

EXECUTIVE COMMITTEE MEETING MINUTES/DISCUSSION ITEMS
ITE Technical Conference 2009, Phoenix, AZ

Attendees: Jeff Arey*, Tom Brahms, Phil Caruso, Matt Chase, Steven Hofener*, John Kennedy*, Hibbett Neel*, Pat Noyes, Amir Rizavi*, Ken Vorhies, and Robert Wunderlich
*Council Executive Committee Members

Minutes Recorded By: Amir Rizavi

Location: Room 213A, Convention Center, Phoenix, AZ

Date and Time: March 22, 2009; 2-5 PM

John Kennedy commenced the meeting at 2 PM by welcoming everyone and thanking all for attending. The meeting minutes from the January meeting were approved without any questions. John then circulated the agenda for this meeting and a handout titled "Summary of Tools and Program Options" prepared by the Coordinating Council. Pat Noyce informed the Council that this document was a result of the meetings and discussions held during TRB in January. The Coordinating Council would continue its work on this and new resources and guidelines would be updated on ITE's website. Additional items discussed by the Coordinating Council included involving younger members and what could be done at the Annual Meeting to achieve this.

The next agenda item was a summary report from various Standing Committee Members

1. Policy and Legislative – John Kennedy

The committee has not met yet, but the issue of traffic signal timing has been brought before the Congress by ITE as an energy efficiency topic and has been added as a use in the Energy Efficiency Stimulus funds.

2. Ethics Task Force - Jeff Arey

The task force has not yet met but Neal Hawkins, the current Chair, has retired. The Council has appointed Jennifer Rosales as the new Chair.

3. SCORP (Standing Committee On Recommended Practices) – Hibbett Neel

The committee discussed policies regarding collisions/accidents as it pertains to attorneys. The committee also plans to publish four recommended practices. These include:

- A1 – Traffic Access and Impact Studies
- A4 – Smart Growth Transportation guidelines
- B1 – Promoting Sustainable Transportation through Site Design
- B2 – Neighborhood Design

4. Climate Change – John Kennedy

No report – the Committee had not held its meeting and Don Samdahl was not able to make it to the Phoenix meeting.

John questioned if the TCC should meet after other Councils have met. He suggested the possibility of meeting on Tuesday afternoons as opposed to the traditional Sunday afternoon meetings. Jeff seconded this idea. Pat indicated that scheduling has been discussed previously by the Board. The SCORP meetings always follow the Coordinating Council meetings and the TCC meeting follows after this; however, the scheduling issue could be reopened even though scheduling is always very tough.

John then asked Tom if there is anything he wanted to share on behalf of the Board that the Council needs to know about.

Tom indicated that the Board needs to try to find innovative ways for international information to come into the organization. ITE is involved in a series of broadcasts on technical topics in Australia and New Zealand. ITE wants to encourage ways to bring multiple agencies to participate. This could include consultants bringing in clients (public agencies) or reaching out to Universities to bring in students. From a legislative standpoint, the organization is adjusting to the economy and is discussing many operational projects that could be performed as part of the stimulus package.

John then shifted gears to talk about the Young Consultants Scholarships Award and requested Jeff to chair this effort. He indicated that there were about 40 applicants last year. John also asked if Steve Hofener could serve as one of the reviewers. Jeff and Steve both agreed to judge the applications.

John broached the subject of potential keynote speakers at the Annual Meeting. He mentioned that Paul Eng-Wong had provided him with a list of candidates. Tom added that the CEO of UPS was a prime consideration since he is a good speaker and freight is a hot topic. Tom added that the speaker cost would be covered by ITE; however, he would like to request the TCC's help in covering the cost of webcasts and podcasts.

John mentioned that the triennial review was coming up and the TCC Executive Committee would need to fill out the reviews which John would email to the Committee.

John then mentioned to Tom that when he sent out the TCC Winter newsletter in February, he thought it went out to the 151 representatives of the TCC member firms but in reality, the newsletter was sent to about 1,146 individuals. So, he asked Tom if the newsletter was being sent to every individual of the member firms. Tom will look into this and get back to John.

John then commenced the discussion on the potential reorganization of the TCC. He started off by providing some thoughts on the direction that he was thinking in. Points of discussion included:

- Purpose of the Council.
- Resolution needed on what Council needs to do and where it is headed
- Assuming that the Council will change, how could we continue to provide benefits that are important to member firms.
- Council currently has the responsibility for the keynote speaker and the scholarships that it sponsors. How would this be addressed in future? John also stressed that the Council would like to retain the scholarships that it sponsors.
- John sent out a survey to the representatives of the member firms (about 150 individuals) and received 12 fully filled out responses as of March 20, 2009. More responses are expected to continue to come in.

Some of the reasons for why firms would want to be members of the Council were discussed and these included a way to "give back" to the industry and other non-tangible benefits that the Council provides (exposure, networking opportunities, greater understanding of local versus national perspectives, etc.).

The purpose of the Council has changed over the past years. The Council can be looked at as an entity that:

- Helps provide input training materials appropriate to growth of staff.
- Serves as the lead on leadership training.
- Identifies issues and needs associated with consultants.
- Discusses the policy and planning associated with the political side.
- Provides a broader perspective of consultants.

Other issues that are key to the success of the Council include a need to engage the leadership of consultants; need to identify and develop tools that are key to the success of consultants; continue to provide networking opportunities, produce materials valuable to train a consultants; and a need to build relationships with all firms to maintain the viability of ITE.

The general tone of the discussion was one that was moving to maintain the Council but to change from an employer only membership to an individual membership following the model of the Public Agency and Educator's Councils. One of the primary issues identified under this model is attracting Council membership early on to provide a base for the development of materials generally associated with Councils in their current form.

John will take these ideas back and will develop a proposal which he will first share with the Executive Committee and later present to the Board. A decision will be made by the end of this year as to the future of this Council.

No new business items were discussed other than the status of the mailing of membership dues statements, which as of several days prior to the meeting had not been received. The next meeting will be during the ITE Annual Meeting in San Antonio, TX (date and time to be decided). The meeting was adjourned at 4:30 PM.