

DRAFT MINUTES

Not official until approved

**DRAFT MINUTES OF ANNUAL GENERAL MEETING OF
CANADIAN INSTITUTE OF TRANSPORTATION ENGINEERS
INSTITUT CANADIEN DES INGÉNIEURS EN TRANSPORTS
(ITE CANADA)**

held by video conference
on the **11th day of December, 2024**
at the hour of 2:00pm Eastern Standard Time

The Chairperson, Pedram Izadpanah, acted as Chair and the Interim Administrator, Steven Garner, acted as recording secretary.

A quorum of the membership being present (45), the Chairperson declared the meeting to be duly constituted.

The meeting was called to order at 2:02pm Eastern Standard Time.

1. Approval of Minutes and Agenda

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

the meeting minutes of the December 13, 2023 Annual General Meeting be approved.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

the agenda for the December 11, 2024 meeting be approved.

2. ITE Canada Annual Report

The Chair gave an overview of the 2024 ITE Canada Annual Report and highlighted a number of achievements including:

- Changes to the Executive Committee, including the shift to one-year terms and the addition of the Secretary role
- Strategic Plan update that took place earlier in the year
- The Future Transportation Leaders Fund reaching charitable status
- Membership numbers increase for the second straight year
- A successful Student Leadership Summit and the creation of a new student chapter at Dalhousie University in Halifax
- Congratulations to the many award winners, including this year's Burton Award Winner, Jen Malzer
- A very successful Hamilton Conference with record attendance
- Active Training Committee with a number of training sessions held throughout the year
- Participation of a number of ITE Canada volunteers in technical committee roles
- First webinar developed and hosted by the TLC
- Successful completion of a joint webinar with CARSP

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

the 2024 ITE Canada Annual Report be received.

3. Financial

The Treasurer gave an overview of the financial statements for 2024 and highlights from the 2024-2025 budget. It was noted that there was a sizable surplus in 2024 of \$75,476 with the funds earmarked to carry the organization through the hosting of the International conference to be held in Calgary in 2027.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

the 2024 year-end financial statements be approved.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

Wilkinson Rogers LLP of London, Ontario be approved as the ITE Canada public accountant for 2024/25.

4. Appointment of ITE Canada Directors - 2025

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED THAT:

The following member be affirmed as duly elected to the ITE Canada Board of Directors and Executive Committee with a two-year term beginning January 1, 2025:

Madhuri Seera, Secretary

BE IT RESOLVED THAT:

The following member affirmed as duly elected to the ITE Canada Board of Directors and Executive Committee with three-year term beginning January 1, 2025:

Julia Salvini, District Director

BE IT RESOLVED THAT:

The following members be affirmed as duly elected to the ITE Canada Board of Directors with two-year terms beginning January 1, 2025:

Breanna Jackson, ITE Greater Vancouver Section

Zoran Carkic, ITE Southern Alberta Section

Olivia Duong, ITE Northern Alberta Section

Mark Hearson, ITE Manitoba Section

Tim Kooistra, ITE Southwestern Ontario Section

Omar Shams, ITE Hamilton Section

John Kingsley, ITE National Capital Section

The following Board members, whose terms were ending, were thanked for their dedication and contribution to ITE Canada.

Edward Soldo, District Director ITE Canada

Jael Lumba, ITE Greater Vancouver Section

Anne Cataford, ITE Southern Alberta Section
Steve Wood, ITE Manitoba Section
Gordon Scobie, ITE National Capital Section
Jeff Jongsma, ITE Southwestern Ontario Section
Jill Juhlke, ITE Hamilton Section
Paul Bourque, ITE Quebec Section

A moment was taken to swear the oath of office for new directors by Edward Soldo.

5. Other Business

Strategic Plan

The Chair briefly highlighted the strategic plan and noted the focus areas for 2025, including providing more technical content to members.

Virtual Technical Symposium

Attendees were reminded of the Virtual Technical Symposium to be hosted by ITE Canada in February 2025.

There being no further business, the meeting was adjourned at 2:49pm Eastern Standard Time.

Chairperson