Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – January 18, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: January 18, 2019 at 11:30 am

Location: American Structurepoint

Attendees: Rich Zielinski – President
Laura Slusher – Vice President
Lauren Arthur – Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director

Administrative

Rich called the meeting to order at 11:37 am.

1. December 2018 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Laura) and seconded (Lauren). **MOTION PASSED.**

2. One member application was received in the last month. A student from Indiana State applied for membership. A general discussion followed regarding how membership applications should be handled with all members required to be national members first. Since the applicant was a student, a motion was made (Rich) and seconded (Lauren) to approve the application.

3. Old business Items:
    - GLD 2019 District Meeting Indianapolis – Hyatt downtown
        - Technical committee has received 6 abstracts. A reminder email was sent, with a deadline of 1/25/19 for submitting additional abstracts.
        - Keynote speaker was discussed – reaching out to Anna Gremling (Indy MPO) for interest. Additional possibilities include Dan Parker (Indy DPW), Mayor Hogsett (Indy), Governor Holcomb.
        - Tour with IndyGo is planned event during meeting. IndyGo asked for a sponsorship in exchange for providing free day-passes for all attendees – Board indicated approval of the exchange.
        - Sponsorship letter going out soon (with normal sponsor letter). Tiered sponsorship levels being offered
    - January Tech Workshop in South Bend
        - 65 currently registered. Given mix of public vs. private, currently anticipating a slight loss on the event, but encouraged by the numbers registered.
        - PDHs have been approved by ITE International.
    - General discussion on Section affiliates, uncertainty around current status and future identification of national members. Rusty will contact Colleen to find out more information.

- Update on changes to the website
    - Updated main page (Dues notice, Newsletter link, pictures)
    - Updated membership application page
    - Updated scholarship information

4. New Business Items:
    - Board role transition items – Laura, Lauren, Rich to Huntington Bank for account changes
    - Board bank account access – keep three on accounts rather than limiting to two.
    - Need to upload 2018 meeting minutes to StarChapter.
    - Rusty to send Jerry new member certificate and welcome email.
    - Discussed 2019 meeting schedule – Fridays preferred.
    - Rich presented draft sponsorship letter, to be revised to include GLD meeting sponsorship request, then sent to board for final approval before distributing.
    - Lauren to send electronic signature to Rich for inclusion on sponsorship request letter.
    - Updated sponsor contact information for several companies.
    - Rich to get committee information from Ed to send out for this year.
    - Discussion on bylaws and potential for changes. Rich to review bylaws and highlight areas for potential changes, then distribute to the Board.
    - Consideration of forming northern and southern Chapters was briefly discussed.
    - February Tech Lunch – Laura to contact Pat Long for information on Legislative update. Will investigate dates in mid-February to hold event.

5. The Board reviewed the previous month's action items.

COMPLETED

- Reach out to colleagues in South Bend for Workshop Jan 24 – all
- Schedule South Bend event for end of January @ Studebaker museum – Rich
- Finalize South Bend – foot, venue verification, agenda, invite - Laura
- Post Save the Date for GLD meeting to website – Lauren
- Reach out to GLD board to get 1 Ohio & 1 Michigan rep on tech committees – Gary
- Ask Hyatt about time extension for contract– Gary

PENDING

- Coordinate ISU student meeting - Ed
- Ask Colleen about lifetime member procedure once dues change – Gary
- Create new student group in Star Chapter (when appropriate) – Rusty

Financial

1. Budget – Lauren presented draft 2019 budget with reasoning behind values. Minor updates were suggested – Lauren to update and present at February Board meeting for approval.
2. Evaluate transfer to Scholarship Fund at the end of 2019.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – January 18, 2019

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	?	Joint social w/ YPT
Program/Technical	Slusher	Poturalski	
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Application goes out in January
Scholarship Golf	Zielinski	Bollinger/Wolf	
Audit	Slusher	Mills	Laura to reach out in January once binder is ready.
Nominations	Holt	Henkel	
Newsletter	Mroczka	-	

Upcoming Events

1. **Technical Workshop** — **January 24**
2. **Tech Lunch / Legislative Update** — **February – Legislative (2/12 or 2/21)**
3. **Road School Banquet** — **March 6th**
4. **GLD Meeting** — **April 15/16**
5. **Tech Lunch / Day at the Track** — **May**
6. **ITE International Conference** — **July 21-24**

Action Items

ALL

1. Reach out to colleagues / clients in Northern Indiana to attend South Bend workshop.

Rich

1. Send draft sponsorship letter to Board for review
2. Review bylaws and highlight areas for potential changes, send to Board.
3. Get water for South Bend tech workshop
4. Set 2019 meeting schedule
5. Send program info to Laura for PDHs.
6. Get committee letter / email from Ed to send to membership

Laura

1. Reach out to Kim Mills for audit.
2. Send information for PDH request to Lauren
3. Set up February Tech Lunch / Legislative Update / talk with Pat Long

Lauren

1. Upload 2018 meeting minutes to Star Chapter
2. Update Star Chapter (password, board)
3. Finalize 2019 budget based on comments
4. Send electronic signature to Rich

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – January 18, 2019

Rusty

1. Contact Colleen about member transition / identification of national members / lifetime members
2. Scrub membership based on Colleen's response
3. Send Jerry new member certificate / welcome email

Jerry

1. Add bio and picture to profile in Star Chapter

Ed

1. Coordinate ISU student meeting.
2. Send Rich letter to recruit committee members (committee list on website is up to date).

Meeting adjourned at 1:10pm. The next scheduled meeting of the ITE Indiana Executive Board is TBD.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – February 13, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: February 13, 2019 at 1:25 pm

Location: The SUPER Famous Rathskeller Restaurant

Attendees: Rich Zielinski – President
Laura Slusher – Vice President
Lauren Arthur – Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director
Ed Cox – Past President

Administrative
Rich called the meeting to order at 1:25 pm.

1. January 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Lauren) and seconded (Ed). MOTION PASSED.

2. Two potential members were presented – Jordan Williams (International member recently moved to the Section) and Abby Mensch (INDOT employee not previously extended a local membership). A general discussion followed regarding membership application requirements, specifically related to bylaw requirements for references. Upon reviewing the bylaws, references are preferred but not required. Motion to approve both applications was made (Rich) and seconded (Laura). MOTION PASSED.

3. Old business Items:
   - GLD 2019 District Meeting Indianapolis – Hyatt downtown
     - Technical committee has received 15 abstracts. This allows for a full slate of sessions, and a schedule is being drafted.
     - Keynote speaker was discussed – Anna Gremling (Indy MPO) is considering a speaking session. Additional possibilities include Dan Parker (Indy DPW), Mayor Hogsett (Indy), Governor Holcomb.
     - Tour with IndyGo is planned event during meeting. IndyGo asked for a sponsorship in exchange for providing free day-passes for all attendees – Board indicated approval of the exchange.
   - Sponsorship letters (both Section and GLD) were sent to local contacts.
   - Discussed Section Affiliate updates, with email from Colleen Agan providing some additional information. More Affiliates may move to National memberships once their local memberships expire in February.
   - Update on changes to the website
     - Updated main page (Dues notice, Newsletter link, pictures)
     - Updated membership application page

- Updated scholarship information
- Still need to update Dues information in the membership area

· Board Transition items
- Huntington Bank information is updated
- Lauren to upload 2018 minutes to Star Chapter
- Rusty has provided Jerry emails and certificates for new members
- Website password, board information, and letterhead have been updated

· Laura sent scholarship documents to Lauren
· GLD meeting should be sent to ITE Headquarters about 4 weeks prior to event to obtain PDHs.
· Committees were reviewed, need to contact members to confirm continued service on committees.
· Discussed bylaw changes, may hold off changes until National provides draft Section bylaws next year.

4. New Business Items:
   · General Discussion on Section Affiliate information
   · Sponsorship letter was sent by Rich
   · Lauren sent electronic signature for sponsorship letters
   · Discussion of updates to contact list for corporate sponsorships
   · Road School Banquet speaker was discussed, the potential speaker identified late last year has a conflict and is not available. Will not have a speaker at Road School Banquet.

Financial

5. Lauren presented January 2019 cash flow report.
6. Budget – Lauren presented final 2019 budget. Motion to approve the minutes was made (Laura) and seconded (Ed). MOTION PASSED.
7. Discussed dues collection and PDH expense. Headquarters will withhold the PDH expense from the dues transfer.
8. Evaluate transfer to Scholarship Fund at the end of 2019.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	?	Joint social w/ YPT
Program/Technical	Slusher	Poturalski	
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Scholarship info to be sent to committee this month.
Scholarship Golf	Zielinski	Slaninka/Wolf	
Audit	Slusher	Mills	Laura to reach out to Kim.
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – February 13, 2019

Upcoming Events

- GLD Meeting — April 15/16
- Tech Lunch / Day at the Track — May 17
- ITE International Conference — July 21-24

9. The Board reviewed the previous month's action items.

COMPLETED

- Finalize Travis Underhill application (left INDOT employment)

PENDING

- Coordinate ISU student meeting - Ed
- Follow-up with sponsors - Rich
- Reach out to committee member chairs & fully staff committees – Rich
- Complete Treasurer's Book for 2018 audit and contact Kim Mills – Laura
- Work on Road School Banquet – Laura
- Send Gary M. Tax Exemption info for ITE GLD / Hyatt – Lauren
- Ask Colleen about lifetime memberships - Rusty

Action Items

ALL

1. Help with GLD (registration / sponsorship).

Rich

1. Follow-up with sponsors
2. Reach out to committee members and fully staff committees
3. Help Laura compile scheduling list (what events happen when, when to start planning them)

Laura

1. Reach out to Kim Mills for audit.
2. Set up Road School Banquet
3. Help Rich compile scheduling list (what events happen when, when to start planning them)

Lauren

1. Upload 2018 meeting minutes to Star Chapter
2. Send Gary information for Tax Exemption for ITE GLD / Hyatt

Rusty

1. Contact Colleen about member transition / identification of national members / lifetime members

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Create student group in StarChapter

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – February 13, 2019

Ed

1. Coordinate ISU student meeting.

Meeting adjourned at 2:20pm. The next scheduled meeting of the ITE Indiana Executive Board is March 15th at INDOT TMC.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – March 15, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: March 15, 2019 at 11:30 am

Location: INDOT Traffic Management Center

Attendees: Rich Zielinski – President
Rusty Holt – Secretary
Jerry Bollinger – Director
Ed Cox – Past President

Administrative

Rich called the meeting to order at 11:42 pm.

1. January 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Ed) and seconded (Rich). MOTION PASSED.

2. Three potential members were presented – Mack Hosack (INDOT) was verified as an international member. Jijo Matthew and Anne Maloberti are not yet international members in the available database and will need to complete that application first. Additionally, several international members do not yet have a local membership in Star Chapter, and should have a membership created for them. Motion to approve Mack Hosack's application, as well as providing a local membership for all international members who are current in their dues and not yet a local member, was made (Rich) and seconded (Ed). MOTION PASSED.

3. Old business Items:
   - GLD 2019 District Meeting Indianapolis – Hyatt downtown
     - Technical committee is reaching out to speakers to confirm their participation and finalize overall session schedule.
     - Keynote speakers are set – Jerome Horne from IndyGo will speak in the opening session (along with Bruce Belmore ITE International President and Alyssa Reynolds Rodriguez ITE International VP); Dan Parker from DPW will speak at lunch Monday; and Anna Gremling will speak at lunch Tuesday.
     - Coordination with Ohio & Michigan Sections is on-going to boost out-of-state visitors.
     - Discussed Traffic Bowl – Jerry could use a couple extra people to review the provided questions (Gary Mroczka current identified) and make a "local" category with questions about Indiana. Rusty volunteered to help.
   - Section Affiliates were discussed, but no further actions are necessary at this point.
   - Most of the website has been updated for membership and dues changes. Rusty to check the dues section of the member area to see if any additional updates are needed.

- Lauren has uploaded all 2018 Minutes to StarChapter.
- Rusty has send Jerry the email template and certificates for new members.
- GLD meeting program will be submitted for PDHs in the next two weeks.
- Rich has contacted all committee chairs and confirmed their continued participation. The full committees still need to be set, but Rich will instruct the chairs to confirm with potential committee members.
- Discussed bylaw changes, but will hold off with changes until International provides draft Section bylaws, currently scheduled to be released next year.
- Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward.
- Jerry has created a student membership group.
- Rich has completed the updated of Corporate sponsorship contacts.

4. New Business Items:
   - Membership Approval Process was covered within the New Member Applications portion of the meeting. No additional discussion was required during New Business.
   - ITE Leadership Call (3/7/19) was recapped for those not in attendance. Discussed
     - Goals of OneITE
     - Provided information for improved administrative information for Sections from International staff
     - ITE Initiatives
     - New ITE products
     - TPCB website improvements
     - Advocacy Committee information
     - Upcoming webinar on 3/28 – Meeting Management
   - Discussed upcoming schedule of events.
     - Consider a social event (TopGolf?) in June/July, potentially with YPT (Sarah Baty is contact for scheduling this event).
     - Consider a summer workshop (July/August) similar to Bloomington & South Bend. Evansville and Jeffersonville were identified as potential locations with a good mix of topics and potential for good attendance.

Financial

5. Lauren presented February 2019 cash flow report (via email).
6. Budget – Lauren presented financials through 3/15/19 (via email). Motion to approve the minutes was made (Rusty) and seconded (Rich). MOTION PASSED.
7. Evaluate transfer to Scholarship Fund at the end of 2019.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – March 15, 2019

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Maloberti?	Joint social w/ YPT – Maybe June/July?
Program/Technical	Slusher	Poturalski	May not be needed this year
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Scholarships awarded @ Road School
Scholarship Golf	Zielinski	Slaninka/Wolf	
Audit	Slusher	Mills	Laura to reach out to Kim.
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

Upcoming Events

- GLD Meeting — April 15/16
- Tech Lunch / Day at the Track — May 17
- ITE International Conference — July 21-24

8. The Board reviewed the previous month's action items.

COMPLETED

- Ask Colleen about lifetime memberships going forward
- Create student group on StarChapter

PENDING

- Coordinate ISU student meeting - Ed
- Follow-up with sponsors - Rich
- Reach out to committee member chairs & fully staff committees – Rich
- Complete Treasurer's Book for 2018 audit and contact Kim Mills – Laura

Action Items

ALL

1. Help with GLD (registration / sponsorship).

Rich

1. Follow-up with sponsors
2. Reach out to committee members and fully staff committees
3. Help Laura compile scheduling list (what events happen when, when to start planning them)

Laura

1. Reach out to Kim Mills for audit.
2. Coordinate with ASCE about Day at the Track
3. Help Rich compile scheduling list (what events happen when, when to start planning them)

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – March 15, 2019

Lauren
1. Tax Information – Get with Laura

Rusty
1. Help Jerry input current International members into StarChapter
2. Check Dues page of Member Area for any needed updates
3. Help Jerry and Gary Mroczka with Traffic Bowl questions

Jerry
1. Approve new members in StarChapter and send welcome email & certificate
2. Input current International members into StarChapter

Ed
1. Coordinate ISU student meeting.

Meeting adjourned at 1:00pm. The next scheduled meeting of the ITE Indiana Executive Board is April 12th at CMT Office (8790 Purdue Road, Indianapolis, IN).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – April 12, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: April 12, 2019 at 12:00 pm

Location: CMT Office

Attendees: Rich Zielinski – President
Laura Slusher – Vice-President
Lauren Arthur - Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director

Administrative

Rich called the meeting to order at 12:13 pm.

1. March 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Lauren) and seconded (Rich). **MOTION PASSED.**

2. No new member applications were received.

3. Old business Items:
    - GLD 2019 District Meeting Indianapolis – Hyatt downtown
        - Program is set, planning committee has covered setup and will arrive on-site around an hour before program starts.
        - Rusty asked board members for interest in introducing keynote speakers, moderating sessions, and other general emcee duties.
    - Section Affiliates were discussed, but no further actions are necessary at this point.
    - Most of the website has been updated for membership and dues changes. Rusty to check the dues section of the member area to see if any additional updates are needed.
    - Lauren has uploaded all 2018 Minutes to StarChapter.
    - GLD meeting program has received PDHs from International.
    - Rich has contacted all committee chairs and confirmed their continued participation. The full committees still need to be set, but Rich will instruct the chairs to confirm with potential committee members. Rusty identified a co-worker (Amir Mafarjeh) who is willing to head up the Social Committee.
    - Discussed bylaw changes, but will hold off with changes until International provides draft Section bylaws, currently scheduled to be released next year.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward.
    - Rich has completed the updated of Corporate sponsorship contacts. Rich will email Doug Valmore to attempt to sort out their question about double payment of dues.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – April 12, 2019

4. New Business Items:
    - Rich reviewed an email from International through the GLD regarding advocacy issues and topics within the Sections. Board discussed the questions and provided feedback for Rich to send back through GLD to International.
    - Discussing up and coming leaders and LeadershipITE candidates was tabled for a future meeting.
    - Discussing sponsoring Student Leadership Summit ($250) was tabled for a future meeting.
    - Board to visit area colleges (Valparaiso and Indiana State). Would like at least 3 board members at each event.
    - Next board meeting is scheduled for 5/24, not 5/17 – will hold as scheduled.

Financial

5. Lauren presented March 2019 cash flow report.
6. Budget – Lauren presented financials through 4/12/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.
8. Rich reviewed status of sponsorships for the year.
9. Laura provided 2018 treasurers book to Lauren to give to Kim Mills (Audit Committee).

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Will plan June social
Program/Technical	Slusher	Poturalski	May not be needed this year
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Scholarships awarded @ Road School
Scholarship Golf	Zielinski	Slaninka/Wolf	One meeting complete; need to set date
Audit	Slusher	Mills	Laura submitted book to Mills
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

<u>Upcoming Events</u>

- **GLD Meeting** **April 15/16**
- **Valparaiso Meeting** **April 24 pm**
- **Indiana State Meeting** **April 30 am**
- **Tech Lunch / Day at the Track** **May 17**
- **ITE International Conference** **July 21-24**

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – April 12, 2019

10. The Board reviewed the previous month's action items.

COMPLETED

- Complete Treasurers Book for 2018 Audit and reach out to Kim Mills
- Tax Information – Lauren received information from Laura
- Create Student Group on StarChapter

PENDING

- Final Website Updates
- Follow-up with sponsors - Rich
- Reach out to committee member chairs & fully staff committees – Rich

Action Items

ALL

1. Look for additional volunteers for committees.
2. Think about social or Tech Lunch for June

Rich

1. Final push with sponsors
2. Reach out to committee members and fully staff committees
3. Help Laura compile scheduling list (what events happen when, when to start planning them)
4. Email Doug Valmore re: BFS double payment for sponsorship
5. Send results of Advocacy discussion to appropriate GLD and/or International contact.

Laura

1. Coordinate with ASCE about Day at the Track
2. Help Rich compile scheduling list (what events happen when, when to start planning them)

Lauren

1. Submit Tax information

Rusty

1. Help Jerry input current International members into StarChapter
2. Check Dues page of Member Area for any needed updates

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Input current International members into StarChapter

Ed

1. Coordinate ISU student meeting.

Meeting adjourned at 1:26pm. The next scheduled meeting of the ITE Indiana Executive Board is May 24th at Indiana LTAP (3000 Kent Ave, Ste. C2-118, West Lafayette).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – May 24, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: May 24, 2019 at 11:30 am

Location: WSP Office

Attendees: Rich Zielinski – President
Laura Slusher – Vice-President (phone)
Lauren Arthur - Treasurer
Jerry Bollinger – Director
Ed Cox – Past President

Administrative

Rich called the meeting to order at 11:37 am.

1. April 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Ed) and seconded (Lauren). **MOTION PASSED.**

2. No new member applications were received. Jerry to check website for additional applications and check on Ben Bruss's application status.

3. Old business Items:
    - GLD 2019 District Meeting Indianapolis – Post-Meeting Discussion
        - Not many out of state attendees
        - Rich to follow up with Patrick about reimbursement from District
    - Section Affiliates were discussed, but no further actions are necessary at this point.
    - Rich has contacted all committee chairs and confirmed their continued participation.
        - Lauren to send Amir's contact info to Rich for social committee.
        - Rich to reach out to chairs to get more volunteers
        - Anne Maloberti (Traffic Control Corp) wants to volunteer in any capacity
    - Discussed bylaw changes, but will hold off with changes until International provides draft Section bylaws, currently scheduled to be released next year.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward.
    - BF&S paid twice for Sponsorship – Rich has resolved this issue.
    - Student members – Jerry created student group in Star Chapter. Currently we have 8 student members.
    - Motion was made (Rich) and seconded (Ed) to approve the Student Leadership Summit ($250) sponsorship since we have Trine students attending. **MOTION PASSED.** Lauren to send check.
    - Membership – clean up Star Chapter and set up new groups for affiliates, etc.

- Visit to Indiana State – recap
    - Quiet group of students – make this more interactive in the future?
    - Driving simulator was neat
    - Include ISU in annual student visit rotation

4. New Business Items:
    - Upcoming events
        - July Social
        - International Meeting
        - Golf Outing
        - October Tech Lunch
        - Fall/Winter Student Dinners
    - June Board Meeting – rescheduled to June 21
    - Updates from Leadership Conference Call May 23, 2019
        - Keep updating informing members of ITE changes/topics
        - Present updates at a Tech Lunch
    - Fall Stem Activity
        - Interest level discussion – the group has interested in holding an event
        - Resources exist on ITE website
        - Research things already being done locally & piggyback on something to get our feet wet
        - Board to guide social committee to get this going
    - Community Corner (ITE Int'l Website) – Highlights local activities
        - Submit writeup/pictures of golf outing
    - Evaluate Star Chapter
        - Still under review
        - Only software out there that meets all our needs
    - Scholarship – Lauren send checks to colleges in July
    - Scholarships – investment and how we deal with
        - Reevaluate if we are going to transfer any more money after we see how this year's finances end up
    - Promote ITE International Conference – send out emails about this
    - June Tech Lunch? No – summer social instead
    - Fall Tech Lunch – Local Road Safety Plans (Laura to present)
    - Board going forward
        - Set schedule this year for next year
        - Can we do more outreach?
        - How do we mitigate being so busy?

Financial

5. Lauren presented April 2019 cash flow report, including almost final GLD numbers.
6. Budget – Lauren presented financials through 5/23/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.
8. Rich reviewed status of sponsorships for the year and provided checks to Lauren.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – May 24, 2019

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Will plan July social
Program/Technical	Slusher	Poturalski	Start late March/ early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send money in July
Scholarship Golf	Zielinski	Slaninka/Wolf	Sept 17
Audit	Slusher	Mills	Book submitted – audit complete?
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

Upcoming Events

- **Valparaiso Meeting** **Fall 2019 (TMC tour again?)**
- **ITE International Conference** **July 21-24**
- **ITE Scholarship Golf Outing** **Sept 17**
- **Fall Tech Lunch** **Oct**

9. The Board reviewed the previous month's action items.

COMPLETED

- Think about social or tech lunch June/July
- Travis Underhill application – Ed
- ISU Student event
- GLD meeting on Sunday April 13 – Ed
- Final push for sponsors – Rich
- Email Doug Valmore about BF&S double payment – Rich
- Send results of advocacy discussion to contacts – Rich
- Reach out to ASCE to get more details for Day at the Track – Laura
- Submit tax information - Lauren

PENDING

- Final Website Updates
- Rich & Laura compile yearly ITE schedule
- Input international members into Star Chapter – Rusty & Jerry
- Reach out to committee member chairs & fully staff committees – Rich
- Approve new members in Star Chapter & send welcome email/certificate – Jerry

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – May 24, 2019

Action Items

ALL

1. Look for additional volunteers for committees.

Rich

1. Reach out to committee members and fully staff committees
2. Help Laura compile scheduling list (what events happen when, when to start planning them)
3. Send local follow-up to Indiana members about International membership

Laura

1.

Lauren

1. Send $250 to Student Leadership Summit
2. Send Save the Date for upcoming events.
3. Send Scholarship checks in July.
4. Update event schedule on website.
5. Add cc fees to GLD meeting total cost.

Rusty

1. Help Jerry input current International members into StarChapter
2. Check Dues page of Member Area for any needed updates

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Input current International members into StarChapter

Ed

1. Coordinate ISU student meeting.

Meeting adjourned at 1:10pm. The next scheduled meeting of the ITE Indiana Executive Board is June 21, 2019 at American Structurepoint.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 21, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: June 22, 2019 at 11:30 pm

Location: American Structurepoint Office

Attendees: Rich Zielinski – President
Laura Slusher – Vice-President
Lauren Arthur - Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director

Administrative

Rich called the meeting to order at 11:39 pm.

1. May 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Lauren) and seconded (Laura). **MOTION PASSED.**

2. Jerry reviewed the new International members that can be approved for local membership. Motion to approve the new International members as local members was made (Rich) and seconded (Laura). **MOTION PASSED.**

   Jerry has also completed entry of all International members into StarChapter. Discussion of moving previous local-only members to non-members and/or affiliate members and providing final emails to affiliates to encourage International members occurred.

3. Old business Items:
   - Reimbursement from Great Lakes District for the District Meeting was discussed. Coordination continues between Rich, Lauren, and Patrick O'Connor. Discussed non-payment from one vendor and steps for receiving payment. Lauren to forward final financial information for the Meeting to Patrick.
   - Section Affiliates were discussed, but no further actions are necessary at this point.
   - Any new events to submit for PDH – **tabled**.
   - Committee chairs and members were discussed. Social Committee consists of Amir Mafarjeh and Lifeng Chen. Amir to reach out to Anne Maloberti for potential third member.
   - Discussed bylaw changes and need for update, as well as status of International efforts for standard bylaws for District and Sections – **tabled**.
   - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - **tabled**.
   - Sponsorship for ITE Student Leadership Summit - $250 check was sent and cashed.

4. New Business Items:
    - July Board meeting verified for July 19th at WSP Office.
    - Fall STEM Activity – would like to participate in an already planned event to get started, then look to branch out as opportunities arise. Amir Mafarjeh contacted to discuss his interest in participating / researching opportunities. Rusty mentioned his LeadershipITE experience in the field and is also interested in helping coordinate the events.
    - Community Corner was discussed – International effort to spotlight local events on a national level. Discussion led towards providing a monthly email to members recapping the previous month's events and providing information for future events. Initial efforts were discussed and Rusty and Lauren agreed to coordinate on a first effort. May be an added Secretary duty going forward.
    - Scholarship checks will be sent to recipients' schools in July. Will need to be reimbursed from District for District Meeting soon, as checking balance will be relatively low after the scholarship checks are sent.
    - Question from a scholarship recipient regarding what expenses were covered by the scholarship. Board discussed what expenses seemed appropriate. Board directed that any expenses payable by the student through the school would be applicable for the scholarship. If the scholarship amount exceeds the current semester tuition and fees payable by the student, the scholarship proceeds may be held over and applied to additional semesters. Checks will continue to be sent directly to the school.
    - Promotion of the ITE International Conference was encouraged – was included in the previous update email to members and will be included in the monthly email going forward.
    - Upcoming schedule was discussed.
        - July social event – Board identified Trivia as a preferred event – check potential locations (Metazoa unfavorable due to lack of food options).
        - October Tech lunch – Local Road Safety Plans will be presented by Laura. October 15 was determined to be the best day for Board members. Move Board meeting to same date (pending Rathskellar availability).
        - Fall / Winter student dinners
    - Discussion regarding potential candidates for International Vice President – Scott Knebel requested names. Based on International exposure and opportunities, Hardik Shah was the only serious candidate identified. Patrick O'Connor also has District level experience and is currently participating in the LeadershipITE program, and may be a candidate in the future.
    - Scheduling early 2020 events was discussed and will be a placeholder going forward to ensure the events are set before Board transition occurs.

Financial

5. Lauren presented May 2019 cash flow report.
6. Budget – Lauren presented financials through 6/19/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 21, 2019

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Discussed July social ideas
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send money to schools in July
Scholarship Golf	Zielinski	Slaninka/Wolf	September 17 is the date
Audit	Slusher	Mills	Laura to follow-up with Mills
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

Upcoming Events

- **ITE International Conference** **July 21-24**
- **Summer Social** **July 30, 2019**
- **ITE Scholarship Golf Outing** **September 17, 2019**
- **Valparaiso Meeting** **Fall 2019 (Tour of TMC again?)**
- **Fall Tech Lunch** **October 15, 2019 (pending Rathskellar availability)**
- **Board Summer Get Together** **TBD**

8. The Board reviewed the previous month's action items.

COMPLETED

- Look for committee volunteers
- Think about social or tech lunch for July
- Scheduling list for Laura
- $250 check to Student Leadership Summit
- Save the date for upcoming events
- Add credit card fees to GLD meeting total cost
- Input International members into member area

PENDING

- Scholarship checks in July
- Event schedule on website

Action Items

ALL

1. Send information for monthly email to Rusty and Lauren by 6/28/19

Rich

1. Discuss International Vice-President candidacy with Hardik.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 21, 2019

Laura
1. Follow-up with Kim Mills about 2018 Audit.
2. Contact Rathskellar for October Tech Lunch (10/15/19).
3. Create October Tech Lunch event in StarChapter

Lauren
1. Send scholarship checks to schools
2. Help Rusty with monthly email draft

Rusty
1. Help Lauren with monthly email draft
2. Clean-up members / non-members in StarChapter
3. Research STEM activities for Indiana ITE participation

Jerry
1. Approve new members in StarChapter and send welcome email & certificate

Ed
1. Contact previously discussed Road School speaker for Purdue Student Dinner
2. Consider Gary TMC tour for Valparaiso student activity.

Meeting adjourned at 12:56pm. The next scheduled meeting of the ITE Indiana Executive Board is July 19th at WSP Office (115 W. Washington Street, Suite 1270S).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 19, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: July 19, 2019 at 11:30 pm

Location: WSP Office

Attendees: Rich Zielinski – President
Laura Slusher – Vice-President
Lauren Arthur - Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director

Administrative
Rich called the meeting to order at 11:43 pm.

1. June 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Laura) and seconded (Lauren). MOTION PASSED.

2. Jerry reviewed the new International members that can be approved for local membership. Motion to approve the new International members as local members was made (Rich) and seconded (Lauren). MOTION PASSED.

   The board reviewed expired members within the system to check email addresses and confirm other information. The list will be sent a final email regarding continued membership. A final reorganization of members will take place after the final email is sent.

3. Old business Items:
   - Reimbursement from Great Lakes District for the District Meeting was discussed. Coordination continues between Rich, Lauren, and Patrick O'Connor. Discussed non-payment from one vendor and steps for receiving payment. Lauren to send a final email to the vendor before moving to next steps. Rusty / Rich to follow up with Patrick at International Meeting 7/21 – 7/23
   - No further actions are necessary at this point on Section Affiliates.
   - Any new events to submit for PDH – Laura to forward information to Lauren to submit for October Tech Lunch.
   - Rich confirmed that the Social Committee is complete and all committee chairs are set.
   - Discussed bylaw changes and need for update, as well as status of International efforts for standard bylaws for District and Sections – tabled.
   - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - tabled.
   - Rich confirmed that Hardik Shah was recommended to the Great Lakes District as a potential International VP candidate.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 19, 2019

4. New Business Items:
    - August Board meeting proposed to be moved to 2PM on 8/16. Rich to verify availability with Ed for space at the TMC.
    - Fall STEM Activity – Rusty provided an update on initial efforts in identifying STEM related activities. The Indiana State Museum hosts two STEAM (STEM plus Arts) days where field trips go around various STEM related, hands-on activities. The dates / times are 11/6/19 (5th – 8th grade) and 3/4/20 (K-6th), from 10a – 2p. The Board discussed conflicting events around those timeframes and potential member activity. The dates and options will be added to the newsletter to gauge member interest.
    - The July Newsletter was discussed and reaction appears positive so far. Will continue producing the newsletter, coordinated through the Secretary position.
    - Golf outing was discussed, with event setup and payment for Throws and Yardsticks. Desire is to have the ability to pay online for these items, but with various methods of signing up a team (individually vs. one registration) and limits on the extra items, the event setup is more difficult. Lauren and Rusty will attempt to build the event in Starchapter for review / discussion prior to releasing it for registrations.
    - Upcoming schedule was discussed.
        - October Tech lunch – Local Road Safety Plans will be presented by Laura. October 15 was determined to be the best day for Board members. Move Board meeting to same date (pending Rathskellar availability).
        - Fall / Winter student dinners – Laura to check with Purdue to determine the date for the Student Dinner.
    - Scheduling early 2020 events was discussed and will be a placeholder going forward to ensure the events are set before Board transition occurs.

Financial

5. Lauren presented June 2019 cash flow report.
6. Budget – Lauren presented financials through 7/17/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Call planned to discuss next social
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send money to schools in July
Scholarship Golf	Zielinski	Slaninka/Wolf	September 17 is the date
Audit	Slusher	Mills	Laura to follow-up with Mills
Nominations	Holt	Henkel	
Newsletter	Mroczka	None	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 19, 2019

Upcoming Events

· ITE Scholarship Golf Outing	September 17, 2019
· Valparaiso Meeting	Fall 2019 (Tour of TMC again?)
· Next Social	TBD
· Fall Tech Lunch	October 15, 2019
· Board Summer Get Together	TBD (Jerry to send out Doodle poll for dates)

8. The Board reviewed the previous month's action items.

COMPLETED

- Look for committee volunteers
- Think about next social or tech lunch
- Scheduling list for Laura
- $250 check to Student Leadership Summit
- Save the date for upcoming events
- Add credit card fees to GLD meeting total cost
- Input International members into member area

PENDING

- Scholarship checks in July
- Event schedule on website

Action Items

ALL

1. Send information for monthly email to Rusty and Lauren by 7/31/19

Ed

1. Contact previously discussed Road School speaker for Purdue Student Dinner availability.
2. Can we do a Gary TMC tour for Valparaiso student activity?

Rich

1. International membership follow up with ITE Indiana members

Laura

1. Follow-up with Kim Mills about 2018 Audit.
2. Finalize October Tech Lunch information (Rathskellar info in StarChapter and PDH info to Lauren).

Lauren

1. Send scholarship checks to schools
2. Review and finalize Golf Outing event in StarChapter

Rusty

1. Clean-up members / non-members in StarChapter
2. Research STEM activities for Indiana ITE participation
3. Review and finalize Golf Outing event in StarChapter

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 19, 2019

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Input any new international members into member area of StarChapter

Meeting adjourned at 1:06pm. The next scheduled meeting of the ITE Indiana Executive Board is August 16th at 2PM at INDOT TMC (8620 East 21st Street, Indianapolis).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 16, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: August 16, 2019 at 11:30 pm

Location: INDOT TMC

Attendees: Rich Zielinski – President
Lauren Arthur - Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director (via phone)
Ed Cox – Past President

Administrative

Rich called the meeting to order at 11:52 pm.

1. July 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Rich) and seconded (Lauren). **MOTION PASSED.**

2. No new international members were added within the Section in the past month.

3. Old business Items:
    - Reimbursement from Great Lakes District for the District Meeting was discussed. No new updates have been provided since the last meeting.
    - No further actions are necessary at this point on Section Affiliates.
    - Any new events to submit for PDH – Laura to forward information to Lauren to submit for October Tech Lunch.
    - Rich confirmed that the Social Committee is complete and all committee chairs are set. Rich to follow-up with Anne Maloberti to discuss continued involvement in social committee.
    - Scholarships have been sent to colleges. Due to lower funds (awaiting District reimbursement for GLD meeting), just provided half payment of scholarships. Lauren will send remaining funds in December.
    - Discussed bylaw changes and need for update, as well as status of International efforts for standard bylaws for District and Sections. District changes are in-progress, Section changes have been accelerated and a draft is anticipated later this year.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - **tabled**.
    - Rich confirmed that Hardik Shah was recommended to the Great Lakes District as a potential International VP candidate.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 16, 2019

4. New Business Items:
    - September Board meeting moved to 9/17, 10 am, at Bear Slide prior to golf outing.
    - Fall STEM Activity – Rusty provided an update on initial efforts in identifying STEM related activities. Indiana State Museum has been out at summer camps. Rusty will follow-up with Museum staff next week.
    - September newsletter should focus on look-ahead to upcoming events.
    - Golf outing is set and registrations are progressing. Lauren to send Zach Wolf weekly registration confirmations for his use in creating teams and communications with the golf course.
    - Upcoming schedule was discussed.
        - October Tech lunch – Local Road Safety Plans will be presented by Laura. October 15 was determined to be the best day for Board members. Move Board meeting to same date (pending Rathskellar availability).
        - Ed to contact universities to set dates for upcoming student dinners.
    - Scheduling early 2020 events was discussed and will be a placeholder going forward to ensure the events are set before Board transition occurs.
    - Discussed feasibility / logistics for providing webinars locally from International ITE to draw interest in membership and show value to current members. For now, add interesting upcoming webinars to the newsletter.

Financial

5. Lauren presented July 2019 cash flow report.
6. Budget – Lauren presented financials through 8/16/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Amir meeting with ASCE folks about Red Line social. Board discussed timing and financial preferences.
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send 2nd half of funds to schools in December
Scholarship Golf	Zielinski	Slaninka/Wolf	September 17 is the date
Audit	Slusher	Mills	Laura to follow-up with Mills
Nominations	Holt	Henkel	Hillary Lowther – Ed to contact John Nail – Rich to contact Ben Smith – Lauren to contact Optional / Chris Ogg / Rich to contact
Newsletter	Mroczka	None	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 16, 2019

Upcoming Events

- **ITE Scholarship Golf Outing** — **September 17, 2019**
- **Valparaiso Meeting** — **Fall 2019 (Tour of TMC again?)**
- **Next Social** — **Red Line in September; social @ Harry's before Purdue Student Dinner?**
- **Fall Tech Lunch** — **October 15, 2019**
- **Board Summer Get Together** — **TBD**

8. The Board reviewed the previous month's action items.

COMPLETED

- Think about next social or tech lunch
- Scholarship checks in July
- Event schedule on website
- Contact Rathskellar for October Tech Lunch

PENDING

- Follow up with Kim Mills for 2018 audit
- Send October tech lunch info to Lauren for PDH request

Action Items

ALL

1. Send information for monthly email to Rusty and Lauren by 8/28.

Ed

1. Ask Ben Fischer to speak at Purdue Student Dinner.
2. Set up Purdue Student Dinner date/time with Darcy / Deb.
3. Set up Gary TMC tour for Valparaiso student activity with Jessica Kruger.
4. Contact Trine University to set up student dinner.
5. Discuss board nomination with Hillary Lowther.

Rich

1. International membership follow up with ITE Indiana members
2. Contact Anne Maloberti about social committee involvement.
3. Discuss board nomination with John Nail and Chris Ogg.

Laura

1. Follow-up with Kim Mills about 2018 Audit.
2. Send October Tech Lunch information to Lauren for PDH request.

Lauren

1. Discuss board nomination with Ben Smith.
2. Submit PDH information to ITE for October Tech Lunch.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 16, 2019

Rusty

1. Clean-up members / non-members in StarChapter.
2. Contact Indiana State Museum re: STEM event.

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Input any new international members into member area of StarChapter

Meeting adjourned at 1:06pm. The next scheduled meeting of the ITE Indiana Executive Board is September 17th at 10AM at Bear Slide Golf Course (6770 231st St, Cicero, IN).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – September 17, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: September 17, 2019 at 10:00 am

Location: Bear Slide Golf Course

Attendees: Rich Zielinski – President
Lauren Arthur - Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director
Ed Cox – Past President

Administrative

Rich called the meeting to order at 10:05 am.

1. August 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Rich) and seconded (Ed). **MOTION PASSED.**

2. Jerry reviewed the new International members that can be approved for local membership.

3. Old business Items:
    - Reimbursement from Great Lakes District for the District Meeting was discussed. No new updates have been provided since the last meeting.
    - No further actions are necessary at this point on Section Affiliates.
    - Any new events to submit for PDH – Lauren to submit October Tech Lunch to International for approval.
    - Rich confirmed that the Social Committee is complete and all committee chairs are set. Rich to follow-up with Anne Maloberti to discuss continued involvement in social committee.
    - Discussed bylaw changes and recapped International webinar on the draft changes currently in progress. All Board to review draft and provide comments to Rich for overall comments back to Colleen and International.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - **tabled**.
    - Candidates for 2020 Director were discussed. Hillary Lowther is interested. Rich will contact John Nail and Chris Ogg to determine their interest in running.

4. New Business Items:
    - Confirmed time/place for October Board meeting (at Rathskeller immediately after Tech Lunch).
    - No return emails from the Indiana State Museum for a Fall STEM event. Rusty to follow-up. Rusty will also contact Pacers for information about a Spring STEM event.

- Discussed 2020 dues – with the large payment for GLD meeting, it was determined that increasing dues to $30 would be acceptable to keep a healthy balance and continue to fund Section events and scholarships. Motion to increase the 2020 dues to $30 was made (Rich) and seconded (Lauren). **MOTION PASSED.**
- Discussed a newer International ITE initiative for Diversity Scholars. Request is for Districts, Sections, and Chapters to donate to a scholarship fund to strengthen diversity within ITE. The suggested donation for a Section is $500 – due to reduced balances from the GLD meeting, the Board pledged $250 to the fund for 2020. Motion to donate $250 to the Diversity Scholars fund in 2020 dues made (Lauren) and seconded (Rusty). **MOTION PASSED.**
- Upcoming schedule was discussed.
    - October Tech lunch – Local Road Safety Plans will be presented by Laura. Low sign-ups so far, need to push publicity to increase attendance.
    - Student Dinners are set:
        - Valparaiso – October 24th
        - Purdue – November 13th
        - Trine – December 6th
- Scheduling early 2020 events was discussed and will be a placeholder going forward to ensure the events are set before Board transition occurs.

Financial

5. Lauren presented August 2019 cash flow report.
6. Budget – Lauren presented financials through 9/16/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Red Line social w/ASCE set
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send 2nd half of funds to schools in December
Scholarship Golf	Zielinski	Slaninka/Wolf	September 17 is the date
Audit	Slusher	Mills	Laura to follow-up with Mills
Nominations	Holt	Henkel	Hillary Lowther – Confirmed John Nail – Rich to contact Ben Smith – Lauren to contact Chris Ogg – Rich to contact
Newsletter	Cox	None	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – September 17, 2019

Upcoming Events

- **Next Social** — **Red Line September 27**
  social @ Harry's before Purdue Student Dinner?
- **Fall Tech Lunch** — **October 15, 2019**
- **Valparaiso** — **October 24, 2019**
- **Purdue Student Dinner** — **November 13, 2019**
- **Trine Student Dinner** — **December 3, 2019**
- **Board Summer Get Together** — **TBD**

8. The Board reviewed the previous month's action items.
   COMPLETED

   PENDING
   - Follow up with Kim Mills for 2018 audit
   - Send October tech lunch info to Eunice for PDH request

Action Items

ALL
1. Send information for monthly email to Rusty and Lauren by 9/28.
2. Review draft Section bylaws and charter by 10/15

Ed
1. None ☺

Rich
1. Contact Anne Maloberti about social committee involvement.
2. Discuss board nomination with John Nail and Chris Ogg.
3. Contact Colleen for information about Diversity Scholars donation / pledge.

Laura
1. Follow-up with Kim Mills about 2018 Audit.
2. Be ready for October Tech Lunch presentation

Lauren
1. Discuss board nomination with Ben Smith.
2. Submit PDH information to ITE for October Tech Lunch.

Rusty
1. Contact Indiana State Museum and Pacers re: STEM events.

Jerry
1. Approve new members in StarChapter and send welcome email & certificate
2. Input any new international members into member area of StarChapter

Meeting adjourned at 10:54 am. The next scheduled meeting of the ITE Indiana Executive Board is October 15th at the Rathskeller, immediately following the Tech Lunch.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – October 16, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: October 16, 2019 at 8:30 am

Location: Conference Call

Attendees: Rich Zielinski – President
Lauren Arthur - Treasurer
Rusty Holt – Secretary (absent)
Jerry Bollinger – Director
Ed Cox – Past President

Administrative
Rich called the meeting to order at 8:38 am.

1. September 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Laura) and seconded (Ed). MOTION PASSED.

2. Jerry reviewed the new International members that are now approved for local membership – John Nail & Ken Slaninka.

3. Old business Items:
    - Reimbursement from Great Lakes District for the District Meeting was discussed. No new updates have been provided since the last meeting. Rich to check with Patrick. Lauren to make a note if possible in Star Chapter about unpaid vendor. Board discussed starting a running document for the board and listing the unpaid vendor there as well.
    - No further actions are necessary at this point on Section Affiliates.
    - Any new events to submit for PDH – Lauren to check if the date needs changed on the PDH approval for the Fall Tech Lunch.
    - Scholarships – ½ paid, Lauren will pay the other ½ in December.
    - Rich confirmed that Anne Maloberti is on the Social Committee.
    - Bylaws will need reviewed in November.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - tabled.
    - Candidates for 2020 Director are finalized.

4. New Business Items:
    - Fall Tech Lunch moved to Nov 7
    - Winter STEM Activity – Rusty contacted the Pacers for their March event and is awaiting a response.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – October 16, 2019

- Discussed 2020 dues – increased dues amount was submitted to Int'l and was incorporated into the dues notices that have been mailed out.
- Webmaster discussion
    - Int'l would like a person to coordinate with for website
        - Director maybe?
        - All board members can still use the website
        - Develop a general Director email to forward to the Director each year?
    - Quarterly calls with Int'l
    - Tabled for now. Rich to find out what exact responsibilities would be.
- Diversity Scholars – Lauren to send $250 to Colleen by end of year
- November Newsletter
    - Jerry to provide blurb / picture of new baby
    - Send newsletter out right after Fall Tech Lunch
- Scholarships – Investments and how we deal with
    - If we keep making more money at golf outing, do we increase scholarships?
    - If we pull $ from our Int'l fund, we can use more sponsorship $ for socials, etc
    - Are there national guidelines for how to handle this?
    - Rich to talk to Colleen about Int'l guidelines. Tabled for now.
- Fall Tech Lunch – Local Road Safety Plans (Laura)
    - Jerry to email ACEC to get it in the newsletter
    - Introduce 2020 Director candidates at Lunch
- Scheduling early 2020 events was discussed and will be a placeholder going forward to ensure the events are set before Board transition occurs.
- Road School ITE Dinner Location
    - Union under construction – not guaranteed to be available
    - Always a struggle to flip the room for us after Road School
    - Catering $ has gone up
    - Move to another location on campus? Alumni Center?
- Voting for Director Position – open after Tech Lunch
- Red Line Event – no one showed up from ITE as far as we know

Financial

5. Lauren presented September 2019 cash flow report.
6. Budget – Lauren presented financials through 10/16/19.
7. Evaluate transfer to Scholarship Fund at the end of 2019.
8. Golf Outing Summary
    - Made $2400 this year (2x 2018 and 2017)
    - Update wording for throws purchases in StarChapter so that it can be copied and pasted for 2020.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – October 16, 2019

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	Next event - Jan
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	None this year
Scholarship	Arthur	Loew	Send 2nd half of funds to schools in December
Scholarship Golf	Zielinski	Slaninka/Wolf	Complete
Audit	Slusher	Mills	Mills says this weekend (10/19/19)
Nominations	Holt	Henkel	Hillary Lowther – Confirmed John Nail – Confirmed Ben Smith – Denied Chris Ogg – Confirmed
Newsletter	Cox	None	Start to think about

Upcoming Events

- Next Social — Jan?
- Valparaiso — October 24, 2019
- Fall Tech Lunch — November 7, 2019
- Next Board Meeting — November 13, 2019 at Harry's 3:30pm
- Purdue Student Dinner — November 13, 2019
- Trine Student Dinner — December 3, 2019
- Board Summer Get Together — Nov/Dec? Rich send out poll
- Dec ITE Annual Meeting — December 13, 2019 @ Fleming's

9. The Board reviewed the previous month's action items.

COMPLETED

- Contact Ben Fischer about being speaker for Purdue student dinner (Ed)
- Set up Gary TMC Tour with Valpo (Ed)
- Contact Ryan Overton for Trine student dinner (Ed)
- Send Fall Tech Lunch info for PDH request (Lauren)
-

PENDING

- Follow up with Kim Mills for 2018 audit

Action Items

ALL

1. Send information for monthly email to Rusty and Lauren by 11/7.

Ed

1. None ☺

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – October 16, 2019

Rich
1. Talk to International about webmaster position.
2. Talk to Colleen about scholarship fund guidelines.
3. Send out poll to determine board availability for Winter Get Together.

Laura
1. Follow-up with Kim Mills about 2018 Audit.
2. Be ready for Fall Tech Lunch presentation

Lauren
1. Check to see if date needs changed on PDH approval for Fall Tech Lunch.
2. Document unpaid vendor for future boards.
3. Send remaining scholarship $ (December).
4. Send Diversity Scholars $ to Colleen (by end of year).

Rusty
1. Follow up with Pacers about STEM event (spring)

Jerry
1. Approve new members in StarChapter and send welcome email & certificate
2. Input any new international members into member area of StarChapter
3. Email ACEC to get ITE events in newsletter.

Meeting adjourned at 9:36 am. The next scheduled meeting of the ITE Indiana Executive Board is November 13, 2019 at Harry's at 3:30pm, preceding the Purdue Student Dinner.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – November 13, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: November 13, 2019 at 3:30 pm

Location: Purdue University

Attendees: Rich Zielinski – President
Laura Slusher – Vice President
Rusty Holt – Secretary
Jerry Bollinger – Director
Ed Cox – Past President

Administrative

Rich called the meeting to order at 4:05 pm.

1. October 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Laura) and seconded (Rich). **MOTION PASSED.**

2. Jerry reviewed the new International members that can be approved for local membership.

3. Old business Items:
    - Reimbursement from Great Lakes District for the District Meeting was discussed. Some emails have been circulating recently, a check should be on its way soon from the Great Lakes District to cover the shortfall (minus the $5,000 Indiana Section contribution to cover overruns).
    - No further actions are necessary at this point on Section Affiliates.
    - Any new events to submit for PDH – Nothing currently planned.
    - Scholarships – checks to colleges for December payment (split scholarship checks into two payments this year). Lauren to send in December.
    - Discussed bylaw changes – expecting final draft from International in the near future. Next leadership call in December, expecting some more details from that discussion.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - **tabled**.
    - Diversity scholarship pledge of $250 to be sent by Lauren to Colleen by the end of 2019.
    - Post upcoming webinars to newsletter, add reminder for Trine student dinner.

4. New Business Items:
    - Discuss winter STEM activity – received information from Pacers for their STEM fest. February 1st, 11am – 2pm. Event includes Pacers tickets to that evening's game at 7pm. Charge is $250 for 20 tickets, $750 for 75 tickets. Will solicit interest through newsletter, also potentially directly asking certain members to participate. If enough

interest, will move forward by deadline (January 10th). Potentially include social time between STEM event and game.

- Discussed 2020 dues, confirmed $30 local dues.
- Discussed Webmaster and how it relates to current International ITE initiatives – Rich responded to Colleen asking for clarification. Laura mentioned seeing an option to submit ticket to StarChapter for updating / refreshing the IndianaITE website. Jerry suggested creation of a Director@indianaite.org email for membership questions and new member applications.
- Discussed upcoming newsletters. November newsletter to be sent out this week, December newsletter will be the Annual Meeting newsletter.
- Discussed scholarship fund. Ed stated the original intent was to get enough into the fund to be able to fund an additional scholarship or increase scholarships just from the income of the scholarship fund. Board will review current status of fund and interest income to determine next steps.
- Discussed early schedule in 2020. Will have January social event, potential February STEM event, March Road School dinner. February Tech Lunch speakers discussed, potential for Indianapolis Regional Infrastructure information from Mayor Hogsett, Mayor Fadness, or others. Rusty / Rich to investigate potential for speakers.
- Discussed extending December Board Meeting to further discuss 2020 schedule.
- Road School Dinner location discussed. Laura to meet with representatives at Rawls Hall Atrium and the Krannert Drawing Room.
- Discussed an update in the Director election, and timeframe.
- Discussed charges for upcoming Annual Meeting – increase meal cost but keep a lower cost for public agency members to encourage attendance ($25 public members / $35 private members / $45 guests).

Financial

5. Rusty presented Lauren's October 2019 cash flow report.
6. Evaluate transfer to Scholarship Fund at the end of 2019.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	January Social TBD
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	Reach out to last year's team to determine interest in committee.
Scholarship	Arthur	Loew	Send 2nd half of funds to schools in December
Scholarship Golf	Zielinski	Slaninka/Wolf	Complete
Audit	Slusher	Mills	Laura to follow-up with Mills
Nominations	Holt	Henkel	Nomination letter complete; election underway.
Newsletter	Cox	None	Ed to begin assignment distribution

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – November 13, 2019

Upcoming Events

- **Trine Student Dinner** — **December 3, 2019**
- **Next Social** — **January – TBD**
- **Board Summer Get Together** — **???**
- **Indiana ITE Annual Meeting** — **December 13, Flemings**
- **December Board Meeting** — **December 16, Structurepoint (2 hours?)**

7. The Board reviewed the previous month's action items.

COMPLETED

- Be ready for Fall Tech Lunch Presentation
- Check to see if date needs changed on PDH approval for Fall Tech Lunch.
- Follow up with Pacers about STEM event

PENDING

- Talk to International about webmaster position.
- Talk to Colleen about scholarship fund guidelines.
- Send out poll to determine board availability for Winter Get Together.
- Follow up with Kim Mills for 2018 audit
- Document unpaid vendor for future boards.

Action Items

ALL

1. Send information to Ed for December Newsletter as he requests.

Ed

1. Prepare Newsletter for Annual Meeting.

Rich

1. Contact Colleen for information about webmaster position and scholarship fund guidelines.
2. Send out poll for board Winter Get Together?
3. Initial research on February Tech Lunch – Indy regional infrastructure fund talk with DPW / Hogsett?
4. President Pin / Past President Pin?
5. Annual Meeting Prep

Laura

1. Follow-up with Kim Mills about 2018 Audit.
2. Post Annual Meeting on StarChapter.
3. Track down list of Road School Presentations for 2020.
4. Check with Flemings to see if they have space to show a sponsor slideshow.

Lauren

1. Put together 2019 year end summary for Annual Meeting

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – November 13, 2019

Rusty

1. Continue STEM event coordination
2. Initial research on February Tech Lunch – Indy regional infrastructure fund talk with Fishers / Fadness?

Jerry

1. Approve new members in StarChapter and send welcome email & certificate
2. Input any new international members into member area of StarChapter
3. Follow-up with ACEC to get ITE events on their calendar.
4. Talk to Scott Knebel about Annual Meeting.

Meeting adjourned at 5:22 pm. The next scheduled meeting of the ITE Indiana Executive Board is December 16th at 11:30 am at American Structurepoint (9025 River Rd Suite 200, Indianapolis).

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – December 16, 2019

www.indianaite.org

RICHARD ZIELINSKI – PRESIDENT
LAURA SLUSHER – VICE-PRESIDENT
LAUREN ARTHUR – TREASURER
RUSTY HOLT – SECRETARY
JERRY BOLLINGER – DIRECTOR
ED COX – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: December 16, 2019 at 11:30 am

Location: American Structurepoint

Attendees: Rich Zielinski – President
Laura Slusher – Vice President (phone)
Lauren Arthur – Treasurer
Rusty Holt – Secretary
Jerry Bollinger – Director

Administrative

Rich called the meeting to order at 11:39 am.

1. November 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Rich) and seconded (Lauren). **MOTION PASSED.**

2. Jerry reviewed the new International members that can be approved for local membership.

3. Old business Items:
    - Reimbursement from Great Lakes District for the District Meeting has been received. Still no vendor payment from Traffic Signal Company – future events should not consider vendor sponsorship from TSC until payment is made in full.
    - No further actions are necessary at this point on Section Affiliates.
    - Any new events to submit for PDH – Nothing currently planned.
    - Scholarships – December checks have been sent to colleges.
    - Discussed bylaw changes – awaiting further updates from International, expecting finalized bylaws and charters by August 2020.
    - Continue to consider Chapters for northern & southern Indiana, but for now we will focus on getting through the affiliate changes before moving forward - **tabled**.
    - Diversity scholarship pledge of $250 was sent by Lauren to Colleen.

4. New Business Items:
    - Discuss winter STEM activity – Reviewed opportunity and current member interest. Three members expressed the desire to participate after the Annual Meeting – Hillary Lowther, Lauren Zeeb, and Steven Zehr. With additional board participation, will move forward with the lower ($250) option.
    - Discussed Webmaster and how it relates to current International ITE initiatives – will generally train new directors to use StarChapter and have multiple proficient users on the board rather than one expert user within the Section.

- Discussed upcoming newsletters. Will send the Annual Meeting newsletter out to all members. January newsletter to include bio / intro information for Laura and Hillary. To be sent in early January.
- Discussed scholarship fund. Scholarship information has already been sent for this year. Board will review the final account information this year and watch next year's returns to decide during 2020 if the 2021 scholarship amounts should change, or additional scholarships should be added.
- Discussed helping Nathan Sheets and the City of Indianapolis promote the 2020 Walk/Bike/Places conference occurring August 4-7 at the Indiana Convention Center. Approx. 1500 person conference. Discussed timing of Indiana ITE / Indiana LTAP Transportation Seminar related to District meeting and this meeting. Likely hold the Seminar earlier in July, but hopefully not much overlap in topics and speakers.
- Discussed early schedule in 2020. Will have January social event, potential February STEM event, March Road School dinner. February Tech Lunch speakers discussed, potential for Indianapolis Regional Infrastructure information from Dan Parker at Indianapolis DPW. Rich to ask when he sees Dan next.
- Road School Dinner location discussed. Laura still working to determine best location and catering options. At worst, a location is secured so the event will move forward on Wednesday evening during Road School.
- Need to update scholarship letter on website.
- Laura to set up meeting schedule for 2020.

Financial

5. Lauren presented November 2019 cash flow report.
6. Evaluate transfer to Scholarship Fund at the end of 2019.
7. Reimbursement check to Ryan Overton (Trine) for student dinner.

Committee Updates

Committee	Liaison	Chair	Status
Membership/Social	Bollinger	Mafarjeh	January Social at Escape Room Indianapolis - $20 per person, preferably 1/16.
Program/Technical	Slusher	Poturalski	Start late March, early April 2020
ITE/LTAP Summer Seminar	Zielinski	Baty	Reach out to last year's team to determine interest in committee.
Scholarship	Arthur	Loew	Complete
Scholarship Golf	Zielinski	Slaninka/Wolf	Complete
Audit	Slusher	Mills	Complete
Nominations	Holt	Henkel	Complete
Newsletter	Cox	None	Complete

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – December 16, 2019

Upcoming Events

- **Next Social** — **January 16 – Escape Room Indy**
- **Board Get Together** — **???**
- **January Board Meeting** — **January 17 – WSP**
- **February Tech Lunch** — **February 13**

8. The Board reviewed the previous month's action items.

COMPLETED

- All info to Ed for newsletter
- Prepare newsletter for annual meeting
- President Pin / Past President Pin
- Annual Meeting Prep
- Follow-up with Kim Mills about 2018 Audit
- Post Annual Meeting on StarChapter

PENDING

- Track down list of Road School Presentations for 2020.
- February Tech Lunch speaker.

Action Items

ALL

1. Information for next newsletter by 1/8/20.
2. Help Rich with information for putting together training book.

Ed

1. Nothing (thanks for your service!)

Rich

1. Start training book for future board members.
2. Talk with Dan Parker about February Tech Lunch.

Laura

1. 2020 Board Meeting schedule
2. Track down list of Road School Presentations for 2020.
3. Send Rusty bio / intro information for January Newsletter.

Lauren

1. Secure Rathskeller for February Tech Lunch.
2. Pass on information to Rusty for treasurer role.
3. Help with credit card setup for Rusty.

Rusty

1. Newsletter content
2. Pacers STEM event coordination

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – December 16, 2019

Jerry

1. Follow-up with ACEC to get ITE events on their calendar.
2. Meet with Hillary to pass Director duties to her.

Hillary

1. Send Rusty bio / intro information for January Newsletter.
2. Approve new members in StarChapter and send welcome email & certificate
3. Input any new international members into member area of StarChapter

Meeting adjourned at 1:03 pm. The next scheduled meeting of the ITE Indiana Executive Board is January 17th at 11:30 am at WSP (115 W. Washington St, Suite 1270S, Indianapolis).