



**CITE Board of Directors
Teleconference minutes
September 19, 2008 11:00 – 12:150 CST**

Present: **CITE Executive**

Jim Gough	(District Director)
Bruce Belmore	(President)
Gene Chartier	(Vice-President)
Jeannette Montufar	(Secretary/Treasurer)

Section Presidents/Representatives

Nadine King	(Vancouver Island)
Thomas Kwan	(Greater Vancouver)
Kanny Chow	(Greater Vancouver)
Gord Lovegrove	(B.C. Interior)
Bruno Peters	(Northern Alberta)
Jen Malzer	(Southern Alberta)
Patrick Lalach	(Saskatchewan)
Glenn Cuthbertson	(Manitoba)
Jonathan Regehr	(Manitoba)
Dave Argue	(Toronto)
Kari Fellows	(Southwestern Ontario)
Chris Lyons	(National Capital)
Dwayne Cross	(Atlantic Provinces)

Absent: Mike Skene (CITE Past President)
Jean-Philippe DesMarais (Quebec)
Simon Tam (Hamilton)

1. APPROVAL OF AGENDA

- Bruce Belmore called the meeting to order at 11:04 CST
- Agenda was approved with no modifications.

2. INTRODUCTIONS

- Went around for everyone to introduce themselves.

3. TECHNICAL TRAINING

Greenmodes

- Bruce provided background about Greenmodes.
- There is a website for people to find out more: www.greenmodes.net
- Kelvin Roberts (or Gene Chartier) will be contacting each Section to arrange dates for possible training sessions in each Section.

Action: Gene Chartier will send out a notice to the Sections for Sustainable Transportation training sessions in the fall. He will also work with Kelvin Roberts to develop a cost-recovery model for these sessions.

Canadian Capacity Guide (CCG)

- Bruce indicated that Jim Gough has done a couple of training sessions. One was conducted in the Atlantic and one at U Vic in B.C.
- There are also plans to hold training in Toronto but a date has not been selected yet.

Other Projects

- Bruce provided some general update about the Technical Liaison Committee.
- Mike Skene will be the new head of the TLC as of November 2008.

4. CANADIAN TRAFFIC SIGNAL REPORT CARD

- Bruce provided some background about this project.
- There were 28 Canadian municipalities that participated.
- The final report will be distributed in .pdf format for people to share it with others in their community.
- There will also be press releases to disseminate this information. CITE will be sending this information to TV stations and major newspapers across the country.
- There was some concern raised regarding the public release of this information through the media prior to notifying municipalities that this is happening.
- Jim indicated that an e-mail will be sent to all members notifying them about the release of this report card.
- This report card will also be released at TAC and at the upcoming Mayors conference.
- There was a suggestion to send this report card to other agencies such as ICBC, SGI, MPI, SAAQ and others.

5. CITE STRATEGIC PLANNING SESSION IN MONTREAL

- Bruce provided background about this initiative.
- There is a plan to conduct a strategic planning meeting on November 8, 2008 in Montreal.
- Bruce invited all Sections to attend this meeting and participate in setting the direction for the next couple of years. He pointed out that this is not a CITE-sponsored event but Sections would have to cover their own expenses.
- The meeting is at the Delta Centre-Ville Hotel and CITE is now arranging to have special room rates for delegates attending this meeting.

Action: All please RSVP to Bruce Belmore to let him know whether they are planning on attending this meeting or not.

6. SECTION WEBSITES

- There have been questions from Sections regarding the possibility of linking the Section websites to the CITE site.
- Some of the Sections talked about the way in which they update or have created their websites.
- Some Sections feel that having a link to Section websites from the CITE site is sufficient. There is no need to actually host individual websites through the same provider.

- Jim suggested that CITE should have a “web communication driver” that would coordinate with different Sections and also provide uniformity between sites.
- Bruce indicated that the person who currently designs the CITE website is willing to provide a template that all Sections could use.

Action: Bruce Belmore will contact the Website designer and will report back to the BOD.

7. UPCOMING SECTION MEETINGS

These are the upcoming section meetings that will take place over the next few months:

- Vancouver Island	Sep 25, Oct 30 and Nov 27 (last Thu of the month)
- Greater Vancouver	Sep 25, Oct 30 and Dec 4 (AGM)
- B.C. Interior	TBD
- Southern Alberta	Meetings in Oct, Nov, and Dec (AGM)
- Northern Alberta	Will send dates to Bruce
- Saskatchewan	Oct 3-4 (fall meeting)
- Manitoba	2 nd Thursday of each month – TBD
- Toronto	October (to be determined), Nov 28 (Christmas)
- Southwestern Ontario	Mid October and mid November - TBD
- Ottawa	Oct 2 (session on value engineering)
- Atlantic Canada	Nov 6

8. 2009 AND 2010 CONFERENCE PLANNING

- Bruce provided an update on each of these conferences. He reported that the planning for both conferences is going well.
- Montreal conference is from May 31 (BOD meeting) to June 3.
- Vancouver Section is hosting the QUAD conference next year (May 1 and 2, 2009)

9. CITE ELECTIONS 2009

- CITE will have an election in 2009. Bruce encouraged Sections to start thinking about names to put forward for this election.
- Mike Skene (Past President) is the person in charge of the nomination process.
- There may be a need for an electronic vote by CITE members to authorize a change to the bi-laws to allow electronic voting for the 2009 elections.

10. MISCELLANEOUS

- Bruce Belmore requested that all sections add the CITE Executive committee members to their mailing lists so everyone could stay informed of what happens at each section.

Action: Sections will add CITE Executive Committee members to their mailing lists as follows: President: president@cite7.org; Vice-president: vicepresident@cite7.org; secretary/Treasurer: treasurer@cite7.org; past president: pastpresident@cite7.org; district director: director@cite7.org

11. NEXT MEETING

- To be announced after the strategic planning meeting.

Meeting adjourned at 12:16 pm CST