



2011-2012 Officers: President Kamala Parks, Vice-President Mousa Abbasi, Treasurer Jia Hao Wu, Secretary Tiffany Barkley

## **Board Meeting Agenda**

**Thursday, October 20, 2011**

9:00 to 11:00 AM

Dowling Associates Offices, Conference Room  
180 Grand Avenue, Suite 250  
Oakland, CA 94612

**Remote Access Phone:** (219) 509-8222 **Participant Access Code:** 1354610

### **1. Introductions**

- Attendees:
  - In person: Kamala Parks, Tiffany Barkley, Mousa Abbasi
  - On phone: Kimberly Leung, Eduardo Serafin, Lin Zhang, Amit Kothari

### **2. Board Members – Kamala Parks**

- **Introduce new board members**
  - Kimberly Leung: Social Chair and co-scribe
  - Lin Zhang: Membership Chair (formerly legislative chair)
  - Michelle DeRobertis: Legislative Chair
  - No longer on board: Steve Weinberger, Joan Ravier, Jason Nesdahl
- **Identify potential board positions**
  - There is a potential position for a photographer to take pictures at lunch meetings and other events. This does not necessarily have to be a board position.
  - Some co-chair positions have been removed because they were not needed. If current chairs feel that they need help, we can recruit co-chairs
- **Procedures to volunteer for board**
  - If people are interested in volunteering for the section, we can find a position for them to fill.
- **Policies to limit participation in multiple positions**
  - Board decides that it is ok for people to hold two positions as long as they aren't overwhelmed. If other people are interested, then those holding two or more positions should relinquish one of them.
- **Recruitment and appointment process**
  - The President is responsible for filling the board positions and appointing people
  - Appointed board members serve until they step down
  - If you want to give up your position, inform the president and the board



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**3. PHP list** – Tiffany Barkley and Jia Hao Wu (not present)

- We no longer use this email distribution service; it has been replaced by webmail/constant contact
- Tiffany will look into closing the php list out, after ensuring that we have transferred over all interested non-member email addresses.

**4. Email newsletter schedule** – Tiffany Barkley and Mousa Abbasi

- Lunch meeting announcements should be sent out three weeks before the event
- General announcements should be sent out once a month. If they are time-sensitive, they can also be included in a meeting reminder email
- For lunch meetings, Tiffany will leave registration in Constant Contact open until noon on the Tuesday prior to the meeting, unless Mousa tells her that he needs the lunch count earlier
- Tiffany will send out the awards reminder email on Monday and November lunch meeting announcement on Wednesday.

**5. National ITE update** – Jim Helmer

- Not discussed

**6. Update on ITS Coordinator Activities** – Joy Bhattacharya (not present)

- Mousa is communicating with ITS-CA to hold a joint meeting in February or March

**7. Sponsorship** – Bhanu Kala

- We are still looking for a sponsor for the November lunch meeting

**8. Annual ITE Awards Program** – Amit Kothari

- We have received 3 or 4 inquiries about the program and one nomination for professional of the year. This level of response is the same as previous years; most nominations come in around the deadline
- The award covers 15 counties, so it would be beneficial to find a way to reach out to counties outside of the Bay Area (like Mendocino, Monterey, Humboldt, etc). Members in these counties do receive section email announcements. If anyone on the board has contacts in these regions, please let Amit know.
- Tiffany will send out a special reminder announcement for the awards program on Monday Oct. 24th. If we don't receive enough nominations by the deadline, we will extend it by two weeks to November 14th. The extension will not be announced until the end.
- Possible locations for January meeting are Ponzu restaurant or OSHA Thai. Amit and Mousa will further discuss the location
- Amit describes past panel process
  - Board members have not voted, but have served in an advisory position



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- Panelists are kept secret from board and members, and don't know who other panelists are
- Panelists conduct reviews of nominations independently, and assign scores. Amit tallies scores and gauges consensus. In past years, there has been a high degree of consensus among panelists.
- Board decides to keep panelists a secret for the upcoming rewards cycle. Kamala will not serve as a panelist, but will be kept in the loop

**9. Student Outreach – Paul Stanis, Eduardo Serafin, and Murali Ramanujam**

- Paul is trying to get a few spaces saved for student presentations at the western district meeting in Santa Barbara in 2012. He has not yet heard back from anyone.
- CalITE requests \$200 in funding assistance for chapter t-shirts
  - The Board typically provides funding for student chapters for activities that increase access to professions or professionals. Examples include helping pay for food at monthly meetings or funding field trips. T-shirts do not meet this goal
  - Motion to reject funding request. In favor: Kamala, Mousa, Tiffany, Kimberly. Motion approved
  - Eduardo to provide feedback to chapter on funding requests that are more likely to be approved.
  - It CalITE submits another budget requests, officers will review by email prior to the next board meeting
- Student paper competition
  - Eduardo suggests being less-specific about the paper topic to encourage a wider variety of responses and let students write about research that they have already done.
- Other student events
  - Kimberly suggests holding a large student event like a traffic bowl to encourage interaction between different schools and professionals, and volunteers to lead the effort in coordinating this event for spring. Eduardo volunteers student outreach chairs to assist her. Eduardo and Kimberly will coordinate further via email.

**10. Social Events and Media – Kimberly Leung**

- Happy Hours
  - Kimberly is out of town until early December, but the section could hold a happy hour the week of December 12<sup>th</sup>.
  - Kimberley suggests a happy hour after the holidays with a white elephant gift exchange for gifts that you got over the holidays but do not want!
  - Kamala says that the section can help pay for finger food, but not drinks, especially when students are involved. Suggests getting separate room for event.
  - Kimberly to come up with proposal and budget for the board to discuss.



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- Other possible events: student-related traffic bowl or Mighty race, mentor-mentee social event, baseball game in Spring, technical site visit
- Kamala suggests waiting until the next fiscal year to hold a mentor-mentee event because the program has been slow to get off the ground. It currently has a lack of mentors.

#### 11. Membership Coordinator – Lin Zhang

- Tiffany provided Lin with aggregated membership statistics from section membership list
- Membership by work type:
  - Consultants more than 40%
  - Students are 20%
  - State government only 2%
- Membership by gender
  - 77% male, 23% female
- Membership by starting year
  - Lots of new members in recent years (30-60 per year over the past few years)
- Membership by location
  - East Bay: 40%
  - SF: 18%
  - Peninsula: Only 6%
  - North Bay: Only 9%
- Ideas for increasing membership
  - Hold more meetings at Caltrans
  - Hold one meeting a year in Peninsula
  - Start a new “Bring a Colleague Day”
- Caltrans hasn’t traditionally been supportive of people participating in professional organizations. Lin to investigate whether this is a district-specific or an agency-level policy, and to figure out who to talk to to drum up support for ITE. Wing Luk is a good person to start with.
- There are not enough members in the Peninsula to merit having a meeting there.
- Lin to come up with a few strategies for “Bring a Colleague Day” for discussion with board.
- The board should encourage under-represented regions to form their own organizations
  - Mousa has interest in starting a North Bay Traffic Officials Association.

#### 12. Website – Joakim Osthus and Mousa Abbasi

- 4 proposals received in response to RFP
- The budget is \$5,000. Three proposals came in over \$10,000. The lowest price was \$6,500
- Motion to follow three step process: (1) see if the \$6,500 proposal meets the requirements in the RFP; (2) negotiate to bring the price down to \$5,000; (3) increase budget to up to \$6,500 if negotiations fail. In favor: Tiffany, Mousa, and Kamala. Motion approved.

#### 13. Technical Programs – Nate Chanchareon and Afsaneh Yavari

- **HCM 2010**
  - Half-day workshop, first or second week in December. Board suggests first week
  - Rick Dowling as potential speaker.



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- Mousa suggests inviting a national expert if we can generate funds to pay for it, as well as a speaker from a local agency on how to transition to the new HCM
- **Modeling workshop**
  - Proposed for late March or early April
  - Organizers to coordinate to ensure that it does not fall too close to a monthly meeting.

**14. Special Workshop on Accessible Pedestrian Signals – Kamala Parks**

- Not discussed

**15. Report on Section Finances – Jia Hao Wu**

- The section made money at the September lunch meeting and is projected to make money at the October lunch meeting

**16. Monthly Luncheon Meetings – Mousa Abbasi**

- January is the awards ceremony; Mousa is coordinating with Amit
- Mousa is working on holding a joint meeting with ITS CA in February or March
- April will be the student awards presentation
  - Paul, Mousa, and Kamala will organize this
  - Kamala to ask Paul to put together a plan and schedule

**17. Other Topics**

- None

**18. Future Board Meetings - January 19, March 15, and June 21**

**19. Identify Action Items**

**20. Adjournment**