Institute of Transportation Engineers
Indiana Section

www.indianaite.org

JEFF HILL – PRESIDENT
GARY MROCZKA – VICE-PRESIDENT
ED COX – TREASURER
RICH ZIELINSKI – SECRETARY
LAURA SLUSHER – DIRECTOR
DOUG VALMORE – PAST-PRESIDENT

SECTION BOARD MEETING MINUTES

Date/Time: March 18, 2016 at 10:30 a.m. (REV 3-23-16)

Location: INDOT Traffic Management Center

Attendees: Doug Valmore – Past President
Jeff Hill – President
Gary Mroczka – Vice President
Ed Cox – Treasurer
Rich Zielinski – Secretary
Laura Slusher – Director

Not Present

ADMINISTRATIVE

-Jeff called the meeting to order at 10:35 am
-Jeff gave a brief review of previous month's action items
- Approval of February 2016 Meeting Minutes– Gary made a motion to approve, Doug second, Board Approved
- New member applications – There were two new member applications
  - Juan Leyva with INDOT – Gary motioned for approval, Jeff second, Board approved
  - Neil Copper with Bloomington – Doug motioned to approve, Jeff second, Board approved
  - Laura to send out letters and certificates to these new members
  - There was discussion to remove the paper version of the new member applications from the website. It is outdated and still had Doug's name as contact person. Rich made a motion to remove, Doug second, Board approved. Gary will take off of the website.
- There was discussion on members having the ability to transfer funds to pay dues directly with the use of a check or credit card. For example, the folks in Bloomington would like to pay in this manner. Board will need to investigate the ability to do this. More discussion next meeting.
- Updates to Membership Database, Lifetime members – Doug to make contact with Dan Chaplin as potential Lifetime Member and verify his information. Looks like summer seminar is next opportunity to recognize Clint and Dan for lifetime memberships. Doug will coordinate with Clint and Dan.
- Website updates for 2016 (All: Board member bios and docs for each role) – Board members have updated.
- Logos for Vendors paying sponsorships – Jeff is keeper of the logos. Jeff to send to Laura for sponsorship recognition at the Summer Seminar.
- Sponsorship update – Looks like we are at $13,500 received as of the end of February with additional monies that have come in. Looks like $17,000 is the goal based on other verbal commitments. Jeff to send reminders to those committed who have yet to pay. If Board knows of others they can contact for additional sponsorship, please do so.

- There was some discussion regarding looking at other venues for the technical luncheons. Seem to be taking a small loss in revenue each luncheon. Prior to October Technical luncheon, Possibility of increasing the price to offset the loss. Keep this issue on the table for future discussion. Check ASCE lunch prices to compare.
- Meeting adjourned at 12:15 pm

FINANCIAL

- **Cash Flow Report –** Ed presented the cash flow report as of 2/29/16. Ed will clean up (separate) the national versus local dues on the income statement portion of the cash flow report.
- **Financial Transfer –** Ed taking care of transfer of $10,000 to ITE National. Ed will call ITE National for process. Ed to request Quarterly statements for last four years from ITE National.
- **Status of Sponsorship/Scholarship Money Transfer to investment account (see previous statement) –** Ed waiting on return of 2016 scholarship money ($2,000) prior to sending the $10,000 in.
- **Student Return of 2016Scholarship Funds –** DJ Shaw, 2015-2016 scholarship award winner at Purdue, has decided to not stay at school and enter workforce (INDOT). Spring semester scholarship money to be refunded to ITE. Ed will contact Bursars office for refund week of March 20.
- Ed sent out dues notices on 2/26/16 to members. Early Bird fee is $60. Late Fee is $75. Deadline is March 31. Reminders to go out soon.
- Gary checked on acceptance of American Express to pay dues. It does not work. Verified by Laura.
- Ed to check on National Dues Renewals
- Ed did update the 2016 budget.
- Gary to contact ITE National regarding tax filing as a one time filing. Gary to also investigate how filing affects looking back and what it will look like going forward.

COMMITTEE UPDATES:

Jeff has indicated all committee chairs and co-chairs are finalized. Jeff reviewed the list.

Committee	Liaison	Discussion Items
Technical/ Program	/Mroczka	Committee Meeting scheduled for 3/22/16. Summer seminar committee to review curriculum. Some discussion of having it at Weslyan again. Board members to make other suggestions soon.
Membership/Social	Slusher	Paul would like a list of dates for regularly scheduled functions and he will work social events around those dates. Doug suggested using same dates as last year and moving forward. Jeff sent this info to Paul so he should be able to move forward.

ITE/LTAP Summer Seminar Committee	/Mroczka	Committee established. Meet after tech committee establishes topics. Kick off Meeting on 3/22/16
Scholarship	Zielinski	Scholarship awards given at Purdue Road School. Payment is due to schools in July. Ed to contact Rose Hulman to see how they will handle payment.
Scholarship Golf	Mroczka	Date set for Sept 13. Rich to review contract.
District Annual Meeting	Mroczka	Gary is Section liaison for 2016 Midwest/GLD joint conference in Chicago. Some additions to websites in other states. Push for volunteers at this time. Board to sign up as soon as open on website. ITE Indiana to promote.
Audit	Hill	Coordinate with Kim Mills for July audit.
Nominations	Valmore	End of year.

PROGRAM: UPCOMING EVENTS

APRIL WEBINAR/LEARNING SESSION

- April 2016 – Webinar at INDOT Seymour District. Waiting for ITE schedule of webinars to come out for April. Rich to look at other sites like ASCE or TRB for additional opportunities. Ed will help facilitate with the Seymour District for available dates and room. As many Board Members as possible should attend.
- Rich to call Alan in laPorte to ask how many people happened to show for the webinar that was conducted in their office.

JOINT ITE/ASCE MAY LUNCH AT THE TRACK

- May 20, 2016 at Indianapolis Motor Speedway. Date is to be verified.
- Other Organizations are the lead

GREAT LAKES/MIDWEST DISTRICT JOINT MEETING

- June 26-28, 2016 are dates for event in Chicago, IL
- Gary Mrozcka will serve as our liaison.

ITE SCHOLARSHIP GOLF OUTING

- September 13, 2016 at Bear Slide Golf Course in Cicero
- Rich to review contract and Ed to send in Deposit

OTHER BUSINESS

- Life members update/review current list. This is an on-going task.
- Laura to take over for Ericka as taking care of polo shirt orders. Ed has the contact info for shirt supplier
- ITE/TPCB Upcoming exams: PTOE, PTP deadline is April 15, 2016. Doug will blast out.

- Attendance at MPO conference in October 2016. ITE Indiana would like to participate or exhibit to open up opportunities for planners.
- Interaction with Reps from former Indiana Association of City Engineers. Laura indicated they were looking for a voice to express needs and opinions when appropriate. Laura to give a list to Board of the 27 potential city engineers we can reach out to.
- Remaining Board Meeting Schedule:
    - April 8, 2016 (American Structurepoint)
    - May 13, 2016 (Purdue LTAP)
    - June 10, 2016 (Butler Fairman & Seufert)
    - July 8, 2016 (Fishers City Hall)
    - August 12, 2016 (AECOM)
    - September 9, 2016 (INDOT TMC) – Late Afternoon
    - October 14, 2016 (American Structurepoint)
    - November 11, 2016 (Purdue LTAP)
    - December 9, 2016 (Christmas Lunch Location)

ACTION ITEMS

- Rich to amend January meeting minutes
- Doug to follow up with Dan Chaplin as Lifetime Member
- Doug to coordinate with Clint Sparks and Dan Chaplin for presentation of Lifetime Membership Award at Summer Seminar
- Laura to send out new membership letters and certificates
- Jeff to follow up with corporate sponsors for payment
- Ed to send out dues notices reminders
- Ed to separate National and Local dues in Cash Flow Report
- Rich to review Golf Outing contract and send to Board for approval. Ed then to pay deposit.
- Ed to contact Purdue Bursars Office for $2,000 refund
- Laura to send Paul Mykytka ITE calendar of events so Social events can be scheduled
- Ed to send $10,000 to ITE National Account. Request quarterly statements from National as well
- Doug will continue to update Lifetime Member Database.
- Ed to send contact info for shirts to Laura
- Ed to investigate direct payment of dues to website
- Jeff to send company logos to Laura for Summer Seminar Sponsorship Recognition.
- Rich to call Alan in LaPorte District for head count of last webinar held in District
- Ed to coordinate with Seymour District for webinar at end of April.
- Board to look for appropriate topics for webinar in Seymour.
- Laura to put together list of City Engineers for Board to review
- Board to contact other potential corporate sponsors
- Jeff to Laura form letter to potential sponsors