Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – January 17, 2020

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

SECTION BOARD MEETING MINUTES

Date/Time: January 17, 2020 at 11:30 am

Location: WSP Office

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

Administrative

- Laura called the meeting to order at 11:43 a.m.

1. December 2019 Board Meeting minutes were reviewed. Motion to approve the minutes was made (Laura) and seconded (Lauren). **Motion passed.**
2. Two new member applications were received. Drew Burgess of CMT and Craig Shonkwiler from the City of Bloomington. Board to investigate why Ed still receives the notices of new member profiles.

Old Business Items

- Scholarship info on website
  - Rusty uploaded to the website.
- Newsletter – was December one sent? January? (Rusty)
  - The December newsletter was not sent. The Board agreed the annual report was sufficient for December.
  - For January, Rusty to start and then pass off to Jerry to complete. Include the survey link and notice of the social at The Escape Room.
- STEM event – what all is needed and from whom? (Rusty)
  - Hillary, Steven Zehr, Lauren Zeeb, Rusty & Laura signed up.
    - Jerry may be able to assist in the morning.
  - Set up is at 8:00 a.m.
  - Will need 2 monitors with quizzes. Ed is lending a signal controller and signal head. Hillary to bring banner.
  - Rusty and Hillary to coordinate transport of the signal.
    - Need to let Rusty know ahead of time if dropping signal off Friday.
  - Rusty to send out parking information.
- Feb Tech Lunch (Lauren)
  - Need to provide vegetarian numbers ahead of time. Final count to Rathskellar 1 or 2 weeks ahead of time usually.
    - Lauren to follow up and confirm.
  - Not submitting for PDH for this event.
  - Make sure “Show in Module” in upper right corner is checked.
- March RS Banquet (L/L)

  - Krannert Drawing Room is reserved. Need to take out trash and wipe tables or pay for that service.
  - Lauren to choose caterer.
  - Laura to talk for 5-10 minutes on ITE current topics. Need to identify scholarship winners.
  - Date for event is March 11th.
- RS presentations (Laura)
- Audit (2018 – Laura)
  - Complete for 2018. Laura to finish. Lauren to get with Kim for 2019.
- Training book for future boards (Rich/all)
  - Procedures manual to document how to do things for each board position. Position duties will be a part of it.
  - Rich to spearhead.
- Transition items (bank/cc for Rusty, training for all) (all)
  - Lauren & Rusty to go to bank to add Rusty.
- Follow-up w/ACEC to get our events on their calendar (Jerry)
  - Jerry to follow up with Shelby Dunn.
- New events to submit for PDH (Lauren) – on-going

New Business Items

- Upload all 2019 minutes to Star Chapter (Rusty)
  - Make into 1 PDF to upload.
- 2019 Audit (Lauren)
  - See old business
- Newsletter going forward (tx to Sec each yr?)
  - The Board decided that the newsletter duty should stay with the Secretary board position.
- Review of new bylaws/charter from National (Laura)
  - Must approve and return to GLD by May 1st
  - Section is supposed to submit an annual report to the district.
    - Does annual newsletter suffice?
  - All board members to compare current to new bylaws for Feb. meeting.
  - Sections of new bylaws to note:
    - Article 4.1 – Section Rep must be voting member of the section board
      - Tabled for now; Laura to investigate further
    - Article 4.5 – Past president to be nominations committee chair.
      - Board agreed to list Dave or similar as co-chair and communicate that for the Board's intent, they are still the chair of the committee.
      - Change the word "liaisons" to "co-chair".
      - Laura to get clarification on if all board members must "run" each year for office. Could do like International and only one member is up for election to higher positions.
    - Article 6.6 – All board members to check against current bylaws. Bylaws were attached to Jan. 3rd email.
    - Article 7.1 – scratch/remove
    - Article 9.4 – Ensures voting is done correctly.
      - Recommend this be done by 2 board members. Rusty & Lauren

volunteered for 2020.

- Draft membership survey (Laura)
  - Set up in Survey Monkey. Other board members provided input.
  - Laura to revise and send out.
- Committee updates (Laura)
  - Laura to set sponsor levels and make available for purchase.
  - Laura to add summer seminar back in.
  - Lauren to set up sponsor slideshow.
    - For Feb. Tech Lunch, do one to show and thank 2019 sponsors. Also have slide of items for Laura to cover in intro.
  - Laura to reach out to co-chairs
  - Sarah Baty expressed interest in running for board.
- Sponsor requests (Laura)
- March Board meeting date – March 20th? (all)

Financial

- Final 2019 Cash Flow Report (Lauren)
  - 2019 financials right on pace with budget.
  - Lost $5,000 for the District Meeting
  - Lauren to make a note where the $15,000 reimbursement for the district meeting came from for the audit.
  - Sarah Baty reimbursement for annual meeting not cashed, so not in final budget.
  - Trine check cashed in 2020.
- Proposed 2020 Budget (Rusty)
  - Transportation seminar back
  - Assumed 1 less sponsor
  - Used prior to 2019 to set budget.

Miscellaneous

- Board get together
  - Start planning soon
  - Rich willing to host
  - Find a date for 2019 board get together at Flemings
    - Next meeting action item
- Have the same board member on summer seminar and program committees.
- WTS annual meeting has awards.
  - Recommend adding section awards that mirror national awards and others potentially.
  - Rusty to research what International has for awards.
- District Meeting
  - Rusty is technical committee co-chair
  - Call for abstracts is open 1 more month
    - Send email blast and include in the newsletter
  - INDOT commissioner is attending.
- Get Hillary a list of ITE IN emails to try to get unblocked or get indianaite.org domain unblocked.
- Consider lower cost for public employees to luncheons. Try $10 public member, $15 for public non-member, $25 for private member, and $35 for private non-member.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – January 17, 2020

Committee Updates

Committee	Chair	Co-Chair	Status
Membership/Social	Lowther	Mafarjeh	January event
Program Committee	Arthur	Poturalski	Start late March/early April
ITE/LTAP Summer Seminar/GLD 2020?	Arthur/Holt	Sara Baty	Start planning
Scholarship	Bollinger	Loew	Applications open
Scholarship Golf	Slusher	Slaninka / Wolf	
Audit	Arthur	Mills	Pending
Nominations	Zielinski	Henkel	
Annual Newsletter	Zielinski	-	

Upcoming Events

1. Next Social – Escape Room & drinks 1/16/20
2. STEM event, Pacers 2/1/20
3. Feb Tech Lunch – Rat w/speaker Dan Parker 2/13/20?
4. ITE Leadership Call, 2-3pm 3/5/20
5. March RS Banquet 3/11/20
6. Upcoming Board Meetings:

Feb 13, @ Rat after Tech Lunch, 1-2:30pm (date may change based on tech lunch)
March, TBD, CMT
April 17, 11:30am-1pm, ASI
May 15, 11:30am-1pm, WSP
June 19, 11:30am-1pm, TMC
July 17, 11:30am-1pm, CMT
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. Review current bylaws against new bylaws for Feb. meeting.
3. Assist Rich in drafting procedures manual.
4. Find date for 2019 board get together at Flemings.

Laura

1. Reach out to committee members and fully staff committees
2. Set sponsor levels and make available for purchase.
3. Add summer seminar back in.
4. Finish audit for 2018.
5. Send out survey link.

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Lauren

1. Set up sponsor slideshow for February Tech Lunch.
2. Send Amir's email address to Hillary.
3. Get Rusty added to bank account.
4. Provide Rathskellar # vegetarian meals ahead of time.
5. Get with Kim for 2019 audit.

Rusty

1. Coordinate arrival of traffic signal equipment for STEM event.

Jerry

1. Help Hillary input current International members into StarChapter
2. Add time to INDOT members to renew.
3. Send ACEC event info for email blasts.

Hillary

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

Rich

1. Follow IN ITE on Facebook.
2. Begin drafting procedures manual.
3. Cut up ITE credit card.
4. Follow up with Dan Parker

Meeting adjourned at 1:40pm. The next scheduled meeting of the ITE Indiana Executive Board is February 13th at The Rathskellar.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – February 13, 2020

Agenda Items

Call to Order (Laura)

- 1:37

Administrative

- Approve previous month's meeting minutes
  - Laura motioned, Lauren 2nd – **Motion Passed**
- New member applications (Hillary)
  - None

Old Business Items

- RS submissions that didn't make the cut (Laura to get for tech comm.)
  - Still to-do; will have when tech committee meets
- Training book for future boards (Rich/all)
  - Laura started making notes
  - Make notes on as much StarChapter items that we know
    - Will be living document
  - Put on Google Drive when set up
- Transition items (bank/cc for Rusty, training for all) (all)
  - Still to-do; Rich's credit card was cut up
- Upload 2019 minutes to SC (Rusty) - done
- 2019 Audit (Lauren) – ongoing
- March RS Banquet planning (Lauren)
  - Reached out to 2nd caterer; hasn't been able to get back with yet
  - Laura to send contact info to Lauren for who at facilities coordinated booking room
  - Finalize in next couple weeks
- INDOT email issue (Hillary)
  - Hillary going to send email to all 2020 INDOT members to mark as safe
  - Hillary also going to send email to INDOT members of upcoming events and remind them it is not just for traffic engineers
  - Going to check with Jim Poturalski about who has been allowed to be members from INDOT
- Review of new bylaws/charter from National (Laura)
  - Tabled to next meeting.
  - Jerry to add new bylaws to more prominent location on Indiana ITE website once approved

New Business Items

- STEM event recap (Rusty)
  - 75 kids took quizzes
  - If do again, register sooner; do something else interactive
    - Distracted driving simulation?
  - Have additional take away items
  - Board in agreement worth doing again next year
  - Could have social committee help plan next year
- Items from District; awards (Rich, Laura)
  - Put call out to members, give 1 week to respond for Great Lakes District Board Member
    - State time commitments to hopefully garner interest
  - ITE Awards

- Trine would be good for student chapter momentum award
    - Laura to send info to Lauren, who will send to Ryan
- Student Chapter award – send reminder to Darcy
- Create awards committee to facilitate moving forward
- Rising Star
    - Nominated Lauren Arthur to apply
    -

- Draft membership survey results (Laura)
    - For next newsletter, do a summary of survey
    - Discuss at next meeting, after digesting
    - Put sponsor job postings in monthly newsletters
- Committee updates (Laura)
    - Did not hear from most of the tech committee yet
- Sponsor updates (Laura)

Sponsor	Level	Amount	rec'd
Structurepoint	Diamond	$1,500	yes
HNTB	Platinum	$1,000	yes
CMT	Platinum	$1,000	yes
Carrier & Gable	Gold	$500	yes
Janssen & Spaans	Gold	$500	yes
BLN	Diamond	$1,500	
Infrastructure Eng.	Gold	$500	
BFS	Gold	$500	
DLZ			

    - Reach out to both concrete and asphalt associations
    - Gary Mroczka said AECOM will sponsor
- Items for next newsletter (Jerry)
    - Add job postings (indicate sponsors only)
    - Survey summary
    - Get back to sending out the first week of the month
    - Make sure newsletters go out to members and non-members
    - New awards committee, mention awards
    - Get Jerry any info by Feb. 26
- 2019 board get-together
    - Jerry to send out a poll
    - Need to do by April 5th
    - Lauren to contact Flemings about board using certificates
- Any other items for discussion?
    - 2020 board get together pushed to next meeting

Financial

- Monthly cash flow report (Rusty)
    - Will lose more than past years on Feb tech lunch – room rental went up and food price
- Attendee breakdown for Feb Tech Lunch (Rusty)
    - 5 public members
    - 17 non-member private

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Executive Board Meeting – February 13, 2020

Miscellaneous

- Create a Google Drive account with one of Indiana chapter emails to store logos and high res files
    - Keeps from exceeding limit in StarChapter

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert,	Cox, Kopper, Shamo, Mrockza
ITE/LTAP Summer Seminar	Rusty	Sarah Baty*	Laura (LTAP liaison), RyanH, Nick Batta	Evan moved; Siffer
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy*	Reviewing apps
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

needs to renew

Upcoming Events

1. ITE Leadership Call, 2-3pm 3/5/20
2. March RS Banquet 3/11/20
3. April Social?
4. May Social?
5. GLD District Meeting 6/3-6/5
6. Upcoming Board Meetings:

March 20, 11:30am-1pm, CMT
April 17, 11:30am-1pm, ASI
May 15, 11:30am-1pm, WSP
June 19, 11:30am-1pm, TMC
July 17, 11:30am-1pm, CMT
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. Review current bylaws against new bylaws for March meeting.
3. Assist Rich in drafting procedures manual.
4. Find date for 2019 board get together at Flemings.
5. Create awards committee
6. Identify candidates for Great Lakes District Board member (by March 1)

Laura

1. Reach out to committee members and fully staff committees
2. Get ahold of Road School presentation submissions that didn't make the cut

3. Finish audit for 2018.
4. Send contact info to Lauren for who at facilities coordinated booking room
5. Put call out to members, give 1 week to respond for Great Lakes District Board Member
6. Send Lauren student chapter momentum award information to forward to Ryan Overton.

Lauren

1. Apply for Rising Star Award.
2. Get Rusty added to bank account.
3. Get with Kim for 2019 audit.

Rusty

1. Get added to bank account.

Jerry

1. Help Hillary input current International members into StarChapter
2. Send out Doodle Poll to determine date for 2019 board get together at Flemings
3. Send ACEC event info for email blasts.
4. Draft upcoming month newsletter.
5. Add new bylaws to more prominent location on Indiana ITE website once approved

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input current International members into StarChapter
3. Send email to all 2020 INDOT members to mark Indiana ITE emails as safe
4. Send email to INDOT members of upcoming events and remind them it is not just for traffic engineers

Rich

1. Follow IN ITE on Facebook.
2. Begin drafting procedures manual.

Meeting adjourned at 2:54 pm. The next scheduled meeting of the ITE Indiana Executive Board is March 20th at CMT.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – March 20, 2020

Agenda Items

Call to Order (Laura)

11:13 a.m.

Administrative

- Approve previous month's meeting minutes
  - Motion by Laura, Lauren 2nd → motion passes
- New member applications (Hillary)
  - none

Old Business Items

- RS submissions that didn't make the cut (Laura to get for tech comm.)
  - Laura has them, working on noting ones not used.
- Training book for future boards (Rich/all)
  - Google Drive set up
  Username: indianaite@gmail.com
  pw: 20inite20
  Not started yet. On-going item.
- Transition items (bank/cc for Rusty)
  - Still to-do
- INDOT email status (Hillary)
  - member # restriction?
  Can unblock, need to email INDOT members to tell them how to unblock.
  Not a restriction on the number of members INDOT can have. Push this info out to INDOT members & personnel. Let know there are webinars available and not just for traffic folks.
- Audits (Laura's, Lauren's)
  - 2018 closed & done
  - Lauren to get Kim files for 2019 audit
- Send survey results to Social Comm. (Hillary)
  - Not sent to them, but can touch on them on next call this afternoon.
- 2019 board get-together (expiration date of vouchers – Lauren)
  - Lauren to see if we can use them all together & check expiration.
- Review of new bylaws/charter from National (Laura)
  - District needs (liaison position, transition team member)

  Section 4.1 – Lauren motions, Rich seconds. Motion passes unanimous
  Discuss transition at next meeting
  Section 6.6 & 6.7 – keep as is
  Laura motions, Rich seconds. Motion passes unanimously.
  Section 7.1 – Strike "and its committees"
  Laura motions, Rusty seconds. Motion passes unanimously.

  Charter
  Change all to 501(c)(3)

  Mike Siffer agreed to be district board member
  Give a ITE IN shirt for volunteering

Transition Team Member

Patrick O'Connor, Ericka Miller & Lauren Arthur names thrown out by Randy

Jeff Hill, Gary M., Doug Valmore, Ryan H., Sarah Baty, Nick Batta other names.

Rusty volunteered to take one position.

Rich to send by BCC to Gary M., Doug Valmore, Ericka, Nick Batta to see if interested. Ask to respond by mid next week.

New Business Items

- CV-19 impacts on Section (all)
    - No socials for foreseeable future. Wait for CV-19 and restrictions to ease.
    - Laura to reach out to Sarah about summer seminar
    - Laura to reach out to tech committee
- New tech lunch locations (Hillary)
    - Fogo has market table option that would come out to $22/person for chicken, $23/person for sirloin
        - Will waive tax for nonprofit
    - Weber Grill has an option that is $20.95/person
    - Taxman Brewery: $995 taxes and everything, would be a buffet
    - Buca di Beppo off list, venue not the most conducive
    - Hillary to put together top options and find out about parking and audio/video availability
    - Potential for happy hour at Taxman and Lucas Oil walking tour
- Road School recap (all)
    - Struggle to get a hold of maintenance staff
    - Easier to work with off-site caterer
    - Recommend we go to alumni center next year and have more control
    - Food was good
- Scholarship award process to schools write-up (for book, Jim, students)
    - Lauren to jot down process for actually getting scholarship checks.
    - Lauren to send recap of who we have contacted and info provided in past
        - Add to Google Drive
    - Jim wants Rich to be more permanent member of scholarship committee
        - Rich agreed to be member for next year
        - Laura to add Rich to committee list
    - Jim did not want reimbursed for frames.
- ITE Leadership call (3/5/20)
    - Nothing to report
- Committee updates (Laura)
    - Laura to follow up with Tech committee
    - Ed does not want to continue with tech program
- Sponsor updates (Laura)

Sponsor	Level	Amount
Structurepoint	Diamond	$1,500
WSP	Diamond	$1,500
BLN	Diamond	$1,500
HNTB	Platinum	$1,000
CMT	Platinum	$1,000

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CDM Smith	Platinum	$1,000
Carrier & Gable	Gold	$500
Janssen & Spaans	Gold	$500
BFS	Gold	$500
DLZ	Gold	$500
ACPA	Gold	$500
Infrastructure Eng.	Gold	$500
USI	Gold	$500
Shrewsberry	Gold	$500
AECOM	Gold	$500
		$12,000

- Items for next newsletter (Jerry)
  - Work From Home tips?
  Remind people ITE has webinars
  Listing scholarship winners & picture

- Any other items for discussion?
  - Via email correspondence prior to meeting, Lauren made a motion to award 4 scholarships this year (2 grad and 2 undergrad). Laura seconded. **Motion passed** unanimously.

Financial

- Monthly cash flow report (Rusty)
  - Fee from RS caterer not in there yet.
  - Will lose $437.

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert,	Cox, Kopper, Shamo, Mrockza
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy	
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Had interest in awards committee
Start brainstorming awards at next meeting

Upcoming Events

1. Online socials????

- Online trivia?

2. GLD District Meeting 6/3-6/5
3. Upcoming Board Meetings:

April 17, 11:30am-1pm, ASI
May 15, 11:30am-1pm, WSP
June 19, 11:30am-1pm, TMC
July 17, 11:30am-1pm, CMT
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. Assist Rich in drafting procedures manual.
3. Find date for 2019 board get together at Flemings.
4. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour

Laura

1. Touch base with Sarah about summer seminar
2. Follow up with Tech committee

Lauren

1. Check ITE polo size for Hillary.
2. Get Rusty added to bank account.
3. Get with Kim for 2019 audit.
4. Check with Flemings on whether we can use your coupons all at same time, and can expiration be extended due to COVID-19.
5. Jot down process of actually sending colleges scholarship checks.
6. Add to Google Drive contact info for who we have contacted at colleges for scholarship checks.

Rusty

1. Get added to bank account.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Send revised bylaws and charter to rest of board.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Send email to all 2020 INDOT members on how to mark Indiana ITE emails as safe

4. Send email to INDOT members of upcoming events and remind them it is not just for traffic engineers
5. Send shirt size to Laura.
6. Put together top options for tech luncheons and check on parking and AV availability for all options.

Rich

1. Begin drafting procedures manual.
2. BCC Gary M., Doug V. and Nick Batta about being a transition team member.

Meeting adjourned at 12:35 pm. The next scheduled meeting of the ITE Indiana Executive Board is April 17 at American Structurepoint.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – April 17, 2020

Agenda Items

Call to Order (Laura)

11:39

Administrative

- Approve previous month's meeting minutes
  - Laura motions, Lauren seconds → motion passes
- New member applications (Hillary)

Old Business Items

- Scholarship award process to schools write-up (for book, Jim, students) - send recap of who we have contacted and info provided in past (Lauren)
  - Still to-do
- Hillary to put together top tech lunch location options (parking and A/V availability)
  - Provided list of top options.
  - Taxman had the lowest cost option at $14/person
  - Hillary to add contact information to document
  - Plan to use Taxman for the next Tech Lunch, Rock Bottom for a potential social event.
- Edit and send revised bylaws and charter to District (Jerry, Laura)
  - Done.
- Hillary position choice
  - Prefer to stick with normal rotation
  - Wil have election for liaison position this fall
- *Training book for future boards (Rich/all)*
- *Transition items (bank/cc for Rusty)*
- *2019 Audit (Lauren)*
- *2019 board get-together (expiration date of vouchers – Lauren)*

New Business Items

- Summer Seminar Series
  - Instead of doing summer seminar all in one day.
  - Planning to do over June & July
  - Would do one presentation per day for 1 hour
  - Someone in seminar group would host the presentation
  - Can do PDHs for them
    - Laura to ask International if they have charged us for PDHs
  - Look at what we have typically charged for whole day seminar and figure out what cost to charge per session (thinking $5-$10 per session).
  - Make sure 2020 ITE sponsors are highlighted at these
- Virtual Happy Hours
  - Could do after one of the summer seminar series sessions; maybe host these sessions in the later afternoon
- Golf Outing Date
  - September 10th proposed date
    - Board approves of date
    - Put in newsletter to save the date, Laura to add to Twitter
- ITE Leadership call

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- Nothing to report from call. Lauren sent out an email with a recap.
- Items for next newsletter (Jerry)
  - Golf outing save the date
  - Teasers for summer seminar series & Oct. Tech lunch
- Any other items for discussion?

Financial

- Monthly cash flow report (Rusty)
  - Not much activity.
  - Paid insurance & monthly bank charges

Other

- Rusty to send check to Lauren for Road School Dinner

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Mrockza	Meeting May
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	1st meeting held
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy	
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	Rich	
Annual Newsletter	Rich	-	n/a	

Summer seminar committee held first meeting
Need to get awards committee going

Upcoming Events

1. Upcoming Board Meetings:

May 15, 11:30am-1pm, WSP
June 19, 11:30am-1pm, TMC
July 17, 11:30am-1pm, CMT
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. Assist Rich in drafting procedures manual.
3. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

4. Look at past Summer Seminar costs & determine amount to charge for summer seminar series.

Laura

1. Touch base with Sarah about summer seminar
2. Follow up with Tech committee
3. Ask ITE International if they have charged us for PDHs.

Lauren

1. Check ITE polo size for Hillary.
2. Get Rusty added to bank account.
3. Get with Kim for 2019 audit.
4. Check with Flemings on whether we can use your coupons all at same time, and can expiration be extended due to COVID-19.
5. Jot down process of actually sending colleges scholarship checks.
6. Add to Google Drive contact info for who we have contacted at colleges for scholarship checks.

Rusty

1. Get added to bank account.
2. Send Lauren check for Christos bill from Purdue Road School Banquet.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Send email to all 2020 INDOT members on how to mark Indiana ITE emails as safe
4. Send email to INDOT members of upcoming events and remind them it is not just for traffic engineers
5. Send shirt size to Laura.
6. Add contact information to restaurant options document.

Rich

1. Begin drafting procedures manual.

Meeting adjourned at 12:27 pm. The next scheduled meeting of the ITE Indiana Executive Board is May 15 at WSP.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – May 22, 2020

Agenda Items

Call to Order (Laura)
12:01 p.m.

Administrative

- Approve previous month's meeting minutes
  - Motion to approve by Laura, Rusty seconded --> motion passes
- New member applications (Hillary)
  - No new members

Old Business Items

- Email INDOT members on how to mark Indiana ITE emails as safe; send upcoming event info and remind potential members just not for traffic engineers (Hillary)
  - Should be good with mark to safe
  - Has not reminded it's not just for engineers
- Shirts (Laura)
  - Wheels are in motion. Order likely by next week
- Rusty send Lauren check for Christos bill from RS banquet
  - Done
- Scholarship award process to schools write-up (for book, Jim, students)
  - Add to Google Drive contact info for each college for scholarship checks.
  - Not yet completed
- Training book for future boards – review outline (Rich)
  - Before next meeting, all board members to take time to start adding to outline
  - Rich to add to Google Drive for all to work on
  - Assign sections remaining at next month's meeting
  - Laura to send out Google Drive login info again
- Transition items (bank/cc for Rusty)
  - Yet to be completed
- 2019 Audit
- 2019 board get-together (use coupons elsewhere?)
  - Lauren to call other restaurants to see if they will accept our gift cards

New Business Items

- Summer Webinars (Rusty, Laura)
  - Public involvment in virtual world (HNTB) and I-70 Closure during COVID-19 top topics right now.
  - Put together date once speaker lined up.
  - Jerry motioned to not charge. Laura seconded. --> Motion passes unanimously.
- Extension of pdh deadline? (Laura)
  - No one has heard more on this issue yet.
- National requests (Laura)
  - Request from Randy to include logos and links for national calendar in newsletter, on website, etc.
  - GLD New logo review committee
    - Jerry will review for committee.
  - Next leadership call on June 9th
- Daniel Haake requested to run for Section Board District liaison

- Laura let him know he will be added to the nomination list for the election.
- Items for next newsletter (Jerry)
  - Summer seminar info if ready.
- Any other items for discussion? (all)

Financial

- Monthly cash flow report (Rusty)
  - $700 deposit from State of Indiana
    - Lauren to check her records from 2019; Rusty to check with State
- Yearly filings with state, IRS (Rusty)
  - Federal tax return done and state declaration
  - Indiana non-profits report still to be completed

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Ed Cox, Gary Mrockza	Met, Scoring
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	Met, Planning
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy	Done
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	Date set
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Technical committee met.
Awards committee – need to kick off for next year.

Upcoming Events

1. Online socials????
2. Summer Webinar Series (June-July)
3. Upcoming Board Meetings:

June 19, 11:30am-1pm, TMC
July 17, 11:30am-1pm, CMT
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. Begin adding to/filling out procedures manual on Google Drive prior to next meeting.
3. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

Laura

1. Touch base with committee about summer seminars

2. Move Rich from nominations committee to scholarship committee.
3. Send out Google Drive log in information again.

Lauren

1. Get Rusty added to bank account.
2. Get with Kim for 2019 audit.
3. Check with Flemings/Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Jot down process of actually sending colleges scholarship checks.
5. Add to Google Drive contact info for who we have contacted at colleges for scholarship checks.
6. Check financial records from 2019 for deposit around $700 from State of Indiana

Rusty

1. Get added to bank account.
2. Reach out to State of Indiana regarding $700 deposit.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Send email to INDOT and remind them it is not just for traffic engineers
4. Add contact information to restaurant options document.

Rich

1. Reach out to Dave Henkel about new timeline for new elections stated in new bylaws. Also note to him the new section board district liaison position and Dan Haake's interest.
2. Add procedures manual outline to Google Drive.

Meeting adjourned at 1:02 pm. The next scheduled meeting of the ITE Indiana Executive Board is June 19 at INDOT TMC.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 19, 2020

Agenda Items

Call to Order (Laura)

11:35

Administrative

- Approve previous month's meeting minutes
  - Lauren motioned, Rich 2nd → motion passed
- New member applications (Hillary)
  - Matt Larrabee

Old Business Items

- Scholarship award process to schools write-up (for book, Jim, students)
  - Add to Google Drive contact info for each college for scholarship checks.
    Completed 6/19/20
- Transition items (bank/cc for Rusty)
  - Still to do
- Contact State about $700 payment (Rusty)
  - Still to do
- 2019 Audit
  - Still to do
- 2019 board get-together (use coupons elsewhere?)
  - Lauren to follow up
- Training book for future boards – all
  - Before next meeting, all board members to take time to start adding to outline
    - Secretary position added information
    - All board members to look at outline and fill in current position
  - Rich to add to Google Drive for all to work on
    - Done
  - Assign sections remaining at next month's meeting

  Google Drive login: *Username: indianaite@gmail.com pw: 20inite20*

New Business Items

- Summer Webinars (Rusty, Laura)
  - Held 1st Webinar 6/17
  - Next one lined up is July 22nd with Jim Poturalski
    - Laura to set up in Star Chapter
  - Trying to find one more to squeeze in between.
- News from National (Laura)
  - July 17 GLD Meeting - webinar & announcement
    - Jerry sent out announcement to membership
  - Promote calendar of events
    - Done for our section
  - Volunteers for 2021 GLD Meeting (April 19-20 in Columbus, OH)
    - Include in next newsletter
  - Dues payment from National around June 1
  - Asked to promote national event

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 19, 2020

- Tom Ford & Daniel Haake requested to run for Section Board District liaison. Nominations to Dave Henkel by mid-August.
- Items for next newsletter (all)
    - Webinar
    - District Meeting
    - Annual meeting
    - Golf Outing
- Any other items for discussion? (all)
    - Need to start considering nominations for next year's director
        - Toby Randolph (Jerry to ask)
        - Sarah Baty (Rusty to ask)
        - John Nail (Lauren to ask)
        - Chris Ogg (if John does not want to run, Rich to reach out)
    - Lauren to reach out to Taxman about reserving a date

Financial

- Monthly cash flow report (Rusty)
    - Added dues check and sponsorship from Concrete Assoc. Normal credit card fees.
- IN non-profit reports still to be completed
    - Still to be completed by Rusty

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	Ongoing
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Ed Cox, Gary Mrockza	Done
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	In process
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy, RichZ	Done
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	Date set
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – June 19, 2020

Upcoming Events

1. Online socials????
2. Future in-person social at Taxman w/possible tour of Lucas Oil
3. July 17 Webinar – GLD
4. July 22 Webinar (JimP)
5. Upcoming Board Meetings:

Move next meeting to July 16th at same time

July 17, 11:30am-1pm, CMT - - same day as GLD webinar
Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
3. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Set up next summer webinar in StarChapter.

Lauren

1. Get Rusty added to bank account.
2. Get with Kim for 2019 audit.
3. Check with Flemings/Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Check financial records from 2019 for deposit around $700 from State of Indiana
5. Add to procedures manual/outline prior to next meeting.
6. Reach out to John Nail about director nomination.

Rusty

1. Get added to bank account.
2. Reach out to State of Indiana regarding $700 deposit.
3. Add to procedures manual/outline prior to next meeting.
4. Finish non-profit reports.
5. Reach out to Sarah Baty about director nomination.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.

5. Reach out to Toby Randolph about nomination for director.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Send email to INDOT and remind them it is not just for traffic engineers
4. Add to procedures manual/outline prior to next meeting.

Rich

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to Chris Ogg (if John Nail declines) about director nomination.

Meeting adjourned at 12:15 pm. The next scheduled meeting of the ITE Indiana Executive Board is July 16 at Crawford, Murphy & Tilly.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 16, 2020

Agenda Items

Call to Order (Laura)

- Call to order at 11:36 a.m.

Administrative

- Approve previous month's meeting minutes
  - Motion by Rusty, seconded by Rich → motion passes
- New member applications (Hillary)
  - None

Old Business Items

- Shirts are in!
  - Laura to coordinate getting Hillary a shirt.
- Possible nominations for next year's director:
  - Toby Randolph (Jerry to ask) still to do
  - Sarah Baty (Rusty to ask)
  - John Nail (Lauren to ask) still to do
  - Chris Ogg (if John does not want to run, Rich to ask)
- Tom Ford & Daniel Haake requested to run for Section Board District liaison. Nominations to Dave Henkel by mid-August.
- Reach out to Taxman about future social date (Lauren)
- Transition items (bank/cc for Rusty)
- Contact State about $700 payment (Rusty)
  - Contacted ITE international. It is a part of the dues INDOT owes for its members. International is working to update that so payment will go to international in the future.
- 2019 Audit (Lauren)
- Training book for future boards – on-going (all)
  Google Drive login: *Username: indianaite@gmail.com pw: 20inite20*
  - Continue to develop

New Business Items

- Summer Webinars (Rusty, Laura)
  - Next one upcoming next week. 80 currently signed up.
- News from National (Laura)
  - Feedback on bylaws
    - Two comments that Laura has responded back on regarding our reasoning. Awaiting response.
- College visits?
  - Laura to send email to advisers to ask about student chapter visits and get planning started.
  - Will have to schedule sooner potentially due to classes ending by Thanksgiving.
- Items for next newsletter (all)
  - Send out July newsletter
  - Awards recap
  - New logo for district
  - Takeaways from district meeting
- Any other items for discussion? (all)

- Golf Outing
    - Lauren to check in with committee
    - Plan on no dinner, but possibly sack lunches for all participants

Financial

- Monthly cash flow report (Rusty)
- IN non-profit reports still to be completed (Rusty)

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	Ongoing
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Ed Cox, Gary Mrockza	Done
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	In process
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy, RichZ	Done
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	Date set
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – July 16, 2020

Upcoming Events

1. Online socials????
2. Future in-person social at Taxman w/possible tour of Lucas Oil
3. July 17 Webinar – GLD
4. July 22 Webinar (JimP)
5. Upcoming Board Meetings:

Aug 14, 11:30am-1pm, ASI
Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. Look for additional volunteers for committees.
2. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
3. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to every single college and university in the state about visits (virtual or in person).

Lauren

1. Get Rusty added to bank account.
2. Get with Kim for 2019 audit.
3. Check with Flemings/Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Check financial records from 2019 for deposit around $700 from State of Indiana
5. Add to procedures manual/outline prior to next meeting.
6. Reach out to John Nail about director nomination.

Rusty

1. Get added to bank account.
2. Add to procedures manual/outline prior to next meeting.
3. Finish non-profit reports.
4. Reach out to Sarah Baty about director nomination.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Reach out to Toby Randolph about nomination for director.

Hillary

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

2. Input new International members into StarChapter
3. Send email to INDOT and remind them it is not just for traffic engineers
4. Add to procedures manual/outline prior to next meeting.

Rich

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to Chris Ogg (if John Nail declines) about director nomination.

Meeting adjourned at 12:24 pm. The next scheduled meeting of the ITE Indiana Executive Board is August 14 at American Structurepoint.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 14, 2020

Agenda Items

Call to Order (Laura)

- Called to order at 11:40

Administrative

- Approve previous month's meeting minutes
  - Motion to approve – Lauren, seconded by Rich. Motion passed
- New member applications (Hillary)
  - None

Old Business Items

- Scholarship checks out (Rusty)
  - Sent in mail yesterday
- New Sponsor – A&F ($1000), CHA?, Dave Henkel asked
  - According to Dave, CHA had sent on Aug. 6th. Laura to follow up with Jill Hayth and check office one more time.
    - CHA sent to Structurepoint
- Nominations for next year's director:
  - **Toby Randolph (yes)**
  - **Sarah Baty (yes)**
  - John Nail (no)
  - Chris Ogg (no)
- Nominations for Section Board District liaison:
  - **Tom Ford**
  - **Daniel Haake**
- **Jerry to send nominees to Dave Henkel**
  - **Follow up in one month with Dave to make sure he has received bios**
- Golf Outing
  - As of 2 days ago, 3 teams signed up.
  - Board Gift
    - Wait to see how registrations turn out before deciding amount. Have a call or email exchange Sept. 3rd to decide amount.
  - Contact Lauren and coordinate if donating to board basket.
  - Laura received gift card from Jockamo's; will send to Lauren
  - Send out reminder to sign up, and remind them to sign up ahead of time
    - Rusty and Lauren to draft language.
  - Colleen Agan sent email discouraging any in-person event through the end of the year
    - Include notice that they are assuming their own risk by attending the event. ITE Indiana does not assume any liability. "you are at a heightened risk due to being in a public place"
    - For those already signed up, send an email with assumption of liability language and ask for confirmation
      - Lauren to contact them and draft language to send and add to invite/website.
  - Add to meeting event that masks are not being provided, bring your own. And masks will be required at all times within the clubhouse.
  - Include language in next newsletter
- Transition items (bank/cc for Rusty)
  - Bank location has been decided…

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 14, 2020

- 2019 Audit (Lauren)
  - Show her some sort of appreciation for her services
  - Recognize her at the golf outing
  - Lauren to pick up $100 gift card to present, Rich to do presentation
    - Assess value of gift card for future years at a subsequent meeting.
- Training book for future boards – on-going (all)
  Log-in from IL?
  - Not from anyone on the board

New Business Items

- News/requests from National (Laura)
  - Guidelines are for no in-person events
    - Recommended to check with insurance if planning to do in person events.
  - College visits?
    - Keep all virtual for foreseeable future.
    - For Purdue, can do webinars for students to have trial presentation. Laura to reach out.
    - Laura to contact colleges.
  - List of all college chapters to Fricker
    - Jerry to send list to Fricker and copy Laura on the email
  - List of possible vendors/sponsors for 2021 District Meeting
    - Rusty to put together
  - Dues form
    - Laura to fill out and return.
    - Lauren to look up form from last year.
    - $30 for regular members
  - Scholarship fund, lost $2326 Jan-June ($138K)
- Virtual fall Tech Lunch & Social? (all)
  - Virtual tech lunch, potential social afterward
  - Hillary to coordinate with Social Committee
  - Reach out to Sarah to have them look for speaker for fall lunch
- Items for next newsletter (all)
  - New District Logo
    - Jerry to reach out to Scott and Patrick to request copy of logo
  - Recap from District and/or National Meetings
    - None known
  - Reminder of golf outing
- Any other items for discussion? (all)
  - Student Chapter Coordinator Position
    - Would be good for a recent grad
    - Put in next newsletter and see if there is interest
    - Laura to read policy manual sent by John Davis on July 13
  - Section sponsor contact list
    - Laura to send to Ken and note Conc. Pipe is sponsoring beverage cart

Financial

- Monthly cash flow report (Rusty)

- Credit card fees and polo purchases
- Scholarship checks went out
  - Since sent more scholarships, wait until end of year to see where finances end up before pulling out of scholarship account. Put on agenda for next meeting

- IN non-profit reports still to be completed (Rusty)
  - To be continued to next month
- Clear up INDOT flow of dues with JimP
  - To be continued to next month

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	Ongoing
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Ed Cox, Gary Mrockza	Done
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	Done
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy, RichZ	Done
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	Sept 10
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	
Nominations	Rich	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Upcoming Events

1. Tech Lunch — TBD
2. Online Social(s) — TBD
3. Golf Outing — **Sept 10th**
4. National meeting for D-S-C — **Sept 16th**, 2-3pm
   https://attendee.gotowebinar.com/register/6605978418713306379
5. Future in-person social at Taxman w/possible tour of Lucas Oil? — TBD
6. Upcoming Board Meetings:

Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner (in-person?)
Likely virtual, but will evaluate as we get closer.
Dec, before Annual Meeting (in-person?)

Action Items

ALL

1. Look for additional volunteers for committees.
2. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
3. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Follow up with Jill Hayth regarding CHA sponsor check.
3. Send Ken Jockamo's gift card for golf outing.

4. Reach out to Purdue student chapter about doing webinars as trial presentations for TRB.
5. Reach out to Sarah Baty about finding a speaker for October Tech Lunch.
6. Send ITE corporate sponsor list to Ken and note Concrete Pipe Assoc. is sponsoring a beverage cart.
7. Put evaluation of pulling funds out of scholarship account on next month's agenda.

Lauren

1. Get Rusty added to bank account.
2. Get with Kim for 2019 audit.
3. Check with Flemings/Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Add to procedures manual/outline prior to next meeting.
5. Draft assumption of liability language for email to those signed up for the golf outing and to post on event website.
6. Pick up $100 gift card for Kim thank you.

Rusty

1. Get added to bank account.
2. Add to procedures manual/outline prior to next meeting.
3. Finish non-profit reports.
4. Draft assumption of liability language for email to those signed up for the golf outing and to post on event website.
5. Put together list of possible vendors/sponsors for 2021 District Meeting.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Send 2021 nominees to Dave Henkel to start nomination process.
6. Reach out to Scott and Patrick about new district logo.
7. Send list of all Indiana college chapter contacts to Dr. Fricker and copy Laura.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Coordinate virtual social with the social committee after the October Tech Lunch
4. Add to procedures manual/outline prior to next meeting.

Rich

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to Chris Ogg (if John Nail declines) about director nomination.

Meeting adjourned at 12:57 p.m. The next scheduled meeting of the ITE Indiana Executive Board is September 18 at WSP.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – August 14, 2020

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – September 18, 2020

Agenda Items

Call to Order (Laura)

Meeting called to order at 11:35 a.m.

Administrative

- Approve previous month's meeting minutes
  - Laura motions to approve, Rusty seconds, Rich thirds → motion passes
- New member applications (Hillary)
  - INDOT – Nathan
  - Hillary to reach out to Jim P. about a couple folks in her group.

Old Business Items

- Golf Outing recap
  - Great turnout
  - Sandwich and sack lunch was felt to be lacking for the price.
  - Three individuals putted for $5,000
  - Jerry to write thank you for next newsletter
- Election – bio's received? announcement of candidates, dates?
  - Need to announce by early October
  - Include bios and announcement in next newsletter
    - Bios as second attachment
  - List current board members as next position
  - Rusty and Hillary to set up meeting to go over setting up election in Star Chapter
  - Rusty to look up bylaw regulations on elections for timing
  - Jerry may be unable to continue board progression next year
    - Motion to have Jerry stay secretary, Hillary transition to treasure in 2021
    - Laura motions, Rich seconds → Motion passes
    - Reflect in nominations
  - Laura motioned to make the director a voting position starting in 2021
    - Would not affect bylaws
    - Motion tabled to next board meeting
- Transition items (bank/cc for Rusty)
  - Lauren and Rusty meeting next week to write check to Bear Slide
- 2019 Audit (Lauren)

New Business Items

- News/requests from National/District (Laura)
  - College visits (to-do)
    - Laura to-do still
  - Promote call for abstracts
    - Put brief plug in next newsletter, watch email
  - District traffic bowl
    - Sept. 29th for GLD at 6:30 p.m.
      - Competition to be held via Zoom and audience can watch via International's Youtube channel
    - Could a social/watch party be held for the membership?
      - Hillary to run by social committee
      - Find someone with a Zoom license to host

- Student leadership summit
- Virtual fall Tech Lunch & Social? (all)
    - Laura to follow up.
    - Laura to reach out to Darcy for having students present papers virtually in November
- Volunteer recognition
    - Laura still to-do
        - Send Laura any blurbs for people that should be recognized
- Annual Meeting luncheon
    - Eating next to people likely will not be well-received even in 3 months
    - Tabled for next month, Laura to add to agenda
- Evaluate pulling funds out of scholarship account
    - Tabled until future meeting
    - Have made $6,800 from the golf outing the past 3 years (incl. 2020)
    - Consider pulling out $7,000 out to put in dividend account at next meeting.
- Items for next newsletter (all)
    - Golf recap
        - Thank ppl for coming out
    - National info
        - Promote call for abstracts
    - Election info
        - Include nomination plug
        - Add bios as another attachment
- Any other items for discussion? (all)
    - Lauren's pregnancy for community corner
        - Include picture

Financial

- Monthly cash flow report (Rusty)
    - Golf outing
        - Brought in more money than last year and budget
        - Spent less than last year
    - $60 deposit from International
        - Hillary to check on any additional members
- IN non-profit reports to be completed (Rusty)
    - Still to-do
- Clear up INDOT flow of dues with JimP
    - Rusty to follow up with Colleen

Committee Updates

Committee	Liaison	Chair	Members	Notes
Social	Hillary	Amir	Pratik S., Lifeng Chen	Ongoing
Technical Program	Laura	Jim Pot.	Dave Henkel, Tommy Nantung, Will Tolbert, Ed Cox, Gary Mrockza	Done
ITE/LTAP Summer Seminar	Rusty	Sarah Baty	Laura (LTAP liaison), RyanH, Nick Batta; Mike Siffer	Done
Scholarship	Rusty	Jim Loew	Jerry, Matt Duffy, RichZ	Done
Scholarship Golf	Lauren	Slaninka* / Wolf	John Nail	Sept 10
Awards	?	*(board member)*	Amir, Lauren Zeeb	
Audit	Lauren	Kim Mills	n/a	

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – September 18, 2020

Nominations	Jerry	Dave Henkel	n/a	
Annual Newsletter	Rich	-	n/a	

Upcoming Events

1. Tech Lunch — TBD
2. Online Social(s) — TBD
3. Annual Meeting — Dec
4. Upcoming Board Meetings:

Sep 18, 11:30am-1pm, WSP
Oct 16, 11:30am-1pm, TMC
Nov, before Purdue student dinner
Dec, before Annual Meeting

Action Items

ALL

1. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
2. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to Purdue student chapter about doing webinars as trial presentations for TRB.
3. Follow up with Technical Committee about finding a speaker for October Tech Lunch.
4. Put evaluation of pulling funds out of scholarship account on next month's agenda.
5. Draft ITE volunteer recognition thank you.

Lauren

1. Get Rusty added to bank account.
2. Get with Kim for 2019 audit.
3. Check with Flemings/Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Add to procedures manual/outline prior to next meeting.
5. Pick up $100 gift card for Kim thank you.
6.

Rusty

1. Get added to bank account.
2. Add to procedures manual/outline prior to next meeting.
3. Finish non-profit reports.
4. Review new bylaws for election time frames.
5. Set up meeting with Hillary to go over setting up elections in Star Chapter.
6. Follow up with Colleen Agan on INDOT dues payment procedures.

Jerry

1. Send ACEC event info for email blasts.

2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Draft nomination flyer for upcoming election.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Coordinate viewing party social for the GLD Traffic Bowl with the social committee
4. Add to procedures manual/outline prior to next meeting.
5. Set up meeting with Rusty to go over setting up elections in Star Chapter.

Rich

1. Add to procedures manual/outline prior to next meeting.

Meeting adjourned at 12:42 p.m. The next scheduled meeting of the ITE Indiana Executive Board is October 16 at the TMC.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – October 16, 2020

Agenda Items

Call to Order (Laura)

Meeting called to order at 11:09 a.m.

Administrative

- Approve previous month's meeting minutes
  - Motion to approve by Laura, seconded by Rich/Lauren → **motion passes**
- New member applications (Hillary)
  - None this past month
- Check National website for new members ($60 deposit last month)

Old Business Items

- Transition items (bank/cc for Rusty)
  - Completed, but Rusty has not received credit card yet
- 2019 Audit (Lauren)
  - Lauren coordinating to get Kim the binder.
- Election
  - 29 people have voted thus far
  - Voting ends on the 30th
  - Rusty to set reminder email to go out next Thursday afternoon
- Discuss making Director a voting position in 2021 to keep us odd or have Pres break ties
  - 2021 Board Voting: Pres (LA), VP (RH), Treas (HL), Secy (GB), Section Rep (TBD), Past Pres (LS)
    - Board members were not concerned about the director not having past history. Could be filled in by other board members in order to have an informed vote.
    - Laura motion that Director becomes voting member in 2021, Seconded by Lauren → **motion carries**
- Transfer $7000 to dividend account from golf outing – should be done yearly
  - Have the discussion to transfer the amount the scholarship golf outing made at a minimum to the scholarship account. Need to review each yearly financial situation before transferring.
  - Have been losing money annually; golf outing has helped offset that loss.
  - District renewal fees will be going up significantly per member (maybe for 2021? Current notices still say $30 for district). This may impact our membership.
  - Recommend trying to end up around $20,000 for end of year in checking.
  - Motion to transfer $3,000 to scholarship fund by Laura, Rich seconds → **motion carries**.
- Virtual fall Tech Lunch & Social?
  - Laura has not heard from Sarah.
  - Piggy back off other watch parties for grand championship traffic bowl.
    - Include links in newsletter for October.
  -
- College visits – Purdue, Trine, ISU, Valpo, ND?, RH?
  - Promote to members also
  - Presentations would be virtual

- ISU has a transportation class that meets from 10:00 – 11:30 and would like to do presentation then.
- Purdue would like to do virtual presentations to practice for TRB
    - Schedule for November
- Valpo offered week of Oct. 26 or else push to next spring
    - Recommended push this one to spring.
- Should we schedule over lunch hour?
    - May be better for membership but not necessarily for students.
- Push ISU and Valpo to spring, get in Trine and Purdue this fall
    - Lauren to work on getting Purdue and Trine scheduled.

New Business Items

- News/requests from International/District (Laura)
    - Promote call for abstracts
    - National traffic bowl, Oct 21st, Teams watch party with Purdue student chapter
- Annual Meeting luncheon & Annual end-of-year newsletter
    - Record presentation to give overview and post to website.
    - Lauren may be moving and could record brief video if needed.
    - Do save the date for December 11th at noon, include in newsletter
    - Rich to draft end of year newsletter
- Volunteer recognition end-of-year newsletter
- Items for next newsletter (all)
    - Golf recap - pictures
    - National info
    - Election info - reminder
    - Lauren's news
    - Put in a plug for student chapter virtual visits
- Any other items for discussion? (all)
    - Hillary to bug Ed about golf outing pictures.
    - November board meeting moved to November 18th at 12:30 p.m.
    - Do we want to invite incoming board members to future board meetings?
        - Yes, Laura to extend invitation once results are in and they are notified
    - Touch base with Tech Committee to find topic and presenter for February Tech Lunch (virtual)
        - Rusty to send email to committee

Financial

- Monthly cash flow report (Rusty)
    - Add note to bottom of report for gifts
    - Check to reimburse Lauren
- IN non-profit reports to be completed (Rusty)
    - Can't find log in information to complete
    - Laura to keep an eye out for a mailed letter
- Clear up INDOT flow of dues with JimP (Rusty – follow up with Colleen?)
- Rusty to work with Colleen to transfer $3,000 to scholarship fund.

Upcoming Events

1. Traffic Bowl October 21st

~~**2.**~~	~~Tech Lunch~~	~~TBD~~
3.	Online Social(s)	TBD
4.	Annual Meeting	Dec
5.	Upcoming Board Meetings:	Nov?, Dec?

Action Items

ALL

1. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
2. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour – defer to 2021.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Reach out to Purdue student chapter about doing webinars as trial presentations for TRB.
3. Follow up with Technical Committee about finding a speaker for October Tech Lunch.
4. Put evaluation of pulling funds out of scholarship account on next month's agenda.
5. Draft ITE volunteer recognition thank you.
6. Invite incoming board members (once known)
7. Keep an eye out for a letter regarding the non-profit reports.

Lauren

1. Get Rusty added to bank account.
2. Get Kim treasurer's binder for 2019 audit.
3. Check with Bonefish Grill on whether they will honor our gift cards from Flemings.
4. Add to procedures manual/outline prior to next meeting.
5. Get Purdue and Trine student events scheduled.

Rusty

1. Add to procedures manual/outline prior to next meeting.
2. Finish non-profit reports.
3. Set up election reminder email to go out next Thursday Oct. 22nd.
4. Follow up with Colleen Agan on INDOT dues payment procedures.
5. Send email to Tech Committee about finding a presenter and topic for February 2021 tech lunch.
6. Work with Colleen to transfer $3,000 from checking account to scholarship fund.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Include links for watch parties in October newsletter.
6. Include save-the-date for annual meeting in October newsletter.

Hillary

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

3. Add to procedures manual/outline prior to next meeting.
4. Follow up with Ed on golf outing pictures.

Rich

1. Add to procedures manual/outline prior to next meeting.
2. Draft end of year newsletter.

Meeting adjourned at 12:20 p.m. The next scheduled meeting of the ITE Indiana Executive Board is November 18 virtually.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – November 17, 2020

Agenda Items

Call to Order (Laura)
Meeting called to order at 12:34 p.m.

Administrative
- Welcome guests – Tom, Mike & Sarah were present for the meeting.
- Approve previous month's meeting minutes
  - Motion to approve by Laura, seconded by Rich → motion passed.

Old Business Items
- Check National website for new members & clear up expiration dates (Hillary)
- 2019 Audit (Lauren)
  - Scheduled to meet this upcoming weekend.
- College visits
  - Trine held Monday Nov. 16. Students who attended were engaging.
  - Purdue, Tuesday, 11/24, 11:30am (who is getting gift card?)
    - Purdue hosting, already set up.
    - Lauren getting $10 starbucks e-gift card.
  - Spring, 2021 – ISU, Valpo
- Virtual Feb Tech Lunch (Rusty)
  - Have not reached out to committee yet.
  - Sarah to reengage the committee.
- Amend bylaws and operations documents to reflect new director voting in 2021
  - Put on Laura's to-do list to make sure operational documents are amended. Send in to District once revised.

New Business Items
- News/requests from National/District (Laura)
  - Updates from District (Tom)
    - Midwestern District in past had compensated student chapters for annual report in amount of $100.
    - New GLD considering stipends to new student chapters.
  - Pay for Tom's travel to any in-person District meetings (Mike's travel covered by District)
    - District would like sections to cover the position's travel expenses for the annual meeting.
      - Include in Travel for Board line item in the budget.
      - Board would have to approve the use of the funds each time. A request would have to be made.
      - Expenses would include any travel and lodging expenses.
      - Laura motions to include positions travel and lodging expenses for two in-person meetings per year as part of travel for board line item. Lauren seconds. **Motion carries.**
    - Location rotates with sitting president and location of district meeting.
    - District is wanting to work with Sections to get district corporate sponsors so as to not step on toes of sections.

        - Sponsorships fall under communications committee which is still being formed.
        - District would be looking for $100 on top of section sponsorship.
        - Mike to forward flyer with details to section board.
        - Would be separate from district annual meeting sponsorship.
        - Tom to respond back to District for additional information.
        - Try to pull together all information prior to sending 2021 sponsorship flyer. Flyer typically goes out Jan/Feb.
        - Revisit district sponsorship at next meeting once more information has been acquired.
    - District is wanting 6 people to staff district committees.
- Annual Meeting luncheon, Dec 11 at noon
    - Who is hosting?
        - Host via Teams, Laura to set up
    - National speaker
        - Randy McCourt to speak with Scott Knebel and Chad (current Midwestern president) in panel discussion. Will last about 30 minutes.
    - Introduce 2021 Board
        - Add call for volunteers
    - Videos, if needed
    - Treasurer to review year financials
    - Reminder to renew membership
- Annual end-of-year newsletter (deadline for content?)
    - Deadline for content is Dec. 4th at the latest.
    - Rich to compose
        - Check to see if received template from Gary.
    - Laura – recognition and thank you article for volunteers, outgoing President's message?
    - Lauren – incoming President's message
    - Include copy of financials
    - Send out to membership immediately following the annual meeting.
    - Laura to send out annual meeting registration notification and set up meeting in Teams.
- 2021 Scholarships – any changes?
    - Keep same as last year.
    -
- New member applications (Hillary)
    - No new members.
    - Check national database to determine if anyone had expired membership.
- Newsletter edits? (all)
    - Add reminder to renew membership
    - Diversity scholars program.
- Any other items for discussion? (all)
    - Work to confirm 2021 committee chairs
    - Do initial call for volunteers at annual meeting.
    - Rusty to follow up on credit card status. Laura signed documents 1.5 weeks ago.
    - Jerry to add this year's newsletters to the website and send copy to Rich.
    - Lauren to send out reminder to attend Purdue student presentation on 24th.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – November 17, 2020

- Have board meeting before annual meeting.

Financial

- Monthly cash flow report (Rusty)
  - Bank and credit card fees, otherwise no changes from previous month.
- IN non-profit reports to be completed (Rusty)
  - Completed!
- Transfer $3000 to dividend account from golf outing (Rusty)
  - Rusty coordinated with Colleen and knows steps needed to transfer.
- Clear up INDOT flow of dues with JimP (Rusty – follow up with Colleen?)
  - Rusty followed up with Colleen.
- Investment email from National (all)
  - Already manages scholarship fund.
  - Need to determine how this would impact non-profit thresholds and status.
  - Table for now, can reassess closer to July.

Upcoming Events

1.	Purdue Student Visit	11/24/20, 11:30am EST
2.	Annual Meeting	12/11/20, noon EST
3.	ITE Leadership webinar	12/15, 2pm EST
4.	Tech Lunch	February?
5.	Online Social(s)	TBD
6.	2021 Board Meetings	TBD

Action Items

ALL

1. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
2. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour – defer to 2021.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Draft ITE volunteer recognition thank you and outgoing president's message for annual newsletter.
3. Invite incoming board members (once known)
4. Keep an eye out for a letter regarding the non-profit reports.
5. Amend bylaws and operational documents to reflect director as a voting member. Send to District once revised.
6. Set up annual meeting in Teams and send out registration notice.
7.

Lauren

1. Get with Kim for 2019 audit.
2. Check with Bonefish Grill on whether they will honor our gift cards from Flemings.
3. Add to procedures manual/outline prior to next meeting.

4. Purchase $10 gift card for Purdue Student Event.
5. Draft incoming president's message for annual newsletter.
6. Send out reminder of Purdue virtual event on the 24th.

Rusty

1. Add to procedures manual/outline prior to next meeting.
2. Finish non-profit reports.
3. Set up election reminder email to go out next Thursday Oct. 22nd.
4. Work with Colleen to transfer $3,000 from checking account to scholarship fund.
5. Follow up on credit card status.

Jerry

1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Add this year's newsletters to website and send to Rich.

Hillary

1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Add to procedures manual/outline prior to next meeting.
4. Check national database for new members/membership renewal.

Rich

1. Add to procedures manual/outline prior to next meeting.
2. Draft end of year newsletter.

Tom

1. Respond back to district board for more information on the district sponsorship opportunity.

Mike

1. Forward flyer on district sponsorship to the rest of the board.

Meeting adjourned at 1:48 p.m. The next scheduled meeting of the ITE Indiana Executive Board is December 11 virtually.

Adjournment

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – December 11, 2020

Agenda Items

Call to Order & Recognize Guests

Meeting called to order at 10:39 a.m.

Administrative

- Approve previous month's meeting minutes
  - Motion to approve by Rich, seconded by Lauren → motion passes.
- New member applications (Hillary)
  - None

Old Business Items

- Check National website for new members & clear up expiration dates (Hillary)
  - Not completed yet.
- 2019 & 2020 Audits (Lauren & Rusty)
  - Kim has documents for 2019 audit and will start soon.
- Virtual Feb Tech Lunch (Rusty/Sarah)
  - Has not progressed yet.
  - Potential topics:
    - Impacts of COVID on traffic and safety
    - Impacts of COVID on gas tax collections
      - Brad Steckler potential speaker; Hillary to reach out to Brad.
    - Effects of COVID on e-commerce/trucking logistics
      - Jerry to reach out to coworker for potential presenter suggestions
      - Laura to check with Purdue contacts for any recommendations
- Amend bylaws and operations documents to reflect new director voting in 2021 (to-do)
  - Laura to still complete.

New Business Items

- News/requests from National/District
  - For tax purposes, need to get clarification for tax purposes on whether to use term "sponsorship" or "advertising"
    - Mike to check with Mike McCarthy on whether IN Section should make the verbiage change for 2021
  - Edit Sponsorship letter
    - Lauren to send final version of section sponsorship letter to Morgan Moxie.
- Annual Meeting luncheon format & agenda
  - Laura to do brief intro, then move to 3 speakers
  - Lauren to follow
  - Rich to send out annual newsletter to membership
    - Include Rusty's financials with annual newsletter; final version to be put on website once completed.
- StarChapter Pay – transition by 2/28/21
  - Fee structure is the same other than one monthly fee (usage fee perhaps)
  - Gives option to provide refunds straight from account instead of writing checks
  - Rusty/Hillary to figure out how to cancel current pay system and sign up for new system.

- Look for log in info in StarChapter help menu or treasurer's binder.

- Set 2021 Meeting Dates (Lauren)
  - January BOD meeting on January 22nd at 11:30 a.m.
- Any other items for discussion? (all)
  - Laura to forward ITE leadership meeting email to Sarah and Tom
  - Laura to order new president pin for Lauren from corporate
  - Save all meeting minutes together in one file to put on website under documents

Financial

- Monthly cash flow report (Rusty)
  - Sent $700 that was misdirected to International
  - $72 deposit from International (assumed dues)
  - Gift cards from Purdue event
- Transfer $3000 to dividend account from golf outing (Rusty)
  - Ended in the black this year (minus transfer from golf outing)
  - Transfer was completed.

Upcoming Events

1.	Annual Meeting	12/11/20, noon EST
2.	ITE Leadership webinar	12/15, 2pm EST
3.	Tech Lunch	February?
4.	Online Social(s)	TBD
5.	2021 Board Meetings	TBD

Action Items

ALL

1. **Begin adding to/filling out procedures manual on Google Drive prior to next meeting.**
2. Potential future social at Taxman Brewery for happy hour combined with Lucas Oil tour – defer to 2021.

Laura

1. Add to procedures manual/outline prior to next meeting.
2. Keep an eye out for a letter regarding the non-profit reports.
3. Amend bylaws and operational documents to reflect director as a voting member. Send to District once revised.
4. Check with Purdue contacts on potential presenter on impacts to e-commerce/logistics sector from COVID for Feb Tech Lunch.
5. Forward ITE leadership meeting email to Sarah and Tom.
6. Order new president pin for Lauren.

Lauren

1. Check with Bonefish Grill on whether they will honor our gift cards from Flemings.
2. Add to procedures manual/outline prior to next meeting.
3. Send final version of sponsorship letter to Morgan Moxie.

Institute of Transportation Engineers
Indiana Section
Executive Board Meeting – December 11, 2020

Rusty
1. Add to procedures manual/outline prior to next meeting.
2. Finish non-profit reports.
3. Set up election reminder email to go out next Thursday Oct. 22nd.
4. Follow up on credit card status.
5. Work with Hillary to get transitioned to StarChapter Pay.

Jerry
1. Send ACEC event info for email blasts.
2. Draft upcoming month newsletter.
3. Prepare and send out monthly board meeting minutes.
4. Add to procedures manual/outline prior to next meeting.
5. Check with coworker on potential presenters on impacts to e-commerce/logistics sector from COVID for Feb Tech Lunch.
6. Combine year's BOD meeting minutes and post on website.

Hillary
1. Approve new members in StarChapter and send welcome email & certificate
2. Input new International members into StarChapter
3. Add to procedures manual/outline prior to next meeting.
4. Check national database for new members/membership renewal and update StarChapter.
5. Reach out to Brad Steckler about presenting on impacts of COVID on traffic and safety for Feb Tech Lunch.
6. Work with Rusty to transition to StarChapter Pay.

Rich
1. Add to procedures manual/outline prior to next meeting.
2. Send out end of year newsletter and financials to membership.

Tom
1. Add to procedures manual/outline for this position prior to next meeting as roles become clearer.

Mike
1. Add to procedures manual/outline for this position prior to next meeting as roles become clearer.
2. Check with Mike McCarthy on sponsorship/advertising word choice/verbiage for IN section annual sponsorship request and if

Meeting adjourned at 11:28 a.m. The next scheduled meeting of the ITE Indiana Executive Board is January 22nd virtually.

Adjournment