

CHAPTER BEST PRACTICES

DISTRICT

DISTRICT 10 – FLORIDA

Technical Activities:

We have 2 active councils: FLPLAN and FLUTEC. FLPLAN is the Florida Transportation Planning Council and FLUTEC is the Florida Urban Traffic Engineers Council. Both Councils are very active and contribute to our meeting agendas. In our Strategic Plan, we want to be the Professional Society of Choice for Transportation Professionals and having both of these Councils allows us to focus on both Planning and Engineering agendas. Our meetings are typically 2 track meetings with a Planning Track and an Engineering Track. We have worked hard in recent years to establish FLPLAN and develop the second track and, to date; our efforts have been highly successful.

On a Biannual basis (even years) we partner with FHWA, FDOT & ITS FI for the Transpo20XX series (next in line is Transpo 2006). These meetings have been highly successful joint meetings for each of the partnering agencies. We are able to offer a meeting with several different tracks. For our Transpo 2004 meeting, we also partnered with Georgia Section - ITE, ITS - Ga and Georgia Department of Transportation. This meeting was held in Jacksonville and ITE's own Tim Harpst was one of our keynote speakers. This meeting was so successful in partnering across state lines that GSITE and ITS - Ga have inquired about having this format as a recurring meeting in some manner such as every 6, 8 or 10 years so we can all learn what our neighbor state(s) is doing.

Organization:

In recent years, we have worked to develop future D-10 and FSITE Leadership through our Chapters. In our recruitment efforts for candidates for office, we look to the Chapters for current and former officers. This provides for a natural progression with a natural step-up in responsibilities.

We have worked the last couple of years to develop a strategic plan for D-10 and FSITE that dove tails into the ITE Strategic Plan. We are asking our membership to adopt the plan this fall. This document will become the blueprint for future D-10 / FSITE Boards to follow.

Working with Tom Brahms, we have established ourselves as a provider of Professional Development as well as being certified to provide Continuing Education to Transportation Professionals. This aids in licensure renewal for professional engineers and assists us in our goal to be the Professional Society of Choice for the Transportation Professionals.

Miscellaneous:

We have a unique relationship with our Vendors through the Associated Business Division (ABD). They assist us through Meeting Sponsorships and having technical displays at our annual meeting. They also participate in our Bill McGrath Scholarship

Award by matching the amount awarded by FSITE. They also have an ex-officio representative to the FSITE Board that they elect.

SECTION

TENNESSEE SECTION:

Organization:

Sometimes our student chapters need a little extra guidance and motivation, which is what our chapter liaison positions were made for. We have at least one for each campus and they try to be at chapter meetings regularly. We've found that new liaisons work best when they work in the same city as the campus and are only a few years from graduating themselves. However, our more established liaisons have become almost like second faculty advisors and are invaluable. Their primary responsibility is to be a bridge between TSITE and the student chapter by: helping organize chapter meetings, clarifying operating policies of ITE, and promoting TSITE and SDITE student awards/competitions.

Technical Activities:

Joint meetings continue to work well for TSITE. In-state joint meetings with related organizations have been given better attendance than out of state joint meetings with other ITE sections. We'll hold our first joint meeting with the Tennessee chapters of the American Planning Association and American Society of Landscape Architects this fall.

Fundraising:

Our primary source of operating funds is still dues (\$15 with \$5 going to the scholarship fund). We started a "sponsorship" program 2 years ago in which funds go to the general fund but are earmarked for student use (student registration at TSITE meetings, travel, refreshments for chapter meetings, etc.). Our biggest fundraiser is the annual auction, which goes directly to our scholarship fund.

Misc:

The TSITE Operations Manual was completed in 2002 and is currently undergoing revision. It is a great benefit to our officers and includes officer and committee responsibilities as well as a detailed calendar color-coded by officer responsibility. Sample forms, awards, etc. are provided in the appendix.

ILLINOIS SECTION

Technical Activities:

In addition to providing for technical presentations at monthly Section meetings, for the second consecutive year the Technical Group continued its focus on bringing educational seminars to the Illinois Section. This effort came to fruition when the Section in cooperation with Metro Transportation Group and SRM Associates sponsored a two-day Roundabout Planning & Design Training Workshop. In addition, several other potential training sessions were identified for the future.

In an effort to promote professional development and maintain state licensure. The Illinois Section created the Professional Development Hour Certificate. Based on established and accepted professional development guidelines (ISPE) these certificates were awarded to participants of workshops, annual meetings, and technical meetings. As an incentive to attend monthly luncheon/technical meetings participants were eligible to receive ½ PDH.

With the departure of one Technical Committee chairman and the conclusion of activities of another committee, a review of the Technical Committees was made. Results of the 2003 survey of membership became available in 2004. These results gave the Technical Group direction as to areas of interest to the membership and helped determine Technical Committees and committee Chairpersons for 2004. Following is a summary of the individual Technical Committees' work in 2004, and plans for the coming year:

Transportation Planning Committee

The Transportation Planning Committee continues to seek information from major public agencies in the region on transportation planning projects in an effort to set up a database of projects in the Chicago land area.

Actions expected in 2005:

- Follow up on project information requests and continue to investigate Transportation Planning activities in other ITE districts to identify other potential committee activities.

Traffic Safety Committee

The Traffic Safety Committee completed and submitted its study titled Evaluation of the City of Chicago's Traffic Accident Reporting System, 1996-1998. Portions of the results of this study were presented to members as articles in the September and December issues of ITEms, the quarterly newsletter.

Roundabouts Committee

This committee organized co-sponsorship of a two-day workshop on roundabouts. The workshop was structured to be taken as individual days or as a whole. Day 1 consisted of Introduction to Modern Roundabouts (Planning & Feasibility); Day 2 consisted of Design Training. Participants who completed the course earned 14 Professional Development Hours and a certificate. Future activities of this committee will be determined in 2005.

Organization / Fundraising:

Scholarship

At this year's annual banquet (held in January 2005) the Illinois Section presented two awards: one scholarship of \$1,500 to Miss Lynn Kohlhaas, an undergrad student at the Illinois Institute of Technology (IIT); and one paper competition award of \$1,000 to Mr. Dazhi Sun, an undergrad student at University of Illinois at Urbana-Champaign (UIUC)

for a total of \$2,500. This support of student chapters will continue as long as funds are available. The section continues to look for ways to financially support this activity.

Internship

In 2004 the section coordinated the advertisement of four (4) summer positions in the Chicago land area. The section will continue to support annual internship positions to help foster the development of students and young professionals in the field of transportation engineering.

Student Activities

In the fall several ITE section members from Chicago hosted an informal “evening with the students” at the University of Illinois at Urbana-Champaign. Over pizza the section members discussed a variety of questions regarding transportation engineering and ITE. This event was received well by all and the section plans to continue to support such activity.

Given the number of universities and large compliment of student population in the Chicago area, there is a renewed interest in student activity. Last year (2003) The Illinois Section board set a goal to start a new student chapter in 2004. We are pleased to report that the Illinois Institute of Technology (IIT) in Chicago has been established as the newest student chapter of the Illinois Section of ITE. The Illinois Section now maintains three student chapters. The Section will continue its efforts to strengthen existing student chapters and add new ones to its roll. In 2004 the Illinois Section board voted to sponsor a middle school team in the ‘Future Cities’ competition as part of E-week activities in northeastern Illinois. Section members also answered a call for volunteers to judge student activities.

Miscellaneous:

In 2004, ITEms, our Section newsletter, continued to distribute 4 issues per year via e-mail and US Postal mail. Members were encouraged to sign-up to receive ITEms via e-mail rather than US Postal mail in order to reduce operational costs of production and postage. ITEms is a great source of information for all our members, at it contains national transportation engineering news, and updates and information on Section activities. ITEms continues to promote the submission of original technical content for issues. A good source for technical articles came from committees under the Technical Group, who summarized technical papers for articles in ITEms.

The website also continues to be a good source of information for our members. The website committee gave our website an overhaul in 2004 creating a more attractive appearance and ease of navigation (www.ilite.org).

The advertising committee was resurrected in 2004 as well. The Section offered engineering firms and other companies the opportunity to advertise in ITEms for a fee. We also accommodated job postings in both ITEms and on the website.

This effort brought in additional funds that could help support the Section's scholarship activities.

The primary activity of the Public Affairs Group in 2004 continued to be participation in planning for the 38th Annual District IV Conference. The Illinois Section hosted the conference in Chicago from June 30 through July 2, 2004 at the Allerton Crowne Plaza. In the development of a successful conference ITE members volunteered to chair and work on the following subcommittees:

- Finance/Budget
- Local Arrangements
- Publicity
- Social
- Technical/Program
- Vendor Coordination

The conference theme '2004SIGHT – Identifying Transportation Solutions and Financing' provided sessions on planning & design of mega-projects, public/private partnerships, modeling efforts, as well as technical tours of the Traffic Operations Center and social activities. Approximately 122 persons attended the two-day event, which raised over \$1,600 in support of our scholarship efforts.

The Activities Group is comprised of the Program Committee, the House Committee, the Special Events Committee, and the Awards Committee. Without the logistics support of the following committees many of our programs and events would not be possible.

Program Committee

The Program Committee develops topics and arranges programs having a wide appeal and interest to Illinois Section members and other transportation professionals (see list of meetings) Responsibilities include soliciting member input and preparing an advance schedule of programs for review by the Board of Directors, providing for speakers' audiovisual needs, coordinating meeting room arrangements with the House Committee, and providing advance notice of the meeting in ITEms or by special mailings. The Program Committee arranged and carried out the program schedule for 2004 as shown on the preceding pages.

House Committee

The house committee provides the Illinois Section members with an appropriate location for regularly scheduled meetings, with the exception of the annual installation meeting of officers and directors. The committee's responsibilities include contracting with meeting/facility locations for meeting and meal arrangements, taking member registrations for the meetings, collecting money at the entrance to the meeting room, maintaining a sign-in register and name tags, and keeping custody of the Illinois Section Banner and slide projector. The house committee arranged the meeting facilities for the programs for 2004 as indicated on the preceding pages (except for the annual meeting).

Special Events Committee

The Special Events Committee provides ITE members opportunities for social interaction through the scheduling and implementation of non-technical activities (i.e., picnics, golf outings, ball games, and the annual installation of officers and directors).

For 2004, the Special Events Committee arranged the annual golf outing and the annual banquet for 2004 that was held in January 2005.

Awards Committee

The Awards Committee provides the appropriate awards and certificates for the Illinois Section's members and their organizations. Committee responsibilities include purchasing of the gavel award for the incoming President and the appreciation award for the outgoing section President for the January meeting, obtaining special recognition awards as determined by the section President or Executive Board, preparing an annual list of award recipients for the section's yearbook, and preparing submittals, potential nominations, and necessary documents for award nominations to the Executive Board each month.

In addition to the scholarship awards indicated in the Student Affairs Group report the Awards Committee arranged for the plaque presented to the recipient of the Past Presidents Award. This award is given annually to a member who in the opinion of the award committee (consisting of past presidents – hence the 'Past Presidents' Award') has provided outstanding service to the Illinois Section and profession throughout his/her career.

For 2004 the awards committee also arranged for the Incoming president's gavel award and the outgoing president's recognition award.

DEEP SOUTH SECTION

Organization:

Deep South ITE has done a few things. For one thing by being a two state section we alternate meetings between the two states and it is amazing what people in one state can learn from folks in another. Even FHWA doesn't seem to operate the same in each State. To supplement this we set up an arrangement with the Alabama Section to meet jointly with them during the Summer every few years. Again the joint state meetings are very beneficial technically as well as socially. (Besides they have better beaches)

Fundraising:

For our student scholarship program we developed an auction during our Summer meeting. Alabama Section picked up on this and we actually did one during the District meeting in Baton Rouge years ago. (Each State received back the money from the items that were donated by people of that state.) Alabama Section subsequently picked up on the auction idea and uses it for the same purpose.

Technical Activities:

During the summer meeting with Alabama a Traffic Bowl was developed where the three states compete in a question/answer competition about traffic stuff. Southern District subsequently has picked up on that and implemented at their last meeting. (We can't take credit for the Traffic Bowl entirely - Alabama Section came up with it but the Deep South participation in the summer Joint Meetings made it practical.) To communicate with our Deep South members (and some other interested folks) we have established an email network. This allows for information to be distributed between issues of the Newsletter. Recently we had a video seminar and it was on very short notice but the email network notification resulted in a good attendance. Information ranges from Deep South activities to MUTCD and ITE information.

Deep South is also working with the LTRC/LTAP operation in Louisiana (hope Mississippi will follow) to provide for video seminars. They recently did one of the ITE seminars on signal timing and previously had done an ASCE one on traffic calming issues.

THE METROPOLITAN SECTION OF NEW YORK & NEW JERSEY

Organization:

During the 2005 year, the ITE leadership implemented a new communications medium for the executive board/committee chairs by initializing a web-based intranet. An intranet is a private website where authorized members of the Met Section can share information. With an Internet connection and a web browser, the staff can access the intranet from anywhere in the world.

The intranet allows the board members to share documents, create discussion groups, manage a calendar, and post announcements. Additionally, one of the most beneficial resources the intranet provides is a task manager. The ITE Met Section intranet is composed of the following sections: calendar, announcements, contacts, databases, discussions, tasks, and documents. Each of these categories offers a forum for members to share information with other members and serves as a convenient resource for extracting details about upcoming events, responsibilities, contact information, location of activities, and technical data. It also serves as an archive for new officers to review materials from previous years.

Tasks are personal or group action items that are assigned by the executive board to board and committee members of the intranet. The Task Manager allows the executive board to manage events and coordinate deliverables among all board/committee members of the Section or event to track action items, coordinate teams, manage multiple tasks, control to-do lists and track progress. The status of a task may be tracked from start to completion, thus allowing a timeline for completion of events and preparation for special events or section activities.

With Discussion Forums, Executive Board and committee members and can brainstorm ideas for events, awards and procedures. Due the multi-state and remote locations,

board and committee members can participate in discussion threads despite different time zones and archive discussions for future reference. The Section can collect board/committee suggestions on an ongoing basis, brainstorm new ideas, encourage use of suggestion box, clarify event arrangements and status and maintain a record of committee decisions

The board/committee has integrated updating and using the intranet into monthly routine, which has resulted in increased efficiency and has fostered the sharing of resources. Because this communication method has worked so well for the NY/NJ Met Section, the Met Section leadership suggests its use in other sections and even national as a “best practice.” In addition, the intranet allows for a designated space for speakers to store their presentations, group documents to be viewed, and task lists to be monitored for regional, national and international conferences.

Technical Activities:

A unique partnership was formed with the Metropolitan Section of the Institute of Transportation Engineers in which the New Jersey Local Technical Assistance Program (LTAP) located at Rutgers – The State University of new Jersey became the purveyor of their professional development courses, a mutually beneficial arrangement that results in a substantial cost savings to the Met Section and allowed the LTAP Center to reach a widespread audience of practicing engineers in the tri-state area. It should be noted that each state has an LTAP center.

By partnering with the LTAP Center is a “best practice,” the MET Section has leveraged training opportunities in an effort to ensure PDH certificates for training, a continuous repository of training records and affiliation with the State university. The collaboration has saved thousands of dollars (i.e. up to \$25 per student/per course) to MET Section members and has ensured that student records will be managed in perpetuity. Therefore, certificates can be replaced and quality control over records management is ensured for members.