

**ITE Consultants Council**  
**Annual meeting 2007, Pittsburgh**  
**Meeting minutes**  
**08/05/2007**

1. Introductions
2. Meet with Scholarship winners and pictures
3. Minutes of last meeting in San Diego were approved by voice vote of a motion moved by Dan Samdahl and seconded by Jeff Arey.
4. Ken Voight and Jeff Arey presented the IBOD and Coordinating council highlights
  - a. IBOD is working hard on balancing the budget
  - b. Cant fail projects across the board are progressing well
  - c. Public Relations has been identified as a new mega issue to address how we communicate within and outside the transportation
  - d. Consultants council and Public agency council action - Session 39 at the 2007 Annual meeting
5. ITE HQ actions accomplished actions from the last meeting and presented material to the exec committee which reviewed and approved the following
  - i. List of all firms billed and paid for 2007 (as of 7/19/07)
  - ii. List of all companies invoiced for 2007, but not paid as of July 19, 2007.
    - a. Follow-up action – An exec committee member has volunteered to call each of the companies
    - b. Follow-up action - ITE HQ to send back the assignments to the exec committee
  - iii. List of all companies who rejoined the council and new members who joined for the first time. Letter sent to these companies.
    - a. Follow-up action – ITE HQ to continue using this letter for future members.
  - iv. Prospective member letter was reviewed and approved.
    - a. Follow-up action – ITE HQ to continue using this letter to solicit new members.
  - v. Benefit and cost letter for prospective members was reviewed and approved.
    - a. Follow-up action – ITE HQ to continue using this letter to solicit new members.

- vi. List of 2000+ members in the ITE Directory who are consultants and their affiliation. The intent is to send ONE prospective member letter to each of these companies.
  - a. Follow-up action – An exec committee member identified ONE point of contact for each company. ITE HQ has completed the task where necessary.
  - b. Follow-up action - ITE HQ to send a paper mail by September 15 to each of these points of contact with a survey form and a Prospective member letter.
  - c. Follow-up action - ITE HQ to report the status of this mass mailing at the next exec committee at TRB in January 2008.
  
- vii. List of all non-council member companies currently listed in the ITE Consultants directory. Letter to all non- council member companies currently listed in the ITE Consultants inviting them to join the consultant's council as well a possible actions if they do not.
  - a. Follow-up action – An exec committee member has volunteered to call each of theses companies
  - b. Follow-up action - ITE HQ to send back the assignments to the exec committee
  
- viii. Action – ITE HQ – Aliyah to send the three responses received so far to the exec committee
  
- ix. Voight and Hibbett – Proposed that consultants council advertise the list of all firms in the ITE journal or right after the keynote speaker address at the opening session.
  - a. Follow-up action - ITE HQ (Phil) to investigate the impact and if this discourages the firms to advertise in the journal as well as the keynote speaker slot.