



Meeting Minutes
Thursday January 30, 2014
12:00 noon CST

CITE Board:

- Stanley Li - Greater Vancouver
- Amanda Watson - BC Interior
- Paul Steel - Southern Alberta
- Daniel Vriend - Northern Alberta
- Catherine Oberg - Northern Alberta
- Claude Seguin Saskatchewan
- Jonathan Regehr Manitoba
- Maged Elmadhoon - Southwestern Ontario
- Ed Switenky - Hamilton
- Mehemed Delibasic - Toronto
- Matthew Davis - Toronto
- Doug Green - National Capital
- Gord Scobie - National Capital
- Jean-Philippe Desmarais - Quebec
- Michael MacDonald - Atlantic

CITE Executive:

- Peter Truch, President
- Bruce Belmore, District Director

Regrets:

- Jen Malzer, Vice President
- Edward Soldo, Secretary Treasurer
- Jeannette Montufar, Past President

ITEM	
1. Call to Order and Role Call	
2. 2014 Conference Partnership with OTC	
	Peter Truch indicated that we now have a signed partnership with the Ontario Traffic Council to for the 2014 Annual CITE Conference.
3. Review of 2013 Financials	
	The draft 2013 financial statement was presented to the Board. Peter noted that the financials were reviewed by an accountant in accordance with our financial accounting procedures.

Highlights of the 2013 financials included:

- GST/HST returns have been filed up to 2012 now. Have around \$17,000 coming back in GST
- The accountant recommended any outstanding Accounts Receivable should be written off. The 2013 actuals show the approximately \$26,000. Measures are now in place to prevent this sort of A/R from building up again
- Stale dated cheques, including section rebates, have now been written off
- Income and expenses were around \$70,000 above budget for both income and expenses. It was commented that CITE should look at measures to more accurately predict the actuals. It was explained that there are lots of variables that we cannot predict. One solution would be to issue a mid-year variance report if needed.
- The communications coordinator time has been moved into a separate category
- Executive expenses are higher than expected. Peter noted that the total for 2012 and 2013 is very close to the combined budget. Considerable time was spent this year visiting Sections
- CITE provided support for the cost of conference calls to connect universities as part of a collaborative project. This agreement has now lapsed
- The traffic bowl was costly in 2013 as it was not held as part of the annual conference and we had 6 university teams participate
- Membership dues income are higher as one installment cheque received from year previous
- Balance sheet for 2013 shows liabilities and assets increased a small bit over 2012
- **MOTION:** To publish the 2013 financials for review by the membership and take the financials to the membership at the 2014 AGM for acceptance.

Moved by Amanda Watson/ Seconded by Paul Steel. Approved

4. Section Packages

Stanley Li noted that Greater Vancouver has recently updated their charter and bylaws. Jonathan Regehr asked if CITE has a copy of Manitoba's. Peter to check and let Jonathan know.

Peter reminds the Sections that they need to submit to CITE for approval. **ACTION:** ALL

Tried & True Practices

Peter asked those on the call to share good ideas regarding their Section practices. Some of the practices mentioned include:

- o Toronto – trying to get greater involvement from students at UofT and Ryerson. 50% discount for students at section events. Looking at increasing sponsorship opportunities. Starting SimCAP user group. Matt sits on ITE Young Members Committee. Teaming with Russell Brownlee to organize Rural Road Safety course
- o Northern Alberta – corporate sponsorship of \$100. 15 companies (eng firms and gov't organizations) provide student discounts. Student mixer but not well attended
- o Manitoba – moved away from luncheon sponsorship. Golf sponsorship.

Students attend luncheons, Christmas party, papers / presentation competition

- Interior BC – to get students involved, help out with Traffic Bowl. Also have a session hosted at UBC Kelowna

- Time was limited on the call but it was suggested that we continue the discussion on a future Board call, as well as have a more detailed discussion at the Board meeting in Kitchener.

ADJOURN Motion to adjourn at 1:15 pm CST.

Minutes recorded by B.Belmore. Please contact the author with five working days if the minutes are in error.