



**CITE Quarterly Board of Directors  
Teleconference Minutes  
October 3, 2013 10:00 PST**

---

Present:

Peter Truch (President) (PT)  
Jen Malzer (Vice-President) (JLM)  
Edward Soldo (Secretary/Treasurer) (ES)  
Bruce Belmore (District Director) (BB)  
Sandy Rempel (Communications Coordinator) (SR)  
Jeannette Montufar (Past President) (JM)  
Gene Chartier (2014 Conference Liaison) (GC)

Mitchell Jacobson (Vancouver Island)  
Jonathan Ho (Greater Vancouver)  
James Donnelly (BC Interior)  
Catherine Albert (Northern Alberta)  
Marcia Eng (Southern Alberta)  
Chris Poirier (Lethbridge)  
Claude Seguin (Saskatchewan)  
Jonathan Regehr (Manitoba)  
Nixon Chan (Toronto)  
Mehemed Delibasic (Toronto)  
Ed Switenky (Hamilton)  
Steve Brook (Southwestern Ontario)  
Valerie McGirr (National Capital)  
Paul Bourque (Québec)  
Michael MacDonald (Atlantic Provinces)

Regrets: None

---

**Call to Order**

- PT called the meeting to order at 10:00 am PST.

**1. Approval of Agenda**

- **Motion** (Bourque/Delibasic): That the Agenda be approved.

✓ **CARRIED**

## 2. Adoption of Minutes

- **Motion** (Switenky / Ho): That the minutes of the special September 12<sup>th</sup>, 2013 CITE Board be approved.

✓ **CARRIED**

## 3. 2014 Conference Partnership with OTC – Update and Brief Presentation by Gene Chartier

- GC provided an overview of the conference details (presentation attached). A discussion ensued regarding rebranding costs, order of magnitude financial impacts and benefits of cooperation.
- **Motion** (Bourque /Brook): Approve in principle a joint CITE/OTC conference subject to a formal MOU being developed and negotiated by the executive.

➤ **CARRIED**

## 4. Leadership ITE

- BB provided an update on the pledge amounts. Discussion ensued regarding the rational of \$1 per member. The final pledge amount was left to the discretion of the sections. A number of section committed support to the initiative.

Contributions should be sent to treasurer at:

Canadian Institute of Transportation Engineers  
PO Box 81009, 47B Harbour Square  
Toronto ON  
M5J 2V3

- ✓ **Motion** (ES/Brook) That the Leadership ITE contribution be raised from the Silver Scholarship Sponsor (\$3000) to Platinum Scholarship (\$6000). Any additional funds would be retained for future sponsorship of a CITE member.

✓ **CARRIED**

## 5. ITE Strategic Plan Update

- BB provided an overview of the plan. Satisfaction is quite high with ITE. Only 2 % are dissatisfied. Committee members are reviewing the base data from the survey. The committee is reviewing core reasons behind some of the reasons membership is in decline in the US. Changes are proposed to the website, spring seminar and ITE Journal. Survey will form basis for next Strategic Plan.

## 6. CITE Strategic Plan

- PT provided an overview, ongoing review is taking place. Web survey was completed (70 members responded). PT has visited with a number of sections to discuss underlying issues and to review core values. The overall plan will be delayed to gather

input but a number of issues have been identified that will move forward independently (i.e. Section packages).

## 7. Introduction to Section Packages

- Operational guidelines are being developed for sections that will provide guidance on how a section will operate. Website requirements, meeting process, recording of minutes and communication guidelines. CITE will be reaching out to sections for input on their best practices of interacting with their members. Material will be available online and will provide for seamless succession planning and transfer for Section executives.
- Documentation will be consistent with Section charters and bylaws. Some Sections do not have copies of their charters and bylaws that will need to be developed/updated. Intent is not to supersede existing practices, rather to provide some guidelines for uniformity of practices across the District. The guidelines will identify what is mandatory versus what is a recommended guideline.
- Saskatchewan asked that others provide their role and responsibility definitions as they are undergoing a review of their charters.
- A working document with the mandatory requirements will be sent out within a few weeks so that Sections can provide input and comment.

## 8. Financial Update

Quarter 2 book keeping is completed, work is ongoing related to reconcile previous years accounts. GST filing is still an outstanding issue.

## 9. Next Meeting

- Next meeting January 9 @ 10:00 PT
- **Motion** (ES/PT): Adjourn meeting at 11:30 PST.

✓ **CARRIED**