

**OHIO SECTION ITE
OUTGOING EXECUTIVE BOARD MEETING
DECEMBER 21, 2005**

LOCATION: Wagner-Smith, Dayton, OH

Board Attendees: Steve Welk, Julia Sprauer, Todd Stanhope, Michael Meeks, Doug Bender, Scott Knebel, Larry Creed

Meeting called to order at 1:45 PM

President – Steve Welk

PTOE Exam Status

- 6 refresher course books to send back

11 Petitioning Member Recollections

- Fred Kaiser may know.

Electronics Communication/Tech One Communication

- Someone on Executive Board should be the one to communicate updates to the website for Tech One since they are likely to be present at Board Meetings.
There was discussion of whether that should be the Director or Past President and the consensus was the Director should be responsible for communication with Tech One
- Other opportunities for Electronic Communications Committee Chair.
Development of ideas for upgrades to the website.
The old UC website is back up...also link from International should be to Ohio ITE.org.

ACTION ITEM: Jeremy Ghent to contact UC about removing Ohio ITE's old website and contact International ITE about linking to OhioITE.org from their website.

Keys to Mailbox

- Board Members doing a lot of mailing and in Columbus should have keys.
Keys for 2006...
Doug Bender
Todd Stanhope
Michael Meeks

Vice President – Julia Sprauer

50th Anniversary Meeting

- Successful
- Pins were mailed to remainder of membership but a few pins short. Wouldn't hurt to have a few extras.

Future Meetings

- Incoming VP may want to consider requesting that anyone who needs a special meal to mention that when making a reservation.

ACTION ITEM: Julia Sprauer to order the remaining number of pins needed.

Secretary – Todd Stanhope

Sharing any Profit from joint Ohio Section/Lake Erie Chapter with Lake Erie Chapter

- Todd Stanhope stated that at the March meeting Kerry Ferrier, Lake Erie Chapter President, shared how the Chapter doesn't have much cushion in their account. Todd Stanhope thought that since they are taking the lead in arranging this meeting the Section provide the Chapter the profits, if any.
- Scott Knebel suggested any Board Action or Administrative Policy related to this just give the board the option to do this so it can be determined by the Board on a year by year basis.
- Consensus was to consider this in 2006.

Approval of Minutes

Steve Welk asked for comments and corrections to the September 22, 2005 Executive Board Meeting Minutes. Julia Sprauer moved for approval of the minutes and the motion was seconded by Michael Meeks. The motion was carried unanimously.

Action Items in Minutes

- Todd Stanhope to provide Steve Welk with some suggested text to incorporate into a letter to International regarding PTOE hosting.
 - Not Complete
- Steve Welk to draft letter to International regarding PTOE hosting.
 - Not Complete awaiting Todd's suggested text
- Michael Meeks or Todd Stanhope provide Doug with the Calendar.
 - Complete

Treasurer – Michael Meeks

Treasurer's Report

- Quickbooks program okay.

Director – Doug Bender

Calendar Check

- Mail meeting schedule for coming year and officers list to ITE Headquarters with copy to District Director (VP Elect by 12/31)
- Mail dues notices to members (advising dues sent to Treasurer Elect) (Treasurer Elect by 12/30)
- Order name badges for new President, new officers and new committee chairs (President Elect by 1/15)

- Mail Committee sign up forms with Meeting Notice with Dues Notice (Treasurer Elect by 12/30)

ACTION ITEM: Todd Stanhope to mail 2006 meeting schedule and 2006 officers to International ITE

ACTION ITEM: Doug Bender to send out dues notices and committee chair forms

ACTION ITEM: Julia Sprauer to order new name badges for President, new officers and committee chairs.

Past President – Scott Knebel

- Proposed By-Law revisions (See Attachment “A”)
 - Allows for single candidate nomination.
 - Do not allow petitions to be submitted after the deadline.
 - Could be sent in Dues notice to vote

Julia Sprauer moved to approve proposed By-Law revisions (shown in Attachment “A”) and send them to vote. Todd Stanhope seconded them.

- Parting thoughts
 - Functioning Website is good.
 - Try to have a more statewide presence
 - Communication is improving
 - Lake Erie Chapter development

District Director – Tim Haagsma

No Report

Committee Reports

Membership Committee (Report Submitted via e-mail after meeting was held)

- End of Year Membership Report (See Attachment “B”)

Steve Welk thanked everyone for their collective work and asked for a motion to adjourn.

Motion to adjourn was made by Scott Knebel and seconded by Doug Bender.

The meeting was adjourned at 3:00 PM.



Institute of Transportation Engineers

OHIO SECTION INSTITUTE OF TRANSPORTATION ENGINEERS EXECUTIVE BOARD

December 20, 2005

1:00 pm

The Wagner-Smith Company

- I. Minutes Approval
- II. President Steve Welk
 - 1) PTOE Exam Status
 - 2) 11 Petitioning Founding Member Recollections – Fred Kaiser
 - 3) Past President as Electronic Communications Chair?
- III. Vice President/Program Chair Julia Sprauer
 - 1) Today's meeting
 - 2) 50th Anniversary Meeting
- IV. Secretary Todd Stanhope
 - 1) Sharing meeting profit from U of Akron meeting with Lake Erie Chapter
 - 2) Sharing meeting profit from U of Akron meeting with Student Chapter
- V. Treasurer Michael Meeks
 - 1) Year-to-Date Treasurer's report
 - 2) Ohio Section 2005 Budget / Year-end Summary
 - 3) Guidance for new Treasurer – continue with Quick Books?
- VI. Director Doug Bender
 - 1) Calendar Check – What must be done to finish 2005? To begin 2006?
- VII. Past President Scott Knebel
 - 1) Parting Thoughts – Ohio Section Strengths or Where Attention is Needed

Program Chairs

ATTACHMENT "A"

Proposed changes to Section By-Laws
December 20, 2005

Existing

Section 4.4 – The Nominating Committee shall be appointed by the President and shall consent to hold office shall be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than July 1.

Section 4.5 – Additional nominations for any office may be made by petition, signed by not less than five members that are eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he is nominated and must be received by the Secretary not later than July 15. If a member is nominated for more than one office, he shall be considered a candidate only for the one office which he prefers.

Section 4.6 – Not later than August 1, the Secretary shall send to each eligible voter a final ballot listing the candidate nominated for offices. Candidates nominated by petition shall be so indicated on the ballots. Marked ballots shall be returned to the Secretary no later than September 1, which date shall be indicated on the ballot. Final ballots returned by eligible voters to the Secretary before the deadline shall be canvassed with 10 days by three tellers appointed by the President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the retiring Section Executive Board shall determine the winning candidate prior to the Annual Meeting of the Section.

Proposed

Section 4.4 – The President shall appoint the Nominating Committee. The Nominating Committee shall identify and one or more qualified candidates for each elected office of the Section. Written consent to hold office shall be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than July 1.

Section 4.5 – Additional nominations for any office may be made by petition, signed by not less than five members that are eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he is nominated and must be received by the Secretary not later than July 15. The candidates nominated by petition shall be so indicated on the ballot form.

Section 4.6 - An eligible candidate may run for only one office at a time.

Section 4.7 – Not later than August 1, the Secretary shall send to each eligible voter a final ballot listing the candidate(s) nominated for office. When more than one eligible candidate is listed for an officer position, the process to elect by secret ballot shall be followed as provided in Section 7.2. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the retiring Section Executive Board shall determine the winning candidate. The election process is to be completed prior to the Annual Meeting of the Section.



ATTACHMENT "B"

Institute of Transportation Engineers

OHIO SECTION
SUMMARY OF MEMBERSHIP ACTIVITY FOR 2005

New Members and Affiliates

Kelly Scott	(1031-M)
Will Woodfin	(1032-C)
Rhett Wegehaupt	(1033-T)
Nichole English	(1034-M)
George Mohan	(1035-T)
Tyrell D. Thompson	(1036-T)
Sarah Strukel	(1037-T)
Eugene K. Roberts	(1038-M)
Kerry D. Ferrier	(1039-M)
Liyong Gog	(1040-S)
Ho Lee	(1041-S)
Cho Wong	(1042-S)
Kaushik K. Sbba	(1043-S)
Bin Gao	(1044-S)
Yuxiong Ji	(1045-S)
Prasad Pulaguntla	(1046-S)
Prasanna Siraraman	(1047-S)
Xing Wang	(1048-S)
Joshua Pennock	(1049-M)
Gerald A. Toth	(1050-M)
Emily S. Willis	(1051-G)
Emilie Worley	(1052-M)
Anthony C. Wilsbacher	(1053-M)
Nicholas Shultz	(1054-M)
Deric W. Barnes	(1055-M)
Katie Lambert	(1056-M)
Fred McGary	(1057-M)
Warren Plesmid	(1058-M)

Membership conversions:

Patricia R. Fought (1019-S) - Converted to Student status from Member status.

Truly,

Shahzad Ahmed
Membership Chairman
ITE Ohio Section