Minutes
Board Meeting
January 05, 2016
12:00 PM
Affinis Offices, Room 435

Chapter Board Members Present:		**Not Present:**
Michael McKenna –	Out Going 2015 President	
Kendra Stevenson –	New 2016 President	
David Church –	New 2016 Vice President	
Lindsay Harris –	New 2016 Secretary/Treasurer	
Tom Evans –	New 2016 Member Director	
Dave MacDonald –	New 2016 Affiliate 2016Director	
Ray Webb –	Out Going 2015 Past President	

➢ Denotes Action Item

Mike M. – Welcome and introduction of board members. Thanked out going past President Ray Webb for his services to KCITE.

Transition of Duties – ***Mike McKenna*** Board Member duties will officially transition in January.

- ➢ By the end of January each Board member is responsible for meeting with the Board member whose duties they will be assuming
- ➢ Mike will get Tom set up & authorized on the website (star chapter)
- ➢ Lindsay and David will coordinate to add Lindsay to financial accounts (US Bank, PayPal)
- ➢ Financial audit to be done this month, need auditors for finical.

Vice President Update - ***Kendra Stevenson***

- Finding meeting topics is becoming a struggle. Will send reminders to upcoming January meeting
- Web Site and job postings.
- March Chapter Meeting
  - Assumed Subject _ Traffic Control for World Series Championship Parade and gathering.
  - Gene Shepard of Kansas City EOC help on this.
  - Dan Carr of ETI also a resourse.
  - ➢ Kendra will assign duties for preparing for meeting
- May Chapter Meeting and Golf Tournament
  - ➢ Dave M will begin work on the golf tournament.
- July Chapter Meeting
- Sept. Chapter Meeting
  - ➢ Nothing at this time
- Nov. Chapter Meeting
  - ➢ Nothing at this time.

Suggestions are: The 35th anniversary of the Hyatt Disaster and Johnny Rowlands with traffic news.

For July, Grandview design build.
Road to the future MoDOT. Maybe James Pflumm.
Need a fall back idea for March meeting.
Golf tournament, do we keep it. Last time was four teams. No action taken.

Secretary/Treasurer Update – *David Church*

- Future City Update – Jan. 23rd in Lawrence at Student Union. Need judges not representing ITE. KCITE donated $250.00 for an award, will we do again.

Discussion: Getting membership involved in Future City project judging.

- An email will be sent out asking for volunteers; if low interest, an announcement will be made at the Chapter meeting

- Current Membership
  - 346 nonmembers, 117 members.
  - Kendra explained how non-members and members are differentiated.

Discussion: Observation was made that a lot of the nonmembers attend most Chapter meetings; what is the benefit of being a paid member and how do we define these benefits?

- Audit Committee - Kendra & David will be on audit committee along with 3 additional members. Will call for volunteers during Chapter meeting to meet after that meeting.
- 2016 Budget Discussion and Approval
  - 2015 door prizes & speaker gifts bought in bulk shows over in budget from last year – still have a few gifts left from last year, also discussed other ideas (Movie gift cards, restaurant gift cards)
  - Approved changes to Budget - Expenses
  - Line item budget expenses discussed - Door Prizes/Speaker Gifts Approved changes to Budget – Income
  - Line item Account income discussed. Budget balance according to last years spending. Will be sent to audit with history.
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- Banking Change Consideration – Will not do.

Discussion: Are we happy with UMB or do we want to take this opportunity to switch banks?

- Consensus is that we will not change banks at this time.

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Member Director Update – *Tom Evans*

- None. Newly assigned job.

Affiliate Director Update – *Dave MacDonald*

- Begin work on Golf Tournament.

Photo Shoot of New Members: We all looked good.

Past President Update – *Ray Webb*

- Annual Report - summarization of Chapter activities over the past year; will be submitted to MOVITE.
- Discussion of raising non-members to 25 dollars. Will not be done this year. Maybe next.
- Raise membership. How to.

Arrangements and Training Committees

- Carla Anderson is interested on the training committee.
- Ray will send out updated list of member status for the committees.

- Board members will reach out to contacts to recruit members for committees; keeping board informed on any interest.

Policy Manual – *Ray Webb*

- Board reviewed all of the changes made to the policy manual.
- In addition to the existing changes several more changes were suggested and adopted
- Ray asked board to send him any further changes to be included in Policy Manual
- Ray will reflect changes to Policy Manual as discussed and distribute to board for final approval

Other Items

- Lifetime Membership Discussion
  - Lifetime Membership Criteria in Policy Manual, Section 5.2.Who is eligible by proper criteria.

Summary of Action Items as assigned

All/Unknown

- By the end of January each Board member is responsible for meeting with the Board member whose duties they will be assuming
- An email will be sent out asking for volunteers for Future City Judging; if low interest, an announcement will be made at the Chapter meeting
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Ray Webb

- Ray will reflect changes to Policy Manual as discussed and distribute to board for final approval

Kendra Stevenson

- Kendra will assign duties for preparing for March's Chapter meeting
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Meeting adjourned 4:45 pm
Prepared by Tom Evans

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