



2025 Annual Board Meeting Minutes

Wednesday, June 4, 2025
8:00 AM – 12:00 PM

Attendees (Bold = Present)

Board Role	Name	Committee	Committee Chair
Past President	David Lucas	Advertising	Kordel Braley
President	Chris Sobie	Annual Mtg	Josh Saak
Vice President	Lindsay Saner	Awards	Ati Abad
Secretary/Treasurer	Lisa Nguyen	Communications	Melissa Gende
International Director	Ben Waldman	DEI	MariaAngelica Deeb
District Administrator	Jenny Grote	Service & Outreach	Jennifer Rosales
AZ Sect Rep	Darlene Yellowhair	Membership	Sanjay Paul
CO/WY Sect Rep	Rae Stephani	Students & Young Members	Victoria Edington
ID Sect Rep	Cody Luper		
MT Sect Rep	Sarah Nicolai		
NV Sect Rep	Ati Abad		
NM Sect Rep	Carl Vermillion		
UT Sect Rep	Peter Jager		

- I. Call to Order and Introductions (Chris) 8:00
- II. Approval of Agenda (Chris) 8:05
Ben moved to approve minutes, David 2nd; Unanimously approved
- III. Open Member Comments 8:10
 - Devin Moore- Happy to be here

IV. Items of Record and Consent Agenda (Chris) 8:14

a. Updated Procedures Manual (Jenny)

- Only comments from Victoria
- See Appendix for most information
- Still open for any comments as-needed; reach out to Jenny
- Rae moved to approve; Lindsay 2nded; approved unanimously

b. Strategic Plan Update (Lindsay)

- Still moving forward
- 1) Culture- ACTION: Need to develop culture statement; develop infographic
 - Working group for Culture Statement: MariaAngelica, Chris, Devin, Darlene, David, Lindsay, Jenny
 - Establish traditions at Annual Mtg- well underway
 - Promote DEI in Mtn Dist- well underway
- 2) Membership
 - ACTION: Consider how Chapters are formed under Sections; work on process and approval of chapters
 - Karen: It's SUPER easy to start a chapter; no checking account, no full board, simply just need local champion. Would be happy to share on how easy starting a chapter would be.
 - **Suggestion: Improve Transparency** - Consider putting summary of Board Meeting notes in monthly Mountain ITE Summit Newsletter. Consider adding Board mtg agenda and minutes on Mtn ITE Website. Would this also be a spot to recruit volunteers and spur interest from members? Members are welcome to attend any District Board Mtgs
 - ACTION: Secretary to provide summary of high-level notes/action items to District Newsletter team
 - ACTION: Newsletter team to create new section in monthly newsletter for Board mtg highlights & action items
 - ACTION: Webmaster to begin listing
- 3) Organizational Strength

c. ITE Brand Evolution (David)

- Discover Report has been completed and submitted by David
- In progress; more to come
- David will follow-up with Task Force members
- Goal- Completed by end of 2025; However, if needed, 2026 is fine, too
- Discussions

- District allowed to budget and request funding for rebranding
- Logo templates from ITE Int'l: included in guidance document (attached in Teams)
 - Suggestion- having a simple, bare-minimum logo for Sections and/or Student Chapters who may simply want to revise their name within logo

● ACTION: Treasurer to account for budget to rebrand for both District, Sections, and Student Chapters

d. 2029 Meeting Location

- 2029 Annual Meeting - Colorado; CO/WY Section eager and interested
 - Specific city/location TBD

V. President's Report (Chris) 8:44

- See details in full mtg report
- 6th annual meeting; 4th in-person meeting; Annual Mtn Dist meetings have been successful and lead to good future
- Service Committee- Putting competition to benefit local Boys/Girls Club (NEW!); excited to benefit the community. Thanks Jennifer!

VI. Vice President's Report (Lindsay) 8:48

- Echo President remarks; see full mtg report details

VII. Secretary-Treasurer's Report (Lisa) 8:40

- Discussion - Sponsorships Currently Lagging; May be because of rolling-basis
 - Consider aligning with annual budget cycle to match with companies?
 - Survey to sponsors/potential sponsors?
 - ACTION: Follow-up w/ CO/WY Survey Template
 - Could District work with Sections to bundle sponsorships?
 - Follow-up from last Board Mtg- shared several leads for potential sponsors with Kordel & Advertising Committee
- ACTION: Treasurer to set-up Working Group; Follow-up discussion w/ Advertising Committee on Sponsorship Discussion (Lisa, Rae, David, Ben, Kordel)

VIII. Past President's Report (David) 8:57

- See full mtg report details
- Success w/ DEI Committee's video submission to TRB 2025
- Working on local agency memberships (AZ)

IX. International Director's Report (Ben) 9:01

- Thank you Ben for your service! It's Ben's last year at International Director :')
- Really enjoyed meeting and visiting all of the District Sections

- X. District Administrator's Report (Jenny) 9:05
- See full mtg report details and PHOTOS! :)
 - Thank you Jenny for all of your visits to Sections and Student Chapters!
 - Banking- be aware of phishing scams; Very common to see emails referencing names/officer roles. Be alert! Report any fraud ASAP
- XI. ITE International Remarks (Karen & John) 9:18
- Welcome to your home district, Karen!
 - Welcome John! Thanks for joining
 - VERY exciting that we have THREE candidates for International Director :)
- XII. Section Representative Reports 9:25
- a. Arizona Section (Darlene)
- Overall, Section doing well
 - Young Member group doing great; helping to bring new faces in
 - SA not quite pre-COVID attendance, but working on new ideas
 - Host monthly member & industry sponsor spotlight
- b. Colorado/Wyoming Section (Rae)
- Generally, Section is thriving
 - Looking at how to engage members from wider geographic areas
 - Thriving Southern CO chapter; Considering Northern CO & Western CO chapters
 - Northern CO- looking to establish chapter by end of year
 - Budget line-items for chapters currently
- c. Idaho Section (Cody)
- Also looking at how to engage members from geographic areas further from Boise (eastern Idaho, northern Idaho)
 - Hosted event in eastern Idaho; looking at other efforts next year
 - Overall, Section is thriving
 - Held fall 2024 conference with record attendance; over 140 attendees including vendors, students, etc.
 - Golf tournament coming this fall
 - Fall 2025 joint-section meeting in Jackson, WY with CO/WY, MT, and ID
 - Offers PDHs for ITE events; it's free to offer, but requires submitting bios/agenda 2 weeks in advanced

- d. **Montana Section** (Sarah)
 - Overall, doing great
 - Hosted several events and post-Big Sky annual meeting, membership still very engaged
 - Working with young professionals and students
- e. **Nevada Section** (Ati)
 - Section doing really well; converted from Chapter to Section recently
 - Sending welcome letters to new sign-ups
 - Have strong sponsorships
 - Hosted many activities and events; often partnering with other organizations
 - Alternating in-person meetings with northern Nevada (Reno); able to reach students more
 - Meeting in both locations; hosting a call-in for speakers
- f. **New Mexico Section** (Carl)
 - Our AMAZING LAC hosts!
 - Overall, Section doing great
 - Several events; including bike ride
- g. **Utah Section** (Peter)
 - Overall, section doing very well
 - Holiday meetings have grown so successfully that they've outgrown restaurant banquet rooms; even more attendance at UDOT venue
 - Great work, Utah team!
- h. **New Chapters**
- i. **Improving Section-level Engagement and Involvement**
 - **ACTION: Consider how Chapters are formed under Sections; work on process and approval of chapters**
 - Karen: It's SUPER easy to start a chapter; no checking account, no full board, simply just need local champion. Would be happy to share on how easy starting a chapter would be.

XIII. Break 10:10

XIV. Committee Reports 10:25

- a. **Advertising Committee** (Kordel)
 - A little slower start to sponsorships; Looking to follow up and do more outreach

- 2 verbal “yes”, 1 has paid; looking for additional sponsorships

Table 1. Advertising Income in 2024

Advertising Category	Quantity	Total Income
Job Postings (\$250)	31	\$7,750
New Sponsors (\$1,000)	2	\$2,000
Sponsor Renewal (\$1,000)	22	\$22,000
Sponsor Renewal (\$1,200)	1	\$1,200
Misc		\$250
		\$33,200

Table 2. Historical Advertising Income

Year	Sponsorship	Job Postings	Other	Total Income
2020	\$ 19,500	\$ 3,500	\$ 250	\$ 23,250
2021	\$ 34,000	\$ 8,500	\$ 250	\$ 42,750
2022	\$ 21,750	\$ 12,250	\$ -	\$ 34,000
2023	\$ 22,000	\$ 9,750	\$ 250	\$ 32,000
2024	\$ 25,200	\$ 7,750	\$ 250	\$ 33,200

- Advice/Thoughts- What to prep for during economic downturns and recession? Do sponsors tend to drop? What can we do?

- Founding Sponsors- Do we keep this?

b. Annual Meeting Committee (Josh)

- Huge thanks to LAC and all their hard work
- Looking ahead at 2026, 2027, 2028, and 2029
- Colorado is eager to host 2029

c. Awards Committee (Ati)

- Introducing Bedrock Award for outstanding achievement
- Received 16 applications for awards; none for individual or district innovation
- Individual is a new award
- Ideas- gamify awards? Digital awards? Promotional toolkits with award info that can be shared by individual/team/companies, etc.

- ACTION: Lisa & Victoria to share other digital toolkits for awards to Ati/Awards committee

- Idea- Suggest award winners to nominate for following year
- Suggestion- In lieu of award winners, could we also mention “Nominees”?

- Channels- social media, newsletter, etc.
- d. Communications Committee (Melissa)
- Committee doing really well
 - Working on revisiting website pages and updating as-needed
 - Suggestions- add past board meetings (agendas/minutes)
 - Suggestion- adding photos online to website
 - ACTION: Jenny to add link to Ken's photo catalog
- e. Diversity & Inclusion Committee (MariaAngelica)
- Committee is thriving; went from 3 to 8 members
 - NV Section interested in DEI committee for section
 - NEW: Hosting 1st Timers welcome session
 - Awarded DEI scholarships for Mtn Dist Annual Mtg; there is demand for attendees
 - ACTION: Treasurer to consider adding 3rd scholarship in 2026 budget
- f. Membership Committee (Sanjay)
- See full mtg report
- g. Service & Outreach Committee (Jennifer)
- NEW: Putting Contest for Boys & Girls Club; 50% goes to winner, other goes to donation
 - Open to other ideas for Flagstaff outreach
- h. Student & Young Professionals Committee (Victoria)
- Very successful; at least 2 student nominations per category
 - No longer student report; working on clarifying to student chapters
 - Provided support for student chapters to attend Western Student Leadership Summit (SLS)
 - Consider bundling SLS with Annual Mtn Dist Mtg again; really well received
 - Need to follow-up with Northern Arizona University (NAU) students
 - Discussion on student competition, other ways to engage students at Annual Mtg

- i. Nominations Committee (Paul)
- XV. Future Annual Meetings 11:05
- a. 2026 Flagstaff, AZ (Ellie/David)
 - Happy Birthday, Ellie!!!
 - June 10th - 12th, 2026 at High Country Conference Center, located next to NAU campus
 - Promo materials are available and out! Top 10 Reasons to Visit, pins, magnets
 - Family night at Lowell Observatory, home of where Pluto was discovered
 - b. 2027 Reno, NV (Josh)
 - c. 2028 Albuquerque - Joint with Int'l (Ben)
- XVI. Annual Meeting Reports 11:35
- a. 2023 St. George, UT (Lee)
 - b. 2024 Big Sky, MT (Dillon)
 - c. 2025 Santa Fe, NM (Jonathon)
 - Currently 348 registered attendees
 - EXCELLENT work Jon and LAC team!
- XVII. Unfinished/Old Business (Chris) 11:45
- XVIII. New Business (Chris) 11:50
- a. Appointment of Tellers Committee
 - a. Jenny, Melissa (Chair) & MariaAngelica
- XIX. Upcoming ITE Meetings 11:55
- a. Mountain District Annual Business Meeting June 5, 2025
 - b. 2025 International Annual Meeting (Orlando, FL) August 10-13, 2025
 - c. Fall Leadership Retreat (Flagstaff, AZ) Sep/Oct 2025

2025 Fall Leadership Retreat

Possible Dates & Tentative Agenda

- Thu Sep 18 – Fri Sep 19 (or) Thu Oct 16 – Fri Oct 17
 - Thu Morning – EC Fly into PHX
 - Thu Midday – Lunch/Drive to Flagstaff
 - Thu Afternoon – Tour HCCC & Conference Hotel
 - Thu Evening – LAC Dinner/Visit Family Night Venue
 - Fri Morning – Breakfast/Business Meeting at HCCC
 - Fri Midday – Drive to PHX
 - Fri Afternoon – EC Fly Home

- With Jackson, WY Intersection meeting in October, likely looking at Sept 18/19

d. Executive Committee and District Board Meetings Monthly

XX. Adjourn/Lunch

12:03

