonnie provided a brief update on the planning for the spring meeting. The meeting will be held at a brand new hotel.
 - c. 2018 Fall MOVITE Meeting – Kansas City region, Kansas
 - i. LAC Report (Dave M.)
 - 1. See attached report.
 - d. 2019 Spring MOVITE Meeting – hosting MidwesternITE – St. Louis, Missouri
 - 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
- XVII. Future District and ITE International Meetings**
 - a. 2018 Midwestern ITE Meeting – hosting ITE International – Minneapolis, MN – August 20-23
 - b. 2018 Student Leadership Summit – (Great Lakes and Midwestern joint)
 - c. 2019 Midwestern ITE Meeting – hosted by MOVITE – St. Louis, Missouri
 - d. 2019 ITE International – hosted by Austin, Texas

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

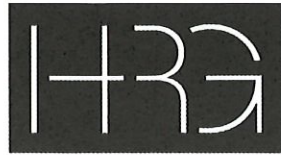
XVIII. Unagended New Business

XIX. Adjourn

- a. Motion to adjourn – Swisher
- b. 2nd – Seiler
- c. Approved Unanimously
- d. Approximately 4:38 pm

Project _____

Calc's for _____



HRGreen

Sheet No. _____ of _____

Job No. _____

By _____ Date _____

Checked _____ Date _____

Fall 2017 MOVITE Board Meeting - October 4, 2017

Andy Swisher - Secretary

aswisher@hrgreen.com

Louise Burkland - Treasurer

lburklunde@lincolnne.gov

Dave Mennenga - V.P.

dmennenga@gbateam.com

Nathan Becknell - P

nbecknell@rogers99.gov

SHAWN LEIGHT ^{ITE}_P

SLEIGHT@CRBTraffic.com

Tyler Wiles

twiles@hrgreen.com

Andy Bremler

andrew.bremler@hrdot.gov

TOM SWENSON

~~tsvenson~~ tswenson@kc.rr.com

Michael Hofener

mhofener@teccok.com

JOHN DAVIS - MWITE DISTRICT DIRECTOR

DAVISJ@AURESASSOCIATES.COM

Brian Geiger - Kansas Director

Brian.Geiger@opkansas.org

ERIC CLAUSSEN - BOARD DIRECTOR

eclausсен@springfieldmo.gov

Martin Gugel - MWITE Sec/Treas

mgugel@springfieldmo.gov

Dave Seiler - MOVITE Mo Director

dseiler@cocsd.com

ITE Advocacy Guidelines for Taking a Position

ITE is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. ITE facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development, and management for any mode of ground transportation. Through its products and services, ITE promotes professional development of its members, advocates, supports and encourages education, stimulates research, develops public awareness programs, and serves as a conduit for the exchange of professional information.

What is Advocacy?

Advocacy is the act of speaking or writing on behalf of or in support of transportation issues, projects, recommendations, transportation safety, laws, or policies for the benefit of the public and system users consistent with ITE and its policies. This also includes advocating for ITE and its members.

Advocacy Guidance

ITE Districts, Sections, and Chapters may take a position on transportation related issues, regulation, and/or legislation if:

- It is in conformance with ITE Policies, and
- There is leadership consensus at the District, Section, or Chapter level.

ITE Districts, Sections, and Chapters shall not:

- Support or oppose any candidate for public office;
- Make a statement regarding any candidate for public office that could in any way be perceived as biased or partisan;
- Spend ITE funds or devote human resources in support of a candidate for public office;
- Exceed IRS section 501(c)(3) tax-exempt non-profit limits by “devoting a substantial part” of its activities to influencing legislation (refer to <http://www.irs.gov/Charities-&-Non-Profits/Lobbying>); or
- Violate any federal, provincial, state, territorial, or municipal laws, regulations, or policies with respect to lobbying or political activity by non-profit or non-governmental organizations. Note that ITE Districts, Sections, and Chapters operating outside of the USA may be subject to rules that are different than those provided in these guidelines.

ITE Districts, Sections, and Chapters should:

- Provide objective legislative and regulatory updates;
- Become familiar with ITE Policies and share with members;
- Consider taking a position on issues, regulations, and legislation in conformance with ITE Policies;
- Present pros and cons objectively even when there is no consensus to take a position;
- Provide expert testimony when invited by a legislative or regulatory body;
- Provide transportation-related questionnaires to all candidates running for a position and share results in an objective manner;
- Offer all candidates an opportunity to present on transportation issues in an equal manner; and
- Consult with the Advocacy Committee by posting on the ITE Advocacy Network.

ITE members are encouraged to be advocates and develop working relationships with elected and appointed officials. ITE members can be the liaison between decision-makers and the transportation profession.

The Advocacy Network Library, part of the ITE Community, provides these resources:

- Advocacy Committee Mission Statement
- Advocacy Committee Sample Letters
- Other advocacy presentations, webinars, and resources

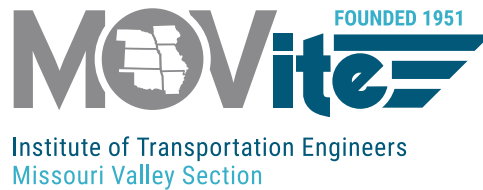
ITE HQ and the Advocacy Committee are available to consult regarding these guidelines and on specific advocacy committee issues or positions. For any positions taken, please copy ITE’s CEO at jpaniati@ite.org. Position letters should also be posted on the ITE Advocacy Network.

Institute of Transportation Engineers - Section Scholarship Funds
Statements of Financial Condition
For the Period January 1 to June 30, 2017

	Deep So. Section	Florida Section	Illinois Section	Indiana Section	Interm. Section	Michigan Section	MOVITE Section	No. Car. Section	Ohio Section	Oregon Section	Rhode Section	SF Bay Section	So. Carolina Section	So Carolina Rowe	Tennessee Section	TextITE Student	Carvell	Virginia Section	Washington Section	Scholarship Fund Totals	
Fund Balance																					
Fund Balance January 1	\$ 41,403.44	\$ 8,847.16	\$ 157.88	\$ 117,224.98	\$ 43,889.38	\$ 195,041.22	\$ 74,444.61	\$ 98,179.43	\$ 27,017.04	\$ 21,005.83	\$ (289.04)	\$ 6,983.91	\$ 30,790.62	\$ 30,033.55	\$ 29,845.90	\$ 6,127.62	\$ 5,757.82	\$ 30,531.66	\$ (88.92)	\$ 786,904.09	
Revenue January 1 to June 30:																					
Contributions	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 1,130.00			\$ 2,000.00					\$ 7,000.00	\$ 300.00		\$ -		\$ 15,430.00	
Other																					\$ -
Interest	\$152.44	\$37.85	\$0.68	\$501.47	\$187.75	\$834.35	\$321.25	\$419.99	\$115.57	\$89.86	\$(1.24)	\$29.88	\$131.72	\$128.48	\$144.95	\$26.95	\$24.63	\$126.91	\$ (0.38)	\$ 3,273.09	
Realized Gain/Loss on Investments	\$148.83	\$35.98	\$0.64	\$476.69	\$178.47	\$793.12	\$304.93	\$399.24	\$109.86	\$85.42	\$(1.18)	\$28.40	\$125.21	\$122.13	\$135.04	\$25.50	\$23.41	\$121.23	\$ (0.36)	\$ 3,112.56	
Unrealized Gain/Loss on Investments	\$1,693.00	\$397.13	\$7.69	\$6,281.95	\$1,870.09	\$9,728.94	\$3,360.35	\$4,487.04	\$1,212.73	\$342.80	\$(12.97)	\$313.49	\$1,385.12	\$1,368.14	\$1,455.67	\$280.02	\$258.45	\$1,345.67	\$ (3.99)	\$4,373.71	
Total Revenue	\$ 1,994.28	\$ 470.95	\$ 5,008.40	\$ 6,240.11	\$ 2,056.31	\$ 10,362.41	\$ 5,116.52	\$ 5,226.27	\$ 1,438.17	\$ 3,116.19	\$ (15.39)	\$ 371.77	\$ 1,639.04	\$ 1,598.74	\$ 8,735.55	\$ 632.48	\$ 306.90	\$ 1,993.90	\$ (4.73)	\$ 66,199.38	
Expense January 1 to June 30:																					
Scholarship Awards	\$ 10,000.00		\$ 5,000.00		\$ 4,000.00	\$ 800.00		\$ 200.95		\$ 263.04	\$ 72.38		\$ 2,056.28		\$ (0.77)	\$ 18.71		\$ 82.48		\$ 80.47	
Bank Charges	\$97.64	\$23.70	\$0.42	\$314.07	\$117.59	\$522.55	\$200.95	\$263.04	\$72.38	\$56.28	\$(0.77)	\$18.71	\$82.49	\$80.47	\$89.27	\$16.82	\$15.43	\$79.81	\$ (0.24)	\$ 2,050.60	
Other																					\$ -
Total Expense	\$ 10,097.64	\$ 23.70	\$ 5,000.42	\$ 314.07	\$ 4,117.59	\$ 1,322.55	\$ 200.95	\$ 263.04	\$ 72.38	\$ 2,056.28	\$ (0.77)	\$ 18.71	\$ 82.48	\$ 80.47	\$ 89.27	\$ 16.82	\$ 15.43	\$ 1,579.81	\$ (0.24)	\$ 25,350.60	
Excess of Revenue (Expense)	\$ (8,103.36)	\$ 447.25	\$ 7.98	\$ 5,926.04	\$ (1,781.27)	\$ 9,059.86	\$ 4,915.57	\$ 4,963.23	\$ 1,365.78	\$ 1,061.90	\$ (14.61)	\$ 353.06	\$ 1,518.28	\$ 8,646.28	\$ 615.66	\$ 291.07	\$ 14.00	\$ (4.50)	\$ 30,838.76		
Fund Balance @ 6/30/2017	\$ 33,300.08	\$ 9,294.41	\$ 165.86	\$ 123,151.02	\$ 42,108.11	\$ 204,101.08	\$ 79,360.18	\$ 103,142.66	\$ 28,382.82	\$ 22,067.73	\$ (303.65)	\$ 7,336.97	\$ 32,347.17	\$ 31,551.83	\$ 38,492.18	\$ 6,743.28	\$ 6,048.89	\$ 30,545.66	\$ (93.42)	\$ 797,742.85	

MOVITE Logo Specifications

The logo of MOVITE – the Missouri Valley Section of the Institute of Transportation Engineers – is displayed below and the details of which are provided on the following page.



The MOVITE logo may be used only as identified in this document and may not be altered in any manner without the expressed written permission of the MOVITE President.

Use of the logo is authorized on:

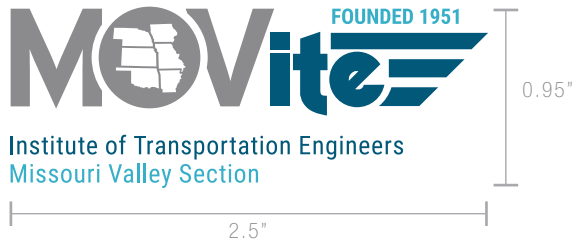
- Official stationery, banners, website, and social media of MOVITE and its official chapters, including student chapters.
- Banners, signs, name badges and clothing used in conjunction with Spring and Fall meetings of MOVITE or any meeting of its official chapters, including student chapters.
- Registration and speaker gifts provided at Spring and Fall meetings of MOVITE.
- Promotional products developed for sale by MOVITE.
- Publications and official notices of MOVITE or any of its official chapters, including student chapters.
- Other uses and only such uses as are approved by the MOVITE Executive Board or as authorized in writing by the MOVITE President.

Use of the MOVITE logo is not authorized on:

- Personal stationery or business cards of members or other individuals.
- Any product, the advertisement of any product or service, or the printed material of any organization offering products or services for sale.
- Any business website or social media where use of the logo may be considered an endorsement of said business and/or its products or services.

Electronic files of the logo are maintained by the MOVITE Section Administrator. The name and contact information for the Section Administrator can be found on the MOVITE website.

MOVITE Logo



The default size of the logo should be the size the image is placed (or 2.5 inches wide as shown). The logo can be scaled larger for covers, signs, or other items but should not appear smaller. Anything smaller than what is shown will make the “Institute of Transportation Engineers” text difficult to read.

Primary Color Palette

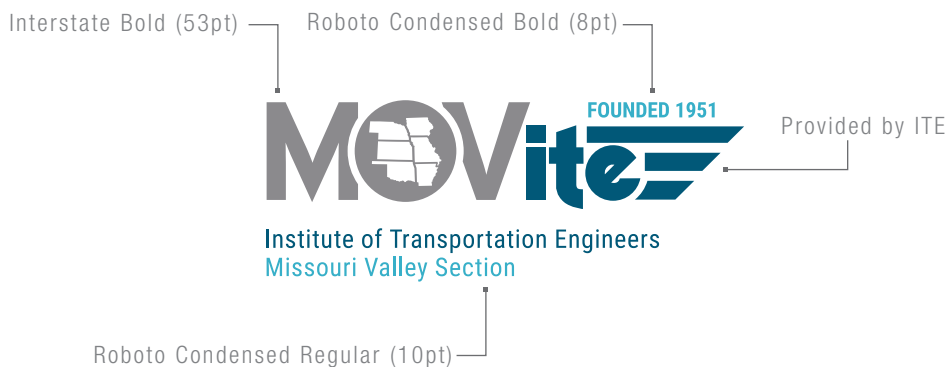
The Logo Color Palette is adopted from the ITE Handout “ITE Logo Specifications for District, Sections, and Chapters”

	Dark Blue Pantone: 308 CMYK: 100, 59, 35, 16 RGB: 0, 86, 125 HEX: 00567D		Light Blue Pantone: 631 CMYK: 69, 10, 18, 0 RGB: 59, 176, 201 HEX: 3BB0C9		Gray Pantone: Cool Gray 8 CMYK: 48, 40, 38, 4 RGB: 138, 138, 141 HEX: 8A8A8D
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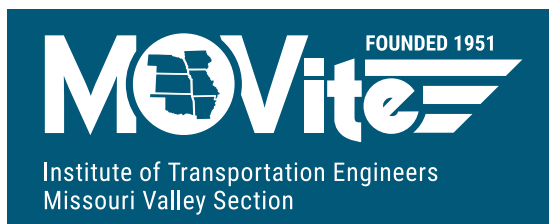
Fonts

INTERSTATE BOLD
ROBOTO CONDENSED BOLD
Roboto Condensed Regular

Free Font Download
<http://fontsgEEK.com/fonts/Interstate-Bold>
<https://www.fontsquirrel.com/fonts/roboto>



Reversed



The reversed logo can be used for web banners or other instances when high contrast is needed.

Swag



For items such as pens or other swag that require a smaller logo, a simplified version with the small text removed is preferred.

2017 MOVITE FINANCIAL STATEMENT

Through: October 3, 2017

		2017 To Date	2017 Adopted	Percent of Budget
INCOME				
1	Membership Dues	\$6,087.25	\$6,400.00	95%
2	Spring and Fall Meetings	\$6,386.54	\$6,000.00	106%
3	Checking and Savings Account Interest	\$2.53	\$5.00	51%
4	Sponsorships	\$3,300.00	\$6,000.00	55%
5	Midwestern District Annual Disbursement	\$0.00	\$0.00	-
6	Income from Reserves	\$0.00	\$9,245.00	0%
7	Scholarship Donations	\$1,800.00	\$500.00	360%
8	Miscellaneous	\$0.00	\$0.00	-
TOTAL INCOME		\$17,576.32	\$28,150.00	62%

EXPENSES

1A	Mailing and Shipping	\$61.80	\$100.00	62%
1B	Tax Return Preparation	\$0.00	\$100.00	0%
1C	Liability Insurance	\$455.00	\$1,000.00	46%
1D	Online Balloting	\$0.00	\$225.00	0%
1E	Winter Board Retreat	\$0.00	\$1,000.00	0%
1F	President's Plaque and Pin	\$114.42	\$150.00	76%
1G	ITE President's Gift	\$196.16	\$250.00	78%
2A	Local Arrangement Committee Seed Money	\$2,000.00	\$4,000.00	50%
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	\$500.00	0%
3C	Web Page Hosting, Domain Name and Elec. Storage	\$0.00	\$150.00	0%
4A	Member Award Plaques	\$301.86	\$700.00	43%
4B1	Student Award - Student Chapter Award	\$1,000.00	\$1,000.00	100%
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	\$0.00	-
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	\$250.00	-
6B	Student Chapter Support	\$0.00	\$1,500.00	0%
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	\$814.99	\$1,500.00	54%
7F	Vice President Travel to District Board Retreat	\$0.00	\$375.00	0%
8A1	Local Activities Support - Arkansas	\$0.00	\$400.00	0%
8A2	Local Activities Support - Iowa	\$168.91	\$400.00	42%
8A3	Local Activities Support - Kansas	\$400.00	\$400.00	100%
8A4	Local Activities Support - Missouri	\$0.00	\$400.00	0%
8A5	Local Activities Support - Nebraska	\$0.00	\$400.00	0%
8A6	Local Activities Support - Oklahoma	\$200.00	\$400.00	50%
9A	Contribution to New Chapter	\$0.00	\$0.00	-
9B	Chapter Officer Travel to MOVITE Board Meetings	\$0.00	\$500.00	0%
10A	Contribution to Leadership ITE Program	\$0.00	\$1,000.00	0%
10B	Support to Leadership ITE Member Participants	\$0.00	\$1,000.00	0%
11A	Miscellaneous	\$0.00	\$500.00	0%
TOTAL EXPENSES		\$9,963.14	\$28,150.00	35%

SUMMARY OF ACCOUNTS

Beginning of Year Checking Balance	\$12,951.46
Beginning of Year Savings Balance	\$6,749.88
Subtotal	\$19,701.34
Total Income	\$17,576.32
Total Expenses	\$9,963.14
Net Over Period	\$7,613.18
Checking and Savings Balance	\$27,314.52

SCHOLARSHIP FUND

Initial Balance (January 1, 2016)	\$74,444.61
MOVITE Donations	\$0.00
Change in Account Value	\$0.00
MOVITE Scholarship Funds Paid	\$0.00
Estimated Value January 1, 2017	\$74,444.61

PRESIDENT
Nathan Becknell
City of Rogers
301 W. Chestnut
Rogers, AR 72756
(479) 621-1186
nbecknell@rogersar.gov

VICE PRESIDENT
Dave Mennenga
George Butler Associates, Inc.
One Renner Ridge, Suite 300
9801 Renner Boulevard
Lenexa, KS 66219-9745
(913) 577-8214
dmennenga@gbateam.com

SECRETARY
Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131
(515) 657-5266
aswisher@hrgreen.com

TREASURER
Lonnie Burkund
City of Lincoln
949 West Bond Street, Suite 200
Lincoln, NE 68521
(402) 441-7711
lburkund@lincoln.ne.gov

BOARD DIRECTOR
Eric Claussen
City of Springfield
840 N Boonville
Springfield, MO 65802
(417) 874-1212
eclaussen@springfieldmo.gov

ARKANSAS DIRECTOR
Andrew Brewer
AHTD
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2000
andrew.brewer@ahld.ar.gov

IOWA DIRECTOR
Tyler Wiles
HR Green, Inc.
5525 Merle Hay Rd., Suite 200
Johnston, IA 50131
(515) 657-5294
twiles@hrgreen.com

KANSAS DIRECTOR
Brian Geiger
City of Overland Park
8500 Santa Fe Dr.
Overland Park, KS 66212
(913) 895-6020
Brian.geiger@opkansas.org

MISSOURI DIRECTOR
Dane Seiler
CJW Transportation Consultants
5051 S. National, Suite 4-110
Springfield, MO 65810
(417) 889-3400
dseiler@gocjw.com

NEBRASKA DIRECTOR
Bryan Guy
City of Omaha Public Works Dept.
Omaha/Douglas Civic Center
1819 Farnam Street, Suite 603
Omaha, NE 68183
(402) 444-5312
bryan.guy@cityofomaha.org

OKLAHOMA DIRECTOR
Richard McCubbin
City of Oklahoma City
420 W. Main St. Ste. 600
Oklahoma City, OK 73102
(405) 297-2925
Richard.mccubbin@okc.gov

IMMEDIATE PAST PRESIDENT
Michael Hofener
Traffic Engineering Consultants, Inc.
6000 S. Western, Suite 300
Oklahoma City, OK 73139
(405) 720 7721
mhofener@tecok.com

SECTION ADMINISTRATOR
Thomas G. Swenson
TranSystems Corporation
2400 Pershing Road, Suite 400
Kansas City, MO 64108
(816) 329-8762
tswenson@transystems.com

2017 Fall Board Meeting MOVITE Website Updates Report

Following are tasks that have been completed since our last meeting in April 2017:

- Updated the Sponsors and Logos
- Updated Student Chapter Contacts
- Updated Home Page to Include Link to “Join ITE”
- Updated “Upcoming Events”
- Maintained Web Page for 2017 Fall Meeting
 - Online registration form
 - Meeting program
 - Meeting sponsorship
 - Additional meeting information

Needs

- Any events to add to “Upcoming Events”
- Need 2018 Spring MOVITE Meeting Info
 - Dates
 - Other Links
- Need award winners (student and members)
- Need election winners
- Need approved meeting minutes
 - 2017 Spring Executive Board Meeting
 - 2017 Spring Business Meeting
 - Journal
- Advice for any modifications



MOVITE - bringing individuals together to advance the knowledge

and skills of transportation professionals.



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PRESIDENT

Nathan Backnell
City of Rogers
301 W. Chestnut
Rogers, AR 72756
(479) 621-1186
nbacknell@rogersar.gov

VICE PRESIDENT

Dave Mennenga
George Butler Associates, Inc.
One Renner Ridge, Suite 300
9801 Renner Boulevard
Lenexa, KS 66219-9745
(913) 577-8214
dmennenga@gbateam.com

SECRETARY

Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131
(515) 657-5266
aswisher@hrgreen.com

TREASURER

Lonnie Burkund
City of Lincoln
949 West Bond Street, Suite 200
Lincoln, NE 68521
(402) 441-7711
lburkund@lincoln.ne.gov

BOARD DIRECTOR

Eric Claussen
City of Springfield
840 N Boonville
Springfield, MO 65802
(417) 874-1212
eclaussen@springfieldmo.gov

ARKANSAS DIRECTOR

Andrew Brewer
AHTD
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2000
andrew.brewer@ahtd.ar.gov

IOWA DIRECTOR

Tyler Wiles
HR Green, Inc.
5525 Merle Hay Rd., Suite 200
Johnston, IA 50131
(515) 657-5294
twiles@hrgreen.com

KANSAS DIRECTOR

Brian Gelger
City of Overland Park
8500 Santa Fe Dr.
Overland Park, KS 66212
(913) 895-6020
Brian.gelger@opkansas.org

MISSOURI DIRECTOR

Dane Seifer
CJW Transportation Consultants
5051 S. National, Suite 4-110
Springfield, MO 65810
(417) 889-3400
dseifer@gocjw.com

NEBRASKA DIRECTOR

Bryan Guy
City of Omaha Public Works Dept.
Omaha/Douglas Civic Center
1819 Farnam Street, Suite 603
Omaha, NE 68183
(402) 444-5312
bryan.guy@cityofomaha.org

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Richard McCubbin
City of Oklahoma City
420 W. Main St. Ste. 800
Oklahoma City, OK 73102
(405) 297-2925
Richard.mccubbin@okc.gov

IMMEDIATE PAST PRESIDENT

Michael Hofener
Traffic Engineering Consultants, Inc.
6000 S. Western, Suite 300
Oklahoma City, OK 73139
(405) 720 7721
mhofener@tecok.com

SECTION ADMINISTRATOR

Thomas G. Swenson
TranSystems Corporation
2400 Pershing Road, Suite 400
Kansas City, MO 64108
(816) 329-8762
tgsenson@transystems.com

Section Administrator Report September 20, 2017

Activities since April 2017 Spring Meeting:

- Researched new liability insurance with agency recommended by ITE
- Purchased new liability insurance policy with Hartford (through new agency recommended by ITE)
- Compared national, district and section awards and selection procedures. Prepared paper highlighting differences and possible changes for the Midwestern District and MOVITE to consider
- Requested MOVITE roster for use in elections
- Sent latest membership roster to Andy for election
- Participated in task force to develop new logo. Prepared instructions for use of new logo.
- Contacted Dave about planning the Officers' Retreat
- Reviewed financial statement from 2017 Spring meeting
- Assisted Fall Meeting LAC on several matters
- Prepared proposed policy changes
- Ordered award plaques, President's plaque and gift for incoming ITE President
- Shipped vase to incoming ITE President
- Prepared award certificates for students and life members
- Distributed bank statements each month



Bringing individuals together to advance the knowledge

and skills of transportation professionals.



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To: MOVITE Board

From: Bryan Guy, PE, PTOE
Nebraska State Director

Date: October 4, 2017

Subject: Nebraska State Director Update

MOVITE Board,

Since the Board meeting in December 2016, I have conducted the following on behalf of MOVITE:

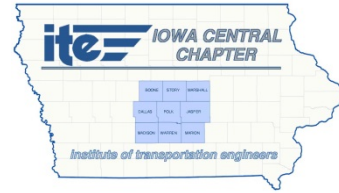
- In February, attended the LOCATE General Meeting held at the Peter Kiewit Institute on the University of Nebraska at Omaha Campus.
- In March, coordinated with MOVITE Treasurer and MOVITE member on details for Spring 2018 meeting to be held in Nebraska.
- In March, attended Drive Smart luncheon to support LOCATE's application for ITE Safety Award.
- In March, sponsored several public agencies at the Annual Meet & Greet hosted by LOCATE on the University of Nebraska-Lincoln campus.
- In April, attended at the 13th Annual NEASCE/LOCATE Transportation Conference at Scott Conference Center in Omaha.
- In April, attended at the MOVITE Spring 2017 Meeting in Des Moines April 19-21.

Upcoming events include:

- Attendance at the joint LOCATE/NSPE meeting in October.
- Attendance at the LOCATE Annual Meeting in December.
- Ongoing coordination with Student Chapter representatives to revive and promote the Nebraska Student Chapter of ITE by providing speakers, pizza, and panel members for graduate school/early career forum.
- Ongoing planning for the 2018 Spring MOVITE Meeting to be held in Omaha April 4-6, 2018. Save the dates should be included in Hot Springs meeting materials.
- Continued attendance at LOCATE general meetings.

To date, MOVITE State Director has pledged the following out of its \$400 budget.

- \$150 to LOCATE Meet and Greet
- \$125 to Drive Smart
- \$125 to Student Chapter



To: MOVITE Board of Directors

From: Tyler Wiles, PE, PTOE, LEED-AP
Iowa State Director

Date: October 4, 2017

Subject: Iowa State Director Update

MOVITE Board,

Since the Spring 2017 Board meeting, I have conducted/participated/assisted in the following activities on behalf of MOVITE:

- Logo Design:
 - Since the Spring 2017 Board meeting, I have assisted with the development of the revised MOVITE logo and logo Style Guide. Logo Style Guide can be found within **Appendix A** of this document. Logo design members included: Tom Swenson, Nathan Becknell, Andy Swisher and Heidi Whitver (HR Green Graphic Designer)
 - Iowa Central ITE Chapter Activities:
 - Assisted with the wrap up of the Spring 2017 MOVITE Meeting
 - Meeting Overview can be found within **Appendix B1**
 - Meeting Budget can be found within **Appendix B2**
 - Assisted with the ICITE Activity Update which can be found within **Appendix C**
 - Assisted Fall 2018 Meeting in Kansas City LAC committee by providing Spring 2017 meeting materials
 - Organized August ICITE event with the Iowa Department of the Blind.
 - Iowa State University (ISU) Transportation Student Association (TSA) Items:
 - March 28th, 2017 joint ISU TSA / ICITE event took place in Ames, Iowa (\$168.91 of 2017 Iowa State Director funds expended)
 - June: ISU TSA attended Midwestern District ITE Conference
 - September 15-17th: ISU TSA attended ITE Midwestern District Student Leadership Conference in Purdue, Indiana.
 - September 30th: ISU TSA participated in Highway 30 Adopt-a-Highway roadside cleanup event
-

Upcoming events/activities/efforts include:

- Ongoing coordination with eastern Iowa transportation professionals to potentially establish and Eastern Iowa ITI Chapter
 - Ongoing coordination with ISU TSA Student Chapter representatives
 - October/November joint ISU TSA / ICITE event is currently being planned
 - Attendance at the MOVITE Fall 2017 Meeting to be held in Hot Springs, Arkansas – October 4th – 6th
 - Continued coordination with Fall 2018 Meeting in Kansas City LAC committee
 - Continued attendance/BOD representation for ICITE meetings
 - Fall ICITE election to occur in October/November
-

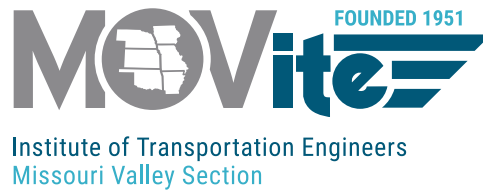
To date, MOVITE Iowa 2017 State Director has expended the following from its \$400 budget:

- March 28th, 2017 joint ISU TSA / ICITE event took place in Ames, Iowa (\$168.91 of 2017 Iowa State Director funds expended)
- I expect to spend approximately \$200 for October/November joint ISU TSA / ICITE event

Appendix A – Logo Style Guide

MOVITE Logo Specifications

The logo of MOVITE – the Missouri Valley Section of the Institute of Transportation Engineers – is displayed below and the details of which are provided on the following page.



The MOVITE logo may be used only as identified in this document and may not be altered in any manner without the expressed written permission of the MOVITE President.

Use of the logo is authorized on:

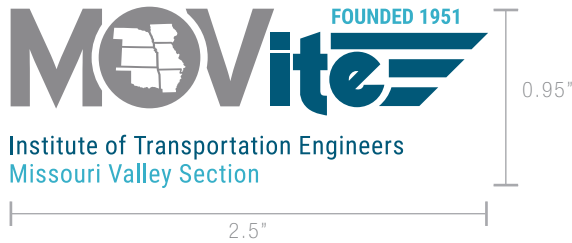
- Official stationery, banners, website, and social media of MOVITE and its official chapters, including student chapters.
- Banners, signs, name badges and clothing used in conjunction with Spring and Fall meetings of MOVITE or any meeting of its official chapters, including student chapters.
- Registration and speaker gifts provided at Spring and Fall meetings of MOVITE.
- Promotional products developed for sale by MOVITE.
- Publications and official notices of MOVITE or any of its official chapters, including student chapters.
- Other uses and only such uses as are approved by the MOVITE Executive Board or as authorized in writing by the MOVITE President.

Use of the MOVITE logo is not authorized on:

- Personal stationery or business cards of members or other individuals.
- Any product, the advertisement of any product or service, or the printed material of any organization offering products or services for sale.
- Any business website or social media where use of the logo may be considered an endorsement of said business and/or its products or services.

Electronic files of the logo are maintained by the MOVITE Section Administrator. The name and contact information for the Section Administrator can be found on the MOVITE website.

MOVITE Logo



The default size of the logo should be the size the image is placed (or 2.5 inches wide as shown). The logo can be scaled larger for covers, signs, or other items but should not appear smaller. Anything smaller than what is shown will make the “Institute of Transportation Engineers” text difficult to read.

Primary Color Palette

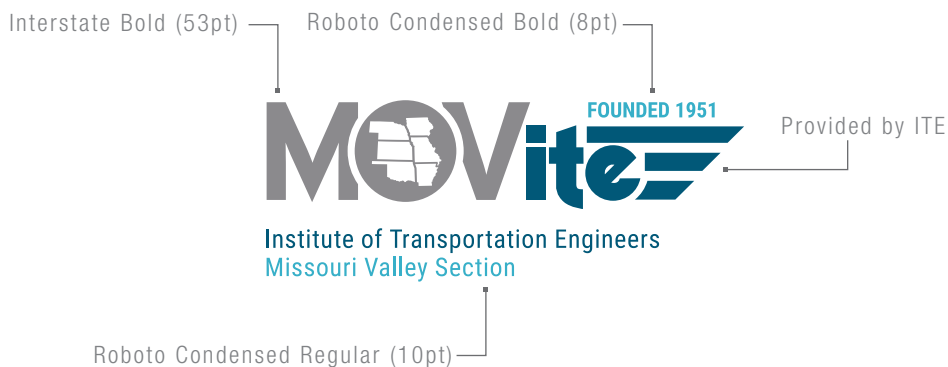
The Logo Color Palette is adopted from the ITE Handout “ITE Logo Specifications for District, Sections, and Chapters”

	Dark Blue Pantone: 308 CMYK: 100, 59, 35, 16 RGB: 0, 86, 125 HEX: 00567D		Light Blue Pantone: 631 CMYK: 69, 10, 18, 0 RGB: 59, 176, 201 HEX: 3BB0C9		Gray Pantone: Cool Gray 8 CMYK: 48, 40, 38, 4 RGB: 138, 138, 141 HEX: 8A8A8D
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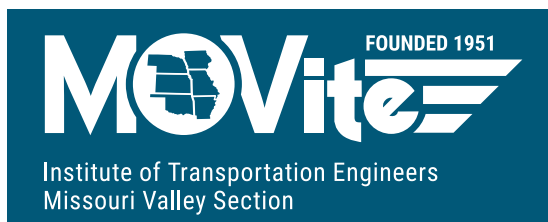
Fonts

INTERSTATE BOLD
ROBOTO CONDENSED BOLD
Roboto Condensed Regular

Free Font Download
<http://fontsgEEK.com/fonts/Interstate-Bold>
<https://www.fontsquirrel.com/fonts/roboto>



Reversed



The reversed logo can be used for web banners or other instances when high contrast is needed.

Swag



For items such as pens or other swag that require a smaller logo, a simplified version with the small text removed is preferred.

Appendix B1 – Spring 2017 Meeting Overview

Wiles, Tyler

From: Todd Knox <tknox@snyder-associates.com>
Sent: Friday, August 25, 2017 4:58 PM
To: Tom Swenson; 'Becknell, Nathan'; lburklund@lincoln.ne.gov
Cc: Wiles, Tyler; Swisher, Andy
Subject: 2017 Spring Meeting Information

Follow Up Flag: Follow up
Flag Status: Flagged

All,

Below is a link to the files requested by MOVITE regarding the 2017 Spring MOVITE meeting in Des Moines. There is a single zip file containing all the documents requested. Overall, the meeting went well and we had mostly positive responses. There were a few comments that we felt were relatively minor (more food at the ice breaker – we said appetizers, topics were typical MOVITE, but offset by comments where people liked the agenda). About the only lesson learned is to have back-up laptops on and ready to use as we had an issue with one on Friday morning. Another suggestion would be that when there are multiple tracks, try to have rooms with capacity for more than half attendance (we had 2/3s and 1/3 and one room had standing room only for breakout sessions). Those were the only rooms available to us, so we worked with what we had.

2017SpringMOVITMeetingFiles-DSM.zip in FileDrop

<https://snyder-associates.filetransfers.net/downloadPublic/8jvxdn32xz/hn83qv0o8g> (113.93 MB)

This link will expire on **09/09/17 at 04:32 pm CDT**

As you will see in the packet, our conference made a profit. We never intended to make this much profit, but we had great attendance that exceeded our expectations and expenses came in below our estimate. Below is a table of how we envision the profit sharing to be between ICITE and MOVITE. Tyler Wiles will bring a check with him to the Arkansas meeting to give to Lonnie for MOVITE's portion of the profit from the meeting. If you would like for us to send the check prior, let us know and we can send it to Lonnie or Tom as directed.

Profit from Conference	\$14,490.42
Profit from Conference to ICITE	\$7,215.42
Profit from Conference to MOVITE	\$7,275.00
Previous Checks to MOVITE/Lonnie (8/3/17 email)	\$275.00
Remaining balance Check to MOVITE	\$7,000.00

Also, you will not find information on a Call for Papers, Workshop, or golf registration form. We contacted potential speakers individually and were able to get enough volunteers without sending out a call for papers. Our "workshop" was a walking tour of Downtown Des Moines (which you will find information on in the packet). And due to potential weather impacts, we decided not to have a golf outing, but instead have the walking tour also be a social activity instead. The rest of the information requested should be in the packet or in this email. We can provide our Excel spreadsheet used for tracking meeting income/expenses upon request.

Please let us know if you have any questions with this information.

Thank you,

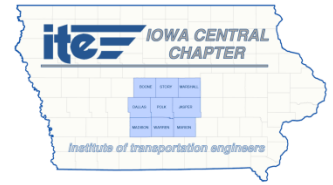
Appendix B2 – Spring 2017 Meeting Budget

2017 MOVITE Spring Meeting FINAL Financials

10/2/2017

INCOME	UNIT COST	INITIAL PLANNING		REFINED ESTIMATE			ACTUAL (POST EVENT)	
		NUMBER	TOTALS	UNIT COST	NUMBER	TOTALS	NUMBER	TOTALS
		Budgeted	Budgeted	AS OF	4/18/2017	4/18/2017	As of 6/10/2017	
Conference Registration								
Standard (Early)	\$250	70	\$17,500	\$250	81	\$20,250	80	\$20,000
(Late)	\$275	10	\$2,750	\$275	14	\$3,850	14	\$3,850
Sponsor (Early)	\$400	7	\$2,800	\$400	10	\$4,000	10	\$4,000
(Late)	\$425	1	\$425	\$425	2	\$850	2	\$850
Exhibitor (Early)	\$600	7	\$4,200	\$600	6	\$3,600	6	\$3,600
Student	\$20	10	\$200	\$20	9	\$180	9	\$180
Guest				Below	2		2	
Donation from Tyler Wiles (PayPal Start Up Testing)								\$1.25
Wednesday Social Sponsorship						\$2,000		\$2,000
Workshop Registration	\$0	0	\$0	\$0	0	\$0		\$0
Guest Meal - Thursday Breakfast				\$15	2	\$30	3	\$45
Guest Meal - Thursday Lunch				\$25	2	\$50	2	\$50
Misc.								
MOVITE Advance			\$0			\$0		\$0
Total Income		105	\$27,875		124	\$34,810		\$34,576.25
EXPENSES								
Meals (Marriot 6K minimum) OK-> \$8,780		Marriott Service Fee	25%		Marriott Service Fee	25%		
Wednesday - MOVITE Board Members & Invitees		Tax	6%		Tax	6%		
Afternoon Drinks	\$35.00	20	\$700	\$5.00	25	\$125		\$238.51
Evening Social								\$2,227.67
Food 1				\$2.50	80	\$200		
Food 2				\$2.50	80	\$200		
Food 3				\$3.25	80	\$260		
Food 4				\$3.25	80	\$260		
Drinks				\$8.00	160	\$1,280		
Subtotal			\$700		\$2,325			
Service Fee								\$581
Tax								\$174
Thursday								\$6,703.19
Breakfast (Sun Up)	\$12.00	105	\$1,260	\$12.00	90	\$1,080		
Morning Break (Trail Mix)	\$9.00	75	\$675	\$9.00	75	\$675		
Lunch (Pork Medallion)	\$21.00	105	\$2,205	\$20.00	120	\$2,400		
Afternoon Break (Arena Break)	\$14.00	75	\$1,050	\$12.00	65	\$780		
Subtotal			\$5,190		\$4,935			
Service Fee								\$1,234
Tax								\$370
Friday								\$2,014.00
Morning Breakfast (Out on the Range)	\$20.00	75	\$1,500	\$19.00	80	\$1,520		
Subtotal			\$1,500		\$1,520			
Service Fee								\$380
Tax								\$114
LAC Meeting Expenses								
Food for LAC planning events	\$500	1	\$500	\$500	1	\$500		\$396.42
Misc. - TBD	\$100	1	\$100	\$100	1	\$100		\$0
Technical Program								
Speaker Expenses	\$300	1	\$300	\$300	1	\$300		\$0
Speaker Gifts	\$30	30	\$900	\$30	35	\$1,050		\$861.27
Registration								
Conference Packets	\$10	105	\$1,050	\$10	120	\$1,200		\$0
Door Prizes	\$50	12	\$600	\$50	12	\$600		\$517.78
Registrant Gifts	\$15	105	\$1,575	\$15	130	\$1,950		\$1,293.50
Complimentary Registration	\$250	1	\$250	\$250	0	\$0		\$0
Hotel Arrangements (Equipment)								
Thursday								\$1,351.51
2 LCD Projector & 8'x8' Screen Pacakge	\$400	2	\$800	\$400	2	\$800		
2 Wireless Lavalieri (Room 2) (Windows Business Lunch)	\$90	1	\$90	\$90	2	\$180		
1 Podium with Microphone (Room 1)	\$35	1	\$35	\$35	1	\$35		
2 Sound Patch into House System	\$30	2	\$60	\$30	2	\$60		
Laptops (LAC to provide)	\$220	0	\$0	\$220	0	\$0		
Electricity for Vendors				\$10	6	\$60		\$92.75
Subtotal			\$985		\$1,135			
Service Fee								\$284
Tax								\$85
Friday								\$106.00
1 LCD Projector & 8'x8' Screen Pacakge (1 From Thursday)	\$400	0	\$0	\$400	0	\$0		
1 4 Channel Mixer	\$50	1	\$50	\$50	1	\$50		
2 Wireless Lavalieries (For Panel Discussion) (2 from Thursday)	\$90	1	\$90	\$90	0	\$0		
1 Podium with Microphone (Room 1) (1 From Thursday)	\$35	0	\$0	\$35	0	\$0		
1 Sound Patch into House System	\$30	1	\$30	\$30	1	\$30		
Laptops (LAC to provide)	\$220	0	\$0	\$220	0	\$0		
Subtotal			\$170		\$80			
Service Fee								\$20
Tax								\$6
Entertainment Events								
Dinner (Heavy Appetizers)/Entertainment - Thursday evening	\$4,000	1	\$4,000	\$4,000	1	\$4,000		\$3,232.18
Thursday Evening Transportation (\$100 / Hour - Marriott Shuttle)	\$100	3	\$300	\$100	3	\$300		\$303.00
Publicity								
Printing			\$750			\$750		\$0
Mailing			\$0			\$0		\$0
Miscellaneous								
MOVITE Reimbursement			\$0			\$0		\$0
Meeting Signs			\$200			\$200		\$0
Online Registration/ PayPal Fees (2.9% PayPal fees will be incurred by ICITE)			\$808			\$1,009		\$678.68
Miscellaneous Expenses (Roll of Raffle Tickets) (Lanyards)			\$300			\$50		\$69.37
Bank Fees			\$50			\$50		\$0
Miscellaneous Mailing Costs			\$0			\$0		\$0
Total Expenses			\$22,177			\$25,178		\$20,085.83
Total Profit / Loss		Estimated	\$5,698	Estimated	\$9,632	Actual	\$14,490.42	

**IOWA CENTRAL CHAPTER
Institute of Transportation Engineers**



September 22, 2017

RE: ICITE Activity Update
9/22/17 MOVITE Chapter Update Conference Call

The following is an update on the ICITE activities for 2017 since the 2016 Fall Meeting. Our current board members include:

President	Todd Knox	tknox@snyder-associates.com
Vice-President	Jennifer McCoy	jlmccoy@dmgov.org
Treasurer	Tyler Wiles	twiles@hrgreen.com
Secretary	Ryan Davis	rdavis@mecresults.com
Administrator	Doug Ripley	dripley@trafficcontrolcorp.com
Past President	Eric Petersen	eric.petersen@wdm.iowa.gov

Since the 2017 Spring Meeting update, ICITE took a break after hosting the Spring Meeting, but have had or are planning the following events:

April - ICITE hosted the Spring MOVITE Meeting. There were 125 attendees at the conference.

August – ICITE held an event at the Iowa Department of the Blind. We shadowed instructors as they were teaching students how to navigate around Des Moines. Teachers and students identified features they liked and others that were difficult for them to use. ICITE members asked many questions. It was an informative event for those who attended.

October/November – ICITE will host an event with Iowa State students

December - ICITE will host a holiday social event with a donation drive.

Our current Treasurers Report, listing total expenses, revenues, and reserves is attached for reference.

If you have any questions please contact me at tknox@snyder-associates.com.

Sincerely,

Todd Knox, PE, PTOE
Iowa Central Chapter of ITE President

ICITE Treasurer's Record
2017 - Through September 26, 2017

Trans. ID#	Purpose	Date	Check #	Expense	Income	Shift	Total Account(s)	Petty Cash	Bank (Bankers Trust)	Bank (Bank Iowa)	Receipt?	Paid Out?	17: Spring Meeting	Notes
	Beginning Balance	12/13/2016					\$3,472.71	\$100.00	\$3,372.71	\$0.00				
1	Banking Fees	1/10/2017		\$19.08			\$3,453.63	\$100.00	\$3,353.63	\$0.00				
2	HCM Webinar #4	1/24/2017		\$105.00			\$3,558.63	\$100.00	\$3,458.63	\$105.00				Cash & Checks - Check #11195 from Snyder (Funds Deposited on 1/27/17)
3	Cookies for Webinar #4	1/24/2017		\$9.98			\$3,548.65	\$100.00	\$3,438.65	\$95.02	Yes	Yes	Yes	To Todd Knox for reimbursement (Awaiting Updated Checks from Doug) Tyler & Doug Opened Account
4	Opened Bank Iowa Account	1/27/2017	1019			\$995.00	\$3,548.65	\$100.00	\$2,358.63	\$1,090.02				Cash & Checks - Check #11342 from Snyder (Funds Deposited on 4/5/2017)
5	HCM Webinar #5	2/7/2017		\$120.00			\$3,668.65	\$100.00	\$2,358.63	\$1,210.02				
6	Banking Fees	2/14/2017		\$19.08			\$3,649.57	\$100.00	\$2,339.55	\$1,210.02				
7	Receipt Deposit	2/12/2017		\$412.50			\$3,237.07	\$100.00	\$1,927.05	\$1,210.02			Yes	Paid by Check from Bankers Trust Account by Andrew
8	HCM Webinar #6	2/21/2017		\$11.98	\$120.00		\$3,357.07	\$100.00	\$1,927.05	\$1,330.02				Cash & Checks - Check #11533 from Snyder (Funds Deposited on 4/5/2017)
9	Cookies for Webinar #6	2/21/2017		\$11.98			\$3,345.09	\$100.00	\$1,927.05	\$1,318.04	Yes	Yes	Yes	To Todd Knox for reimbursement (Awaiting Updated Checks from Doug)
10	HCM Webinar #7	3/7/2017		\$3.99	\$105.00		\$3,450.09	\$100.00	\$1,927.05	\$1,423.04				Cash & Checks - Check #11669 from Snyder (Funds Deposited on 4/5/2017)
11	Cookies for Webinar #7	3/7/2017		\$3.99			\$3,446.10	\$100.00	\$1,927.05	\$1,419.05	Yes	Yes	Yes	To Tyler Wiles for reimbursement
12	Banking Fees	3/14/2017		\$19.08			\$3,427.02	\$100.00	\$1,907.97	\$1,419.05				
13	HCM Webinar #8	3/21/2017		\$75.00			\$3,502.02	\$100.00	\$1,907.97	\$1,494.05				Cash & Checks - Check #11854 from Snyder (Funds Deposited on 4/5/2017)
14	Cookies for Webinar #8	3/21/2017		\$9.49			\$3,492.53	\$100.00	\$1,907.97	\$1,484.56	Yes	Yes	Yes	To Todd Knox for reimbursement (Awaiting Updated Checks from Doug)
15	Closing of Bankers Trust	3/29/2017	31349			\$1,907.97	\$3,492.53	\$100.00	\$0.00	\$3,392.53				(Funds Deposited on 4/5/2017)
16	Registration Deposit	4/5/2017			\$3,400.00		\$6,892.53	\$100.00	\$0.00	\$6,792.53	Yes			Kansas DOT (\$500) & Snyder (\$2,900)
17	PayPal Deposit	4/5/2017			\$19,000.00		\$25,892.53	\$100.00	\$0.00	\$25,792.53	Yes			\$132.88 Remaining in PayPal Account
18	PayPal Deposit	4/14/2017			\$2,250.00		\$28,142.53	\$100.00	\$0.00	\$28,042.53	Yes			
19	Registration Deposit	4/18/2017			\$2,275.00		\$30,417.53	\$100.00	\$0.00	\$30,317.53	Yes			
20	Registration Deposit	4/28/2017		\$525.00			\$30,942.53	\$100.00	\$0.00	\$30,842.53	Yes			
21	PayPal Deposit	4/28/2017		\$582.57			\$31,525.10	\$100.00	\$0.00	\$31,425.10	Yes			
22	MOVITIE Cash Flow Return	4/28/2017	1536		\$3,340.00		\$34,865.10	\$100.00	\$0.00	\$34,765.10	Yes			Check from Lonnie at MOVITIE conference, Checks to date that were made out to MOVITIE
23	Reimbursement to Doug Ripley	4/28/2017	1	\$2,194.74			\$32,670.36	\$100.00	\$0.00	\$32,570.36	Yes	Yes	Yes	Thursday evening social event supplies
24	Reimbursement to Jennifer McCoy	4/28/2017	2	\$861.27			\$31,809.09	\$100.00	\$0.00	\$31,709.09	Yes	Yes	Yes	Wine holders, wine bottles, water bottles
25	Reimbursement to Nicole Oneyem	4/28/2017	3	\$1,693.50			\$30,115.59	\$100.00	\$0.00	\$29,422.09	Yes	Yes	Yes	Gift cards, Tumblers
26	Reimbursement to Andrew Houch	4/28/2017	4	\$150.00			\$29,965.59	\$100.00	\$0.00	\$29,865.59	Yes	Yes	Yes	Thursday evening social gifts
27	Reimbursement to Andy Swisher	4/28/2017	1022	\$470.50			\$29,495.09	\$100.00	\$0.00	\$29,395.09	Yes	Yes	Yes	Ricochet final payment and post conference debrief
28	Reimbursement to Tyler Wiles	4/28/2017	1023	\$9.95			\$29,485.14	\$100.00	\$0.00	\$29,385.14	Yes	Yes	Yes	Raffle tickets
29	Reimbursement to Todd Knox	4/28/2017	5	\$13,213.83			\$16,271.31	\$100.00	\$0.00	\$16,171.31	Yes	Yes	Yes	Marriont Fee, Supplies, Gifts
30	Registration Deposit	5/16/2017		\$525.00			\$16,796.31	\$100.00	\$0.00	\$16,696.31	Yes			
31	Reimbursement to Todd Knox	5/19/2017	1025	\$82.44			\$16,713.87	\$100.00	\$0.00	\$16,613.87	Yes	Yes	Yes	Pizza for planning meeting and Nobbies for Social supplies
32	Sponsorship Deposit	5/30/2017	691556		\$1,000.00		\$17,713.87	\$100.00	\$0.00	\$17,613.87	Yes			Wednesday Night Social Sponsorship from HR Green
33	Sponsorship Deposit	5/30/2017	112543		\$1,000.00		\$18,713.87	\$100.00	\$0.00	\$18,613.87	Yes			Wednesday Night Social Sponsorship from Snyder
34	Conference LAC Wrap-Up	5/31/2017	1026	\$241.42			\$18,472.45	\$100.00	\$0.00	\$18,372.45	Yes	Yes	Yes	Iowa Taproom
35	Conference LAC Wrap-Up (2)	6/29/2017	1027	\$77.00			\$18,995.45	\$100.00	\$0.00	\$18,295.45	Yes	Yes	Yes	Jethros West Des Moines
36	August Social Event	8/21/2017	1028	\$20.00			\$18,375.45	\$100.00	\$0.00	\$18,275.45	Yes	Yes	Yes	Social event following Blind Department Training Shadow event
37							\$100.00	\$100.00	\$0.00	\$0.00				
38							\$100.00	\$100.00	\$0.00	\$0.00				
39							\$100.00	\$100.00	\$0.00	\$0.00				

Treasurer

Tyler Wiles



Appendix D – ISU TSA 2017 Events

ISU-TSA 2017 Events:

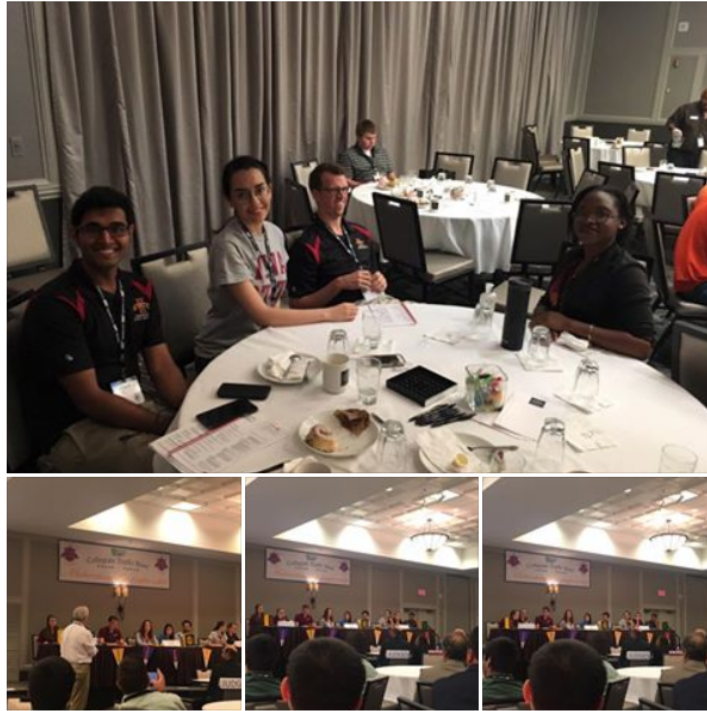
TSA is trying to keep our community clean and beautiful. Thank you everyone for doing roadside clean up! ☀️ #ISU



ISU-TSA transported to the 2017 Midwest/Great Lakes Student Leadership Summit 🚗 #isu #TSA #Purdue



Thank you [Ashirwad](#), [Raha](#), [Trevor](#) and [Willine](#) for working hard on the Traffic Bowl. Our team did not win this time but we will be back stronger next year in Minneapolis! #MWITE2017



Congratulations to TSA and [Tingting Huang](#) for winning the Best Activity award and the best student paper award. TSA has won 4 awards from MWITE2017. Our hard work paid off and we will keep doing our best in the upcoming year.



PRESIDENT

Nathan Becknell
City of Rogers
301 W. Chestnut
Rogers, AR 72756
(479) 621-1186
nbecknell@rogersar.gov

VICE PRESIDENT

Dave Mennenga
George Butler Associates, Inc.
One Renner Ridge, Suite 300
9801 Renner Boulevard
Lenexa, KS 66219-9745
(913) 577-8214
dmennenga@gbateam.com

SECRETARY

Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131
(515) 657-5266
aswisher@hrgreen.com

TREASURER

Lonnie Burklund
City of Lincoln
949 West Bond Street, Suite 200
Lincoln, NE 68521
(402) 441-7711
lburklund@lincoln.ne.gov

BOARD DIRECTOR

Eric Claussen
City of Springfield
840 N Boonville
Springfield, MO 65802
(417) 874-1212
eclaussen@springfieldmo.gov

ARKANSAS DIRECTOR

Andrew Brewer
AHTD
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2000
andrew.brewer@ahtd.ar.gov

IOWA DIRECTOR

Tyler Wiles
HR Green, Inc.
5525 Merle Hay Rd., Suite 200
Johnston, IA 50131
(515) 657-5294
twiles@hrgreen.com

KANSAS DIRECTOR

Brian Geiger
City of Overland Park
8500 Santa Fe Dr.
Overland Park, KS 66212
(913) 895-6020
brian.geiger@opkansas.org

MISSOURI DIRECTOR

Dane Seiler
CJW Transportation Consultants
5051 S. National, Suite 4-110
Springfield, MO 65810
(417) 889-3400
dseiler@gocjw.com

NEBRASKA DIRECTOR

Bryan Guy
City of Omaha Public Works Dept.
Omaha/Douglas Civic Center
1819 Farnam Street, Suite 603
Omaha, NE 68183
(402) 444-5312
bryan.guy@cityofomaha.org

OKLAHOMA DIRECTOR

Richard McCubbin
City of Oklahoma City
420 W. Main St. Ste. 600
Oklahoma City, OK 73102
(405) 297-2925
Richard.mccubbin@okc.gov

IMMEDIATE PAST PRESIDENT

Michael Hofener
Traffic Engineering Consultants, Inc.
6000 S. Western, Suite 300
Oklahoma City, OK 73139
(405) 720 7721
mhofener@tecok.com

SECTION ADMINISTRATOR

Thomas G. Swenson
TranSystems Corporation
2400 Pershing Road, Suite 400
Kansas City, MO 64108
(816) 329-8762
tgsenson@transystems.com

Missouri Director's Report

The Missouri Chapters have continued to be highly involved with ITE on the local level. They have been extremely active over the last couple of months with Safety Conferences, Technical Seminars, and Traffic Fairs. Continual work with these groups will be important, and as always working to better connect the chapters to the section, district, and national level is a priority. One key thing noted was that our fall conference this year was very close to the safety conference hosted by MU, which may have impacted people's ability to attend both.

One new development is the potential reactivation of the Missouri University of Science and Technologies Student Chapter. That chapter has gone dormant for the last couple of years and with a new member of the Transportation Faculty, there is hope to revive the chapter. XB Hu is working to get the chapter reinitialized. The section has already done a great job in helping XB in the endeavor, by providing guidance on getting the chapter going and I hope to continue that support moving forward.

Since OCITE is the professional chapter in MS&T's region I plan on working with them to help develop a relationship with the student chapter.

MS&T New Contact

XianBiao (XB) Hu, Ph.D.

Assistant Professor

Civil, Architectural and Environmental Engineering

Missouri University of Science and Technology

133 Butler-Carlton Hall, 1401 N Pine St. Rolla, MO 65409

Ph: 573-341-6187; M 520-461-2023

Dane Seiler, P.E.

Missouri Director



MOVITE - bringing individuals together to advance the knowledge

and skills of transportation professionals.





TO: MOVITE Board
FROM: Andrew Brewer, Arkansas Director
DATE: October 4, 2017
RE: Arkansas Directors Report

The following activities have taken place in Arkansas since the Spring 2017 report.

Arkansas Chapter of ITE (ARITE)

- ARITE meeting and luncheon was held at the ARDOT Central Office on June 21, 2017. Halff Associates sponsored the lunch. There were 40 attendees, 35 of which were ITE members. A presentation from Finley Vinson about Conway roundabouts was given.
- Much of the ARITE attention has been focused on the Fall MOVITE Meeting.
- Since 2016, attendance at the ARITE meetings have steadily climbed. It has got to the point where we may need to find a new meeting space.
 - March 2016: 32
 - June 2016: 29
 - September 2016: 30
 - February 2017: 37
 - June 2017: 40
- Future activities:
 - Establish chapter bank account.
 - Vote in chapter officers for 2018.
 - Continue to increase membership. Since January 2016, the number of ITE members in Arkansas has increased from 23 to 80+.

University of Arkansas ITE Student Chapter

- Student attendance is approximately 10-12 per meeting.
- There has been one meeting so far this fall semester. Nathan was the speaker.
- Future activities:
 - Three more meetings planned this semester.
 - Five new student ITE members.
 - Nine students went to the Student Leadership Summit at Purdue.
 - Six students will be attending MOVITE Fall meet in Hot Springs.

Proposed MOVITE Policy Changes

Fall 2017

Topic 1 – Nominations for District Board of Direction

The Midwestern District recently modified its Bylaws to add a fifth elected officer. The Secretary/Treasurer position was split into a Secretary position and a Treasurer position. The proposed change to our policies is to merely reflect this fact.

Current Policy

Every four years, the MOVITE Executive Board shall nominate two candidates to run for the Midwestern District office of Secretary/Treasurer. The successful candidate will then serve four years on the District Board moving up through the officer ranks of Secretary/Treasurer, Vice President, President and Past President.

The President shall be responsible for soliciting members about this open position and determining how members may express interest to the Board. The President shall notify the Midwestern District of the candidates in accordance with district policies and procedures.

Proposed Policy

Every four years, the MOVITE Executive Board shall nominate two candidates to run for the Midwestern District office of Secretary. The successful candidate will then serve five years on the District Board moving up through the officer ranks of Secretary, Treasurer, Vice President, President and Past President.

The President shall be responsible for soliciting members about this open position and determining how members may express interest to the Board. The President shall notify the Midwestern District of the candidates in accordance with district policies and procedures.

Topic 2 – Annual Dues

Annual dues recently increased from \$12 to \$20. The proposed change to our policies merely reflects this fact.

Current Policy

The annual dues for section members shall be \$12.00. Student members and life members shall pay no dues.

Proposed Policy

The annual dues for section members shall be \$20.00. Student members and life members shall pay no dues.

Topic 3 – Tax Reporting

The IRS rules for filing our annual tax return were greatly simplified a few years ago. Since then the Section Administrator has filed the annual return instead of hiring a tax preparer. The proposed change to the policy deletes the portion that calls for hiring a qualified tax preparer. That option can still be used but would no longer be mandatory.

Current Policy

MOVITE shall file federal tax returns applicable to the organization. The Section Administrator shall be responsible for hiring a qualified tax preparer and filing returns each year.

Proposed Policy

MOVITE shall file federal tax returns applicable to the organization. The Section Administrator shall be responsible for filing returns each year.

Topic 4 – Duties of the Board Director

Chapters are supposed to notify MOVITE of its current officers at the beginning of each year. That doesn't always happen and it is desired that one member of the Executive Board have the responsibility to confirm the names of and contact information for officers in each chapter. It is proposed that the Board Director be given that responsibility.

Current Policy

The duties of the Board Director shall include, but not necessarily be limited to, the following:

- A) Chair the Audit committee*
- B) Prepare the proposed budget for the next fiscal year.*

A complete list of responsibilities is included in the Officers Handbook.

Proposed Policy

The duties of the Board Director shall include, but not necessarily be limited to, the following:

- A) Chair the Audit committee
- B) Prepare the proposed budget for the next fiscal year.
- C) Confirm the names of and contact information for elected officers in each Chapter at the beginning of the calendar year.

A complete list of responsibilities is included in the Officers Handbook.

Topic 5 – Event Planning Guide

The Event Planning Guide was updated and approved in 2016 as the Meeting Guide. The proposed change to our policies is merely to reflect the title change.

Current Policy

Event Planning Guide

The MOVITE Section shall maintain an Event Planning Guide to assist Local Arrangement Committees in planning and executing Spring and Fall Meetings. The Guide shall include polices to be followed, traditions to be carried on, tips for planning the meeting, and documentation required afterwards.

The Vice President shall review the Guide each year and make suggestions for edits. The Section Administrator shall maintain the official version.

Proposed Policy

Meeting Guide

The MOVITE Section shall maintain a Meeting Guide to assist Local Arrangement Committees in planning and executing Spring and Fall Meetings. The Guide shall include polices to be followed, traditions to be carried on, tips for planning the meeting, and documentation required afterwards.

The Vice President shall review the Guide each year and make suggestions for edits. The Section Administrator shall maintain the official version.

Final Approved 2018 MOVITE Budget

Income:

1	Membership Dues	\$ 6,000.00
2	Spring and Fall Meetings	\$ 6,500.00
3	Checking and Savings Account Interest	\$ 6.00
4	Sponsorships	\$ 6,900.00
5	Midwestern District Annual Disbursement	\$ -
6	Income From Reserves	\$ 7,369.00
7	Scholarship Donations	\$ 800.00
8	Miscellaneous	\$ -
Total Income		\$ 27,575.00

1	General Operations		\$ 2,300.00
	A. Mailing and Shipping	\$ 100.00	
	B. Tax Return Preparation	\$ 100.00	
	C. Liability Insurance	\$ 475.00	
	D. Online Balloting	\$ 225.00	
	E. Winter Board Retreat	\$ 1,000.00	
	F. President's Plaque and Pin	\$ 150.00	
	G. ITE President's Gift	\$ 250.00	
2	Spring and Fall Meetings		\$ 4,850.00
	A. Local Arrangement Committee Advance (Seed Money)	\$ 4,000.00	
	B. Student Subsidy	\$ 250.00	
	C. Invited Guest Subsidy	\$ 600.00	
3	Publications		\$ 750.00
	A. Journal Editor Expenses	\$ 100.00	
	B. Web Page Administrator Expenses	\$ 500.00	
	C. Web Page Hosting, Domain Name, and Electronic Media Storage	\$ 150.00	
4	Awards & Scholarships		\$ 6,225.00
	A. Member Awards Plaques and Certificates	\$ 600.00	
	B. Student Cash Awards, Plaques Certificates and Travel Expenses	\$ 5,625.00	
	1. Student Chapter Award	\$ 975.00	
	2. Thomas J. Seburn Student Paper Award	\$ 2,650.00	
	3. Jan Kibbe Student Scholarship	\$ 2,000.00	
	4. Technical Research Grant	\$ -	
5	Scholarship Fund		\$ 800.00
	A. MOVITE Scholarship Fund Transfer	\$ 800.00	
	B. MOVITE Scholarship Fund Contribution Payment	\$ -	
6	Student Chapters		\$ 2,050.00
	A. Contribution to New Student Chapters	\$ 250.00	
	B. Student Chapter Support	\$ 1,500.00	
	C. Midwestern District Student Activities Comm. Rep. Support	\$ 300.00	
7	MOVITE Officer Support		\$ 5,200.00
	A. President's District Meeting Expenses	\$ 750.00	
	B. President's ITE Meeting Expenses	\$ 1,500.00	
	C. Officer Travel to Winter Board Retreat	\$ 300.00	
	D. Officer Travel to Other Meetings	\$ 1,000.00	
	E. Section Administrator Meeting Expenses	\$ 1,250.00	
	F. Vice President Travel to District Board Retreat	\$ 400.00	
8	MOVITE State Director Support		\$ 2,400.00
	A. Local Activities Support	\$ 2,400.00	
	1. Arkansas	\$ 400.00	
	2. Iowa	\$ 400.00	
	3. Kansas	\$ 400.00	
	4. Missouri	\$ 400.00	
	5. Nebraska	\$ 400.00	
	6. Oklahoma	\$ 400.00	
9	Chapter Support		\$ 500.00
	A. Contribution to New Chapters	\$ -	
	B. Chapter Officer Travel to MOVITE Board Meetings	\$ 500.00	
10	LeadershipITE Support		\$ 2,000.00
	A. Contribution to LeadershipITE Program	\$ 1,000.00	
	B. Support to LeadershipITE Participating Members	\$ 1,000.00	
11	Miscellaneous		\$ 500.00
	A. Miscellaneous	\$ 500.00	
Total Expenses			\$ 27,575.00

PRESIDENT

Nathan Becknell
City of Rogers
301 W. Chestnut
Rogers, AR 72756
(479) 621-1186
nbecknell@rogersar.gov

VICE PRESIDENT

Dave Mennenga
George Butler Associates, Inc.
One Renner Ridge, Suite 300
9801 Renner Boulevard
Lenexa, KS 66219-9745
(913) 577-8214
dmennenga@gbateam.com

SECRETARY

Andy Swisher
HR Green
5525 Merle Hay Rd., Ste. 200
Des Moines, IA 50131
(515) 657-5266
aswisher@hrgreen.com

TREASURER

Lonnie Burklund
City of Lincoln
949 West Bond Street, Suite 200
Lincoln, NE 68521
(402) 441-7711
lburklund@lincoln.ne.gov

BOARD DIRECTOR

Eric Claussen
City of Springfield
840 N Boonville
Springfield, MO 65802
(417) 874-1212
eclaussen@springfieldmo.gov

ARKANSAS DIRECTOR

Andrew Brewer
AHTD
P.O. Box 2261
Little Rock, AR 72203
(501) 569-2000
andrew.brewer@ahtd.ar.gov

IOWA DIRECTOR

Tyler Wiles
HR Green, Inc.
5525 Merle Hay Rd., Suite 200
Johnston, IA 50131
(515) 657-5294
twiles@hrgreen.com

KANSAS DIRECTOR

Brian Geiger
City of Overland Park
8500 Santa Fe Dr.
Overland Park, KS 66212
(913) 895-6020
brian.geiger@opkansas.org

MISSOURI DIRECTOR

Dane Seiler
CJW Transportation Consultants
5051 S. National, Suite 4-110
Springfield, MO 65810
(417) 889-3400
dseiler@gocjw.com

NEBRASKA DIRECTOR

Bryan Guy
City of Omaha Public Works Dept.
Omaha/Douglas Civic Center
1819 Farnam Street, Suite 603
Omaha, NE 68183
(402) 444-5312
bryan.guy@cityofomaha.org

OKLAHOMA DIRECTOR

Richard McCubbin
City of Oklahoma City
420 W. Main St. Ste. 600
Oklahoma City, OK 73102
(405) 297-2925
Richard.mccubbin@okc.gov

IMMEDIATE PAST PRESIDENT

Michael Hofener
Traffic Engineering Consultants, Inc.
6000 S. Western, Suite 300
Oklahoma City, OK 73139
(405) 720 7721
mhofener@tecok.com

SECTION ADMINISTRATOR

Thomas G. Swenson
TranSystems Corporation
2400 Pershing Road, Suite 400
Kansas City, MO 64108
(816) 329-8762
tgsenson@transystems.com

May 20, 2017

TO: MOVITE Executive Board

FROM: Dave Mennenga, Vice President

RE: 2017 MOVITE Student Awards

This memo summarizes the 2017 Student Award submissions and the selected winners. The 2017 Student Awards Review Committee was chaired by me (Dave Mennenga) and consisted of the following KCITE Chapter members in good standing: Kurt Rotering, Janelle Clayton, Kendra Miller, Jay Aber, Lee Baer, and Dennis Randolph. The Student Awards Review Committee was tasked with reviewing and ranking the submissions received for the:

- Thomas J. Seburn Student Paper Award
- Jan Kibbe Student Scholarship
- 2017 Student Chapter Award
- Technical Research Scholarship Grant

The number of submissions received by the April 1st deadline for each of the 2017 Student Awards were as follows:

- Thomas J. Seburn Student Paper Award - 6 submissions
- Jan Kibbe Student Scholarship - 6 submissions
- Student Chapter Reports - 7 submissions
- Technical Research Scholarship Grant - 0 submissions in 2017

Following the Student Awards Review Committee's evaluation and scoring of each of the submissions, it is my pleasure to announce the following award winners:

- Thomas J. Seburn Student Paper Award
 - 1st Place – Tingting Huang (Iowa State) – Will receive a Certificate, \$1,500 Award, and travel expense reimbursement (up to \$400) for paper titled "Evaluating the Impacts of Work Zone Speed Limits Using Large-Scale Sensor Data."
 - 2nd Place – Niloo Parvin (Iowa State) – Will receive \$500 Award for paper titled "Comparison of Calibrated Highway Safety Manual Model and Jurisdiction-specific Safety Performance Functions for Rural Two-Lane Highways."
 - 3rd Place – Ashirwad Barnwal (Iowa State) – Will receive \$250 Award for paper titled "Analyzing the Factors Affecting the Injury Severity Sustained in Single-Vehicle Collisions at Horizontal Curves on Rural Two-Lane Highways."



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and skills of transportation professionals.



- Jan Kibbe Student Scholarship
 - 1st Place (Tie) – Bijan Vafaei (Iowa State) - \$1,000 Award
 - 1st Place (Tie) – Niloo Parvin (Iowa State) - \$1,000 Award

- 2017 Student Chapter Award
 - 1st Place – Iowa State University – Will receive a Plaque and \$300 Cash Award
 - Additional Cash Awards (listed in order of ranking by Committee)
 - University of Arkansas - \$100 Cash Award
 - University of Kansas - \$100 Cash Award
 - Kansas State University - \$100 Cash Award
 - University of Nebraska - Lincoln - \$100 Cash Award
 - University of Missouri / Washington University in St. Louis - \$100 Cash Award
 - Additional Cash Awards (submitted to MWITE only, not reviewed by MOVITE Committee)
 - University of Missouri - Columbia - \$100 Cash Award

- Technical Research Scholarship Grant
 - No submissions have been received yet in 2017, but may be received at any time throughout the year.

Swisher, Andy

From: Becknell, Nathan <nbecknell@rogersar.gov>
Sent: Wednesday, September 20, 2017 4:48 PM
To: Becknell, Nathan
Subject: 2017 MOVITE Membership Awards summary
Attachments: Picture (Device Independent Bitmap) 1.jpg; Picture (Device Independent Bitmap) 2.jpg; Picture (Device Independent Bitmap) 3.jpg; Picture (Device Independent Bitmap) 4.jpg

Young Transportation of the Year -Sarah Vavrik Hernandez

Patrick T. McCoy Education Professional of the Year -Charlie Nemmers

Transportation Achievement Award - Facilities -Mo150 Project - City of Grandview

<<http://www.rogersar.gov/>>

Nathan Becknell, PE, PTOE | City Engineer Dept. of Community Development City of Rogers | www.rogersar.gov

<<http://www.rogersar.gov/>>

301 W Chestnut St, Rogers, AR 72756

(479) 621-1186

<<https://www.facebook.com/TheCityOfRogers/>> <<https://www.instagram.com/rogers1881/>>

<<https://twitter.com/Rogers1881>>



DATE: September 28, 2017

TO: MOVITE Executive Board

FROM: Kurt Rotering
Kansas City Local Arrangements Committee

RE: Planning Update – 2018 Fall MOVITE Meeting

I am happy to represent the Kansas City Local Arrangements Committee (LAC) with this update to the MOVITE Executive Board regarding the 2018 Fall MOVITE Meeting. The LAC currently consists of 15 individuals. Names, duties, and contact info of the committee members are shown in Table 1.

The Fall 2018 Meeting will be held on the Kansas side of the Kansas City metro per direction of Dave Mennenga, 2018 MOVITE President. Conference centers and hotels being contacted are located in Lenexa, KS, Olathe, KS, and Overland Park, KS and shown in Figure 1. Specific dates for the meeting will be decided once conference center availability is known. The conference will be held on the typical Wednesday thru Friday schedule sometime in September or October.

We have reached out to Michael Hofener and Andy Swisher, the LAC chairs for the last two MOVITE meetings, and have received details on attendance and budget. This will be a basis for our continued planning for our 2018 Fall Meeting in Kansas City.

Our main focus right now is to conclude preliminary negotiations with a meeting venue and lock in dates. This will allow us to move forward with many other tasks including social activities, golf, budgeting, and it will also help with a theme. We are struggling with obtaining responses from venues, but are still pushing.

The most responsive location is also probably the preferred location: Hyatt Place – Lenexa City Center, 8741 Ryckert Street, Lenexa, KS. kansascitylenexacitycenter.place.hyatt.com
We'll keep the board updated as the location becomes finalized.

Table 1 – Kansas City Local Arrangements Committee

2018 MOVITE FALL MEETING
KANSAS CITY METRO

LOCAL ARRANGEMENTS COMMITTEE

Duty	Name	Email	Office Phone	Cell Phone
General Chair	Kurt Rotering	krotering@walterpmoore.com	816-701-2104	913-307-6570
Technical Program	Brian Geiger	Brian.Geiger@opkansas.org	913-895-6020	913-221-2614
Hotel/Venue Arrangements / Audio-Visual	Mandy Anderson	manderson@gbateam.com	913-577-8464	785-331-5567
Finance	Jay Aber	jay.aber@wsp.com	913-754-5563	913-671-0715
Meeting Website	David Church	david.church@wsp.com	913-754-5546	785-633-4085
Publicity and Registration	Janelle Clayton	jclayton@mergemidwest.com	913-788-1985	913-486-1206
Exhibitors and Sponsors	Matt Volz	Matthew.Volz@hdrinc.com	816-412-1290	314-640-3123
Golf Tournament	Sean Kellar	skellar@kellarengineering.com	970-219-1602	970-219-1602
	David Gilmore	david.k.gilmore@ampf.com		
Social (and Guest) Activities	Kendra Miller	kmiller@gbateam.com	913-577-8229	913-481-2897
Student Activities	Nicole Oneyear	noneyear@gmail.com	515-294-7726	515-771-2647
Photographer	?			
Awards	Dave Mennenga	dmennenga@gbateam.com	913-577-8214	913-486-3628
	Andy Swisher	aswisher@hrgreen.com		
Additional Help	Hilary Fellows	hfellows@burnsmcd.com		
	Adeyoyin Imam (Tobi)	adeyoyin.imam@ku.edu		281-690-3602

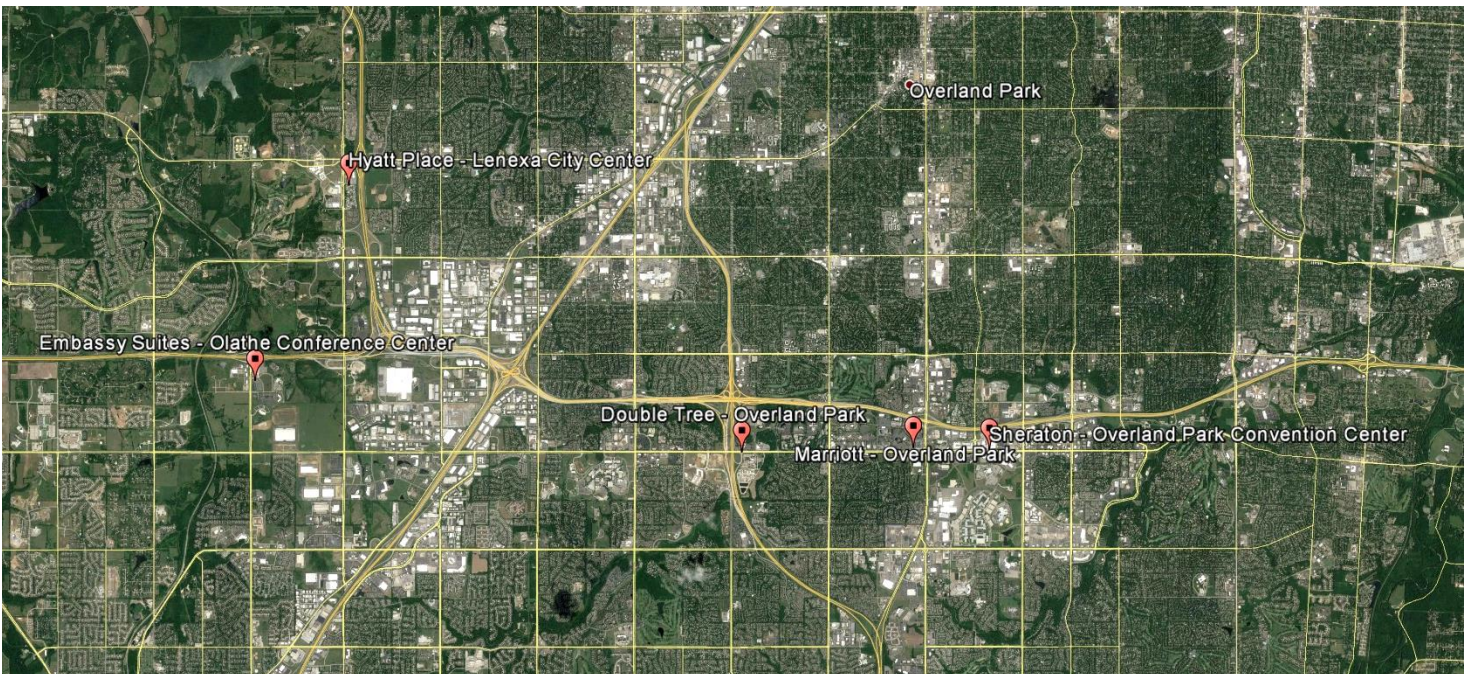


Figure 1 – Potential Fall 2018 Meeting Locations