

2003 Annual Chapter Report



KCITE Activities in 2003

The inaugural year of Kansas City Chapter of the Institute of Transportation Engineers (KCITE), 2003, was one of rapid development and many accomplishments.

The first meeting to determine interest in a local ITE Chapter in the Kansas City area was held on January 9, 2003. Reggie Chandra and Steve Schooley worked together to organize the meeting. Over 75 persons attended the initial formation meeting, and those in attendance signed a petition supporting the formation of the Chapter. The speaker for this initial meeting was Steve Hofener, ITE International Vice President.

Shortly after that meeting, a special nominating committee made up of past MOVITE Presidents selected a group of eight candidates to run for four offices. The four positions were President, Vice-President, Secretary/Treasurer and Director. In mid March ballots were sent out to all ITE members within a 16 county area in both Kansas and Missouri, and the officers were elected in late March. Since those elected had not run for specific positions, the officers decided among themselves who would hold each position. The four officers elected were:

President	Mark Stuecheli
Vice-President	Alonzo Linan
Secretary/Treasurer	Mike Wahlstedt
Director	Steve Worley

The next meeting, which took place on April 2 (three days after the election results were known), included the announcement of the new officers. After being introduced, the officers presided over the meeting. Two votes were taken at this meeting - the first resulted in the selection of the Chapter name of Kansas City Chapter - Institute of Transportation Engineers (KCITE), and the second finalized the Chapter boundaries. Following that meeting, the officers met several times to draft the Charter and Bylaws for the Chapter. They also attended the Spring MOVITE Meeting in Fayetteville, where the Chapter organizing effort was announced.

On May 29 another Chapter Meeting was held, and 70 persons, including 53 ITE Members, were present. The ITE Members in attendance unanimously voted to accept the Chapter Charter and Bylaws as proposed by the officers. Shortly after the meeting, those documents were forwarded to the MOVITE President for review by the MOVITE Board. On June 16, 2003, the MOVITE Board unanimously approved the KCITE Chapter Charter and Bylaws and they were conveyed to the ITE office for final review. ITE approved the Charter and Bylaws on June 19, which constituted the official formation of KCITE as a Chapter of ITE. The September 11 Chapter Meeting included a ceremony, presided over by District 4 International Director Earl Newman, to swear in the new officers and to present the Charter. Jay Wynn, 2003 MOVITE President, also was present at

that meeting to welcome KCITE into chapterhood. At the Fall 2003 MOVITE meeting in Springfield, Missouri, the KCITE Chapter was formally recognized and presented the Chapter Charter.

Later in the fall the Chapter formed three technical committees. Those committees were directed to focus on the areas of special interest to the Chapter members: current practice in the Kansas City area and available software related to travel demand modeling, traffic simulation, and traffic operations. Clyde Prem heads up the Travel Demand Modeling Software Review Committee (13 members), Shawn Gotfredson chairs the Traffic Simulation Software Review Committee (10 members), and Gary Graham is providing leadership to the Traffic Operations Software Review Committee (14 members). The goal of each committee is to produce a report of their findings by the middle of 2004. At this time the committees are conducting literature searches and are preparing surveys to determine the region's current state of practice in the use of various transportation software packages.

In addition to the Chapter Charter and Chapter Bylaws, the Chapter Officers have produced a Policy Manual that provides additional direction on the operations of the Chapter. A copy of the Policy Manual is attached to the end of this Annual Report.

Annual dues have been set at \$10 for Chapter Members and Chapter Affiliates. Student Members do not pay dues. The annual dues are payable by January 1 of each year.

Because the Chapter Officers were elected mid-way through 2003, the decision was made that each officer would retain their position until the next election in November, 2004. As detailed in the Policy Manual, at the time of the election the Board of Direction will be expanded to include six members: President, Vice-President, Secretary/Treasurer, Member Director, Affiliate Director and Past-President.

KCITE meets six times a year on the second Thursday of the month in the months of January, March, May, July, September and November. The intent is to rotate meeting locations within the Chapter area. In 2003 the speakers and topics covered at the meetings included: an overview of ITE International activities, presented by International Vice-President Steve Hofener; a review of the transportation-related activities of the regional planning agency in the Kansas City area (MARC) by MARC staff member Ron Achelpohl, an overview of KC Scout (the ITS effort in the Kansas City area), presented by Ray Webb of MoDOT, Director of KC Scout; telecommunication needs for the transportation community, presented by Paul Olson of FHWA, and roundabout accessibility, presented by Professor Emeritus Gene Russell of Kansas State University. Meeting attendance has been quite good – an average of 65 persons have participated in each of the chapter meetings.

The officers are excited about the future direction of the Chapter. The technical committees are off to an excellent start, in 2004 the Chapter will begin a tradition of sponsoring an annual "Excellence in Transportation" Award, and the next elections are scheduled for November 2004. By that time the Chapter should be well established and primed to serve as an important local resource for ITE members in the Kansas City area.

KCITE Statistics

Membership as of January 15, 2004:

Chapter Members	54
Chapter Affiliates	21
Student Affiliates	<u>0*</u>
Total	75

* No active Student Chapters currently exist within the Chapter boundaries.

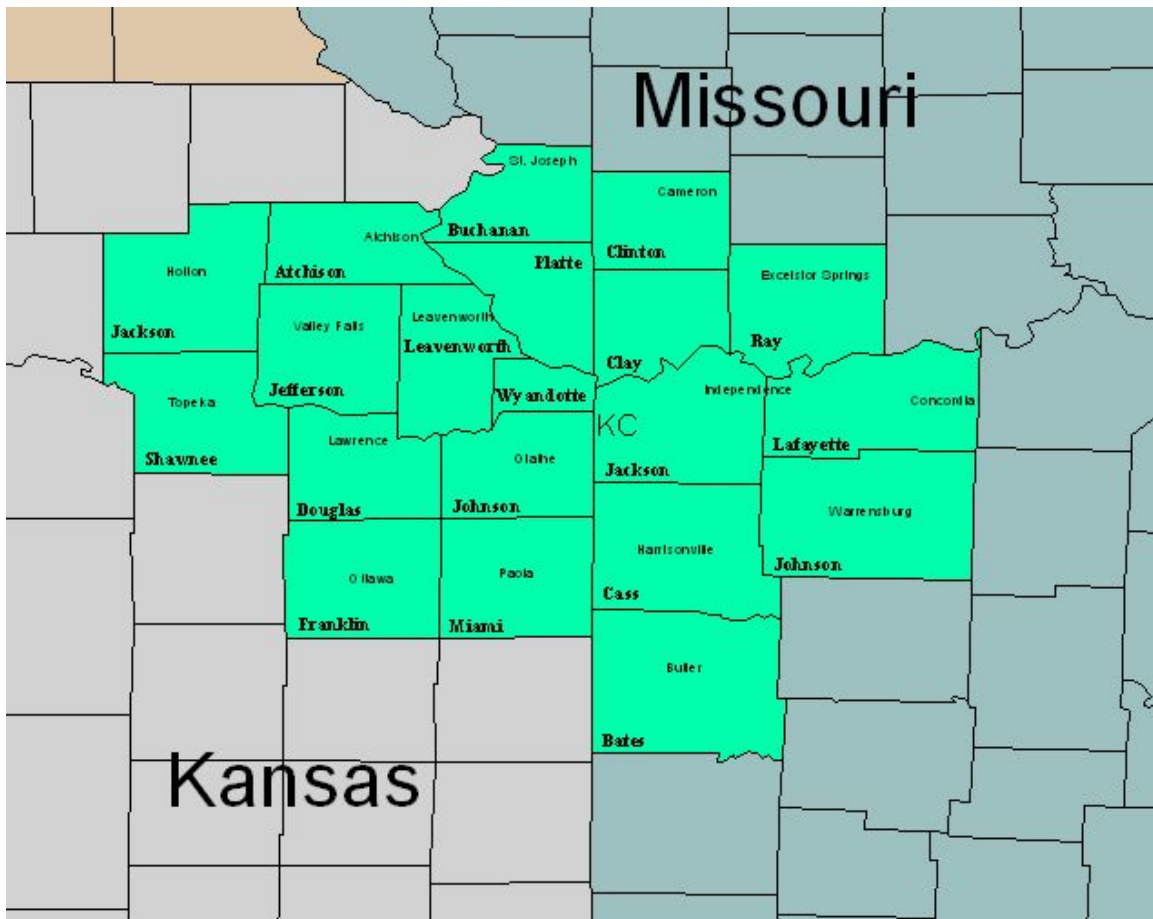
Meeting Attendance

January 9, 2003	76
April 2, 2003	65
May 29, 2003	70
July 10, 2003	47
September 11, 2003	60
November 13, 2003	72

Note: Since the first membership dues were payable January 1, 2004, no calculation can be made as to the percentage of KCITE members attending each meeting in 2003.

Chapter Area

The Chapter Boundaries were established to include the major cities within a 70 mile radius of Kansas City. That criteria resulted in a total of fourteen counties within the Chapter area – seven in Kansas and seven in Missouri. In addition to cities in the Kansas City area, the cities of Lawrence, Topeka, and St. Joseph are located within the Chapter boundaries. The inclusion of those nearby cities allows representatives from agencies/institutions like the Kansas Department of Transportation and The University of Kansas to be fully involved in a local connection to ITE. The following map illustrates the Chapter boundaries.



Chapter Officers



Steve Worley Alonzo Linan Mark Stuecheli Mike Wahlstedt
Director Vice President President Secretary/Treasurer

Presentation of Charter at September Chapter Meeting



From left, Mark Stuecheli, Mike Wahlstedt, Alonzo Linan, Steve Worley, District 4 International Director Earl Newman, Reggie Chandra, Steve Schooley and MOVITE President Jay Wynn.

Policy Manual

Kansas City Chapter – Institute of Transportation Engineers

This Policy Manual addresses the operations of the Kansas City Chapter – Institute of Transportation Engineers (KCITE). The Charter and Bylaws of the KCITE have established the general structure of the organization. This Policy Manual is intended to fill-in the details on the duties of officers and the various functions for which KCITE is responsible.

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Section 1 - Officer Duties

The following Officers of the Chapter comprise the Board of Direction

1.1 President

The President's primary responsibility is to provide general oversight to ensure that the Chapter is following the proper path. Specific duties include:

- A. Preside at the Chapter Meetings
- B. Oversee the development and maintenance of the Chapter website
- C. Maintain the Chapter Policy Manual
- D. Produce the Annual Report to MOVITE prior to the end of the calendar year.
- E. Serve on special Chapter committees or designate a Chapter Officer to act as a representative
- F. Appoint two members to the Nominating Committee (plus the Past President) and three members to the Teller Committee

1.2 Vice-President

The Vice-President presides at Chapter Meetings in the absence of the President and also is responsible for the following duties:

- A. Serve as the Chair of the Arrangements Committee, which is responsible for the scheduling of venues and the selection of speakers for the Chapter Meetings
- B. Send the meeting notices and collect RSVPs, using mailing list provided by Secretary/Treasurer
- C. In cooperation with the Arrangements Committee, collect the meeting fees at the meeting
- D. Oversee the Budget Committee's development of the Chapter Budget for the next year

1.3 Secretary/Treasurer

The Secretary/Treasurer is responsible for the following duties:

- A. Collect dues
- B. Maintain the membership and e-mail/ mailing databases
- C. Produce the Annual Financial Statement for the Chapter prior to end of the calendar year

- D. Produce the Annual Affiliate Membership Report and send to ITE prior to the end of the year
- E. Archive records/minutes of Chapter Meetings/Business Meetings
- F. Transmit ballots to voting membership
- G. Serve on Budget Committee
- H. Provide voucher reimbursements
- I. Maintain a membership form

1.4 Member Director

The Member Director is responsible for the following duties:

- A. Prepare the meeting minutes for the Chapter meetings
- B. In cooperation with the Affiliate Director, work on membership expansion and retention
- C. Observe the operations of the Chapter and learn the duties of the other Chapter Officers
- D. Serve on Budget Committee

1.5 Affiliate Director

The Affiliate Director is responsible for the following duties:

- A. Serve as a member of the Arrangements Committee
- B. In cooperation with the Member Director, work on membership expansion and retention

1.6 Past President

The Past President is responsible for the following duties:

- A. Serve as the Chairman of the Nominating Committee
- B. Provide Secretary/Treasurer with candidates' statements
- C. Serve as a mentor for the Member Director and Affiliate Director by providing direction and general information on Chapter Officer duties and responsibilities

Section 2 - Meetings

2.1 Meeting Schedule

Regular Chapter Meetings generally will take place on the following schedule: the second Thursday of the months of January, March, May, July, and September. The annual meeting generally will be held on the second Thursday in November. The specific dates of the meetings are subject to change depending upon the availability of meeting space and the desire to hold joint meetings with other professional organizations. Meetings typically will take place as lunch meetings, but may be shifted to other times at the discretion of the Board of Direction.

2.2 Arrangements Committee Activities

The Arrangements Committee consists of six members appointed by the Board of Direction, serving alternating two-year terms. Its purpose is to provide logistical support to the Board of Direction by securing meeting places, recruiting speakers and assisting with registration and payments at the meetings. The Committee will meet in the months of February and August, with the three new members assuming their positions at the February meeting. The Vice-President shall oversee the operations of the Committee.

Section 3 - Awards

3.1 Annual Award Categories

The Chapter shall sponsor the following award, which will be presented at the November Chapter Meeting:

- **Excellence in Transportation Award** – This award will be given to a project located within the Chapter boundaries or a study prepared for a government agency or other group located within the Chapter boundaries that, in the opinion of the Board of Direction, exhibits the most outstanding contribution to Transportation Engineering or Transportation Planning.

3.2 Submission Requirements

The Secretary/Treasure shall solicit entries for the award through an e-mail message transmitted to all Chapter Members, Chapter Affiliates and Student Affiliates by March 31. All entries shall be submitted to the Chapter President no later than September 30.

All projects/studies must have been completed or be projected to be completed within the same year as the submission for the award. Each submission shall be summarized in a letter size report of no more than 10 pages of text and illustrations, consisting of a discussion of the scope of the project/study, its

significance to the Chapter area, and the nature of the contribution to Transportation Engineering/Transportation Planning. The applicant shall submit five paper copies of the report and an electronic file in .pdf format. In addition to the report, the submission shall include a poster board presentation prepared on a single side of a 24" X 36" foam core board.

Section 4 – Website

4.1 Website Contents

The Chapter shall establish and maintain a website that includes information about the Chapter, including, but not limited to, the following items: officers, history, Charter, Bylaws, meeting minutes, awards, award recipients, useful links and meeting schedule.

4.2 Website Operating Expenses

Any vouchered costs associated with maintaining the Chapter website shall be reimbursed by the Chapter.

Section 5 – Membership

5.1 Membership Form

The Secretary/Treasurer shall develop and maintain a standard membership form that will be required to be filled-out annually by each member at the time that the annual dues are paid.

Section 6 – Finances

6.1 Reimbursement for Expenses

The Chapter shall reimburse Board of Direction members for vouchered expenses incurred in carrying out the responsibilities of each position. Expenses exceeding \$50 shall be pre-authorized by the Board of Direction. Any other person performing work for the Chapter that has been authorized by the Board of Direction shall be reimbursed for their material expenses in performing the authorized work.

6.2 Signers on KCITE Accounts

The Secretary/Treasurer and Vice President shall act as signers on KCITE savings and checking accounts.

6.3 Budget Committee

A Budget Committee; made up of the incoming President, Secretary/Treasurer and Member Director; shall meet prior to the January Chapter Meeting to develop a budget for the upcoming fiscal year.

6.4 Operating Budget and Fund Balance

The Board of Direction shall, prior to the January Chapter Meeting, approve a budget, which includes projections of income and itemized expenses. Expenditures which would exceed that provided for the item in the budget shall be authorized by the Secretary/Treasurer and the President prior to the commitment. The Board of Direction shall maintain a minimum fund balance approximately equal to 25 percent of the operating budget of the previous year.

6.5 Audit of the Secretary/Treasurer

The Audit Committee (a Committee appointed by the President consisting of the incoming Secretary/Treasurer, the outgoing Secretary/Treasurer and at least two other Chapter Members) shall, prior to the January meeting, audit the Secretary/Treasurer's books for the previous year.

6.6 Investment of Chapter Funds

The incoming President, Vice President and Secretary/Treasurer shall, in the month of January, review the investment possibilities of the reserves of the general operating fund as presented by the Secretary/Treasurer. The majority of those three shall decide on the best investment plan to be implemented for the upcoming year.

6.7 Annual Dues

Annual Dues for Chapter Members and Chapter Affiliates shall be \$10 and shall be due on January 1 of each year. Student Affiliates shall not be charged annual dues.

6.8 Meeting Charges

The Arrangements Committee shall determine the charges for each Chapter Meeting, based upon the costs for the meal and facilities. The intent shall be to break even unless the Board of Direction authorizes additional expenditures. Attendees who are not Members, Chapter Affiliates or Student Affiliates will be charged an additional \$3 in meeting charges.

Section 7 – Government

7.1 Meetings of the Board of Direction

The Board of Direction shall meet on a schedule established by the President, but at a minimum shall meet at least in the months of January and October.

7.2 Automatic Nominations for Board of Direction

The Nominating Committee shall automatically nominate the current Vice-President for the office of President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Secretary/Treasurer for the office of Vice-President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Member Director for the office of Secretary/Treasurer in addition to any other nominees. The Nominating Committee shall automatically nominate the current Affiliate Director for a second term if the Affiliate Director has served only one year in that position, in addition to any other nominees. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Chapter area. In the event that positions come open due to the early departure of an officer listed above, the Nominating Committee shall have the ability to select nominees who they believe would be the best candidates for the open position(s). When selecting candidates, consideration should be given to ensuring a balance of officers from the private and public sectors.

7.3 Information from Chapter Candidates

The Past President shall solicit statements from Chapter candidates for President, Vice-President, Secretary/Treasurer, Member Director and Affiliate Director. Statements shall not exceed 250 words in length and are to provide program objectives, thumbnail biographical sketches, and photographs. Statements shall be delivered to the Secretary/Treasurer no later than November 8. Statements shall be made available to the membership either in printed form and/or in digital form on the Chapter website. In either case the statements shall be provided to the Chapter membership no later than the date that the election ballots are provided to the membership.

7.4 Elections

The Secretary/Treasurer shall transmit the election ballots to all Chapter Members and Chapter Affiliates no later than November 15. The ballots shall include instructions that they be returned to the Secretary/Treasurer no later than December 1. Upon receipt of the completed ballots, the Secretary/Treasurer shall transmit those ballots to the Teller Committee.

7.5 Teller Committee

The President shall appoint three Chapter Members and/or Chapter Affiliates to the Teller Committee. After receiving the completed ballots from the Secretary/Treasurer, the Teller Committee shall tally the votes from each valid ballot and shall transmit the results to the President. In all cases, the voting shall be in the form of secret ballots. No individual voting records shall be released to any person.

7.6 Election Results

Upon receiving the election results, the President shall notify the Board of Direction of the results and the Secretary/Treasurer shall transmit the list of newly elected Officers to the full KCITE membership.

7.7 KCITE Representation on the MOVITE Board

In the event that MOVITE asks that a member of the Chapter Board of Direction serve as a representative to the MOVITE Board, the President, or another Chapter Officer designated by the President, will serve as the Chapter representative to the MOVITE Board.

Section 8 – Calendar of Officers’ Duties

8.1 Calendar of Officers’ Duties – President, Vice-President, Secretary/Treasurer, Member Director, Affiliate Director

The following tables list the major responsibilities of each of the officers, listed by the month that the duties need to be handled. The exact months and the number of meetings may vary, depending upon the needs of the Chapter.

Month	President	Vice-President
January	<ul style="list-style-type: none"> • Board of Direction Meeting • Preside at Chapter Meeting • Review investment possibilities 	<ul style="list-style-type: none"> • Board of Direction Meeting • Review investment possibilities
February	<ul style="list-style-type: none"> • Audit Committee Meeting 	
March	<ul style="list-style-type: none"> • Preside at Chapter Meeting 	
April	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
May	<ul style="list-style-type: none"> • Preside at Chapter Meeting 	
June		<ul style="list-style-type: none"> • Arrangements Committee Meeting
July	<ul style="list-style-type: none"> • Board of Direction Meeting • Preside at Chapter Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
August		
September	<ul style="list-style-type: none"> • Preside at Chapter Meeting • Appoint Nominating Committee 	
October	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
November	<ul style="list-style-type: none"> • Preside at Chapter Meeting • Appoint Teller Committee 	<ul style="list-style-type: none"> • Solicit new Arrangements Committee members for next year • Chair Budget Committee Meeting
December	<ul style="list-style-type: none"> • Complete Annual Report & submit to MOVITE President 	<ul style="list-style-type: none"> • Arrangements Committee Mtg. • Complete Budget • Appoint Audit Committee

Month	Secretary/Treasurer	Member Director
January	<ul style="list-style-type: none"> • Board of Direction Meeting • Review investment possibilities 	<ul style="list-style-type: none"> • Board of Direction Meeting • Draft minutes for Chapter Meeting
February	<ul style="list-style-type: none"> • Audit Committee Meeting • Send meeting notices and collect RSVPs for Chapter Meeting 	
March		<ul style="list-style-type: none"> • Draft minutes for Chapter Meeting
April	<ul style="list-style-type: none"> • Send meeting notices and collect RSVPs for Chapter Meeting • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
May		<ul style="list-style-type: none"> • Draft minutes for Chapter Meeting
June	<ul style="list-style-type: none"> • Send meeting notices and collect RSVPs for Chapter Meeting 	
July	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting • Draft minutes for Chapter Meeting
August	<ul style="list-style-type: none"> • Send meeting notices and collect RSVPs for Chapter Meeting 	
September		<ul style="list-style-type: none"> • Draft minutes for Chapter Meeting
October	<ul style="list-style-type: none"> • Board of Direction Meeting • Mail out ballots • Send meeting notices and collect RSVPs for Chapter Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
November	<ul style="list-style-type: none"> • Mail out dues notices • Budget Committee Meeting 	<ul style="list-style-type: none"> • Draft minutes for Chapter Meeting • Budget Committee Meeting
December	<ul style="list-style-type: none"> • Complete Annual Financial Statement • Complete Annual Affiliate Membership Report 	

Month	Affiliate Director	Past President
January	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
February		
March		
April	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
May	<ul style="list-style-type: none"> • Arrangements Committee Meeting 	
June		
July	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting
August		
September		<ul style="list-style-type: none"> • Serve as chair of Nominating Committee
October	<ul style="list-style-type: none"> • Board of Direction Meeting 	<ul style="list-style-type: none"> • Board of Direction Meeting • Solicit statements from candidates
November		<ul style="list-style-type: none"> • Deliver candidates' statements to Secretary/Treasurer by Nov. 8
December	<ul style="list-style-type: none"> • Arrangements Committee Meeting 	

