

## Re: ONE ITE Sub Task Force New District Update

ITE Members,

The ONE ITE Sub Task Force met February 22–23, in Denver, Colorado to advance the vision of a new district for ITE. The Sub Task Force is made up of nearly 20 ITE elected, legacy and active leaders representing ITE members in eight mountain states (Arizona, Colorado, Wyoming, Idaho, Montana, Nevada, New Mexico, and Utah). The charge for a new district is in line with the directions provided by the International Board of Direction (IBOD) after their August 2018 meeting, requiring the creation of a new district in the West. The meeting in February was the culmination of months of input, calls, collaboration with the Western District, and feedback, resulting in a transition plan and framework for the Mountain District.

Based in direction from the IBOD, the Mountain District will be made up of the eight mountain states previously mentioned. Local leadership from these states are committed to making this new district successful. The name Mountain District was agreed upon by local leaders because it highlights our geography and is how we refer to these states both in our own companies and how the U.S. Census Bureau defines the area. At our meeting, we spent a great deal of time discussing expanded leadership opportunities, what our membership experience should be, student and younger member needs, communication, Annual Meetings, governance, and finance. Out of those discussions, we developed both a transition plan and a transition team.

We are providing you a copy of the Mountain District Transition Plan. The plan outlines the key decisions leading to the creation of a new district in the West and builds upon the Western District transition proposal approved by its Board in January. The transition team referenced in the plan will be advancing the key topic areas noted above and developing the appropriate governance documents (bylaws), procedures, structure, and planning that will facilitate creation of the new district. Coordination with the Western District Board will be on-going as this transition advances to the International Board. We welcome any comments and feedback on this plan.

We are asking our members to review this plan and offer any comments to the ONE ITE Sub Task Force **by Friday, April 12**. All comments should be directed to the ONE ITE Sub Task Force chair and International Vice President, Randy McCourt ([rsm@dksassociates.com](mailto:rsm@dksassociates.com)). The Sub Task Force will consider these comments before advancing a transition plan to the IBOD on April 22 for them to act upon at their May 2019 meeting in New Haven, Connecticut, during the Northeastern District Annual Meeting. More information will be highlighted in Spotlight as the transition plan progresses.

Sincerely,

Karen Aspelin  
Paul Barricklow

## ITE MOUNTAIN DISTRICT PROPOSAL FOR TRANSITION

This Transition Plan outlines the key provisions associated with the creation of a new District (currently referred to as the **ITE Mountain District**) from a portion of the existing **ITE Western District**.

The goals of ONE ITE are to deliver a consistent member experience, provide effective member support, and ensure the long-term viability of ITE. In trying to achieve these goals, ITE leadership has identified inconsistencies, opportunities, and solutions to make improvements to ITE's structure and strengthen our Districts, Sections, and Chapters and the relationships with the individual members. Based on these findings and in cooperation with ITE, the International Board of Direction (IBOD) adopted a resolution in August 2018 that directs the Western District to realize the IBOD's vision for one or more new Districts. The Mountain District has developed this proposal, in parallel with a similar proposal adopted by the Western District Board in January 2019, to outline the key provisions associated with the creation of our district.

### 1. Charters and Bylaws

- New Charters in the name of the "Western District" and the "Mountain District" will be established by the IBOD. New Charters will encompass and be consistent with language from the current ITE Constitution and model district charter. These charters will be effective January 1, 2020.
- Both Districts will adopt new Bylaws that will conform to the ITE Constitution and model Bylaws. Bylaws will be established by the respective District Boards and will be effective January 1, 2020.
- The exact timeline and provisions for the withdrawal and reissuance of District Charters and Bylaws will be coordinated with the ITE Board of Direction.

### 2. District Geography

The redefined **Western District** will encompass the states of Alaska, California, Hawaii, Oregon and Washington, which include the following 11 ITE Sections and one ITE Chapter:

- Alaska Section (including the Fairbanks Chapter)
- Central California Section
- Central Coast Section
- Hawaii Section
- Northern California Section
- Oregon Section
- Riverside-San Bernardino Section
- San Diego Section
- San Francisco Bay Area Section
- Southern California Section
- Washington Section

The new **Mountain District** will encompass the eight states of Arizona, Colorado, Idaho, Montana, New Mexico, Nevada, Utah, and Wyoming which include the following four ITE Sections and five ITE Chapters:

- Arizona Section (including the Southern Arizona Chapter)
- Colorado-Wyoming Section
- Intermountain Section (Idaho Chapter, Montana Chapter, Nevada Chapter, Utah Chapter)
- New Mexico Section

Although it has been acknowledged that the Chapters within the Intermountain Section operate like Sections, the actual modifications necessary to transition these Chapters to Sections will be addressed throughout 2020 and go into effect January 1, 2021, concurrent with the re-chartering of ITE Sections throughout the Institute.

### 3. District Governance

The governance of each District shall be in conformance with the model Bylaws provided by the IBOD.

The transition of officers between the two Districts is anticipated to take until the end of 2019 with a full split between the two Districts expected to occur by January 1, 2020. The officer transitions are outlined in the following tables:

#### Western District Officers

Position	2019	2020*	2021	2022	2023
Past President	Mark Spencer	Mark Spencer (2 <sup>nd</sup> Term)	Neelam Dorman	Giancarlo Ganddini	Elected 2019
President	Neelam Dorman	Neelam Dorman (2 <sup>nd</sup> Term)	Giancarlo Ganddini	Elected 2019	Elected 2020
Vice President	Paul Barricklow	Giancarlo Ganddini	Elected 2019	Elected 2020	Elected 2021
Secretary-Treasurer	Giancarlo Ganddini	Elected 2019	Elected 2020	Elected 2021	Elected 2022
ID 1	Cathy Leong			TBE (Neelam Dorman through 2024)	
ID 2	Carlos Ortiz		TBE (Mark Spencer)		
ID 3	Karen Aspelin				

\* District officer terms will span a 1.5-year period to align officer terms with a calendar-year cycle.

ID = International Director

TBE = To be elected (past president shown as one potential candidate)

#### Mountain District Officers

Position	2019	2020**	2021	2022	2023
Past President		none	Paul Barricklow	Ben Waldman	Devin Moore
President		Paul Barricklow	Ben Waldman	Devin Moore	Elected 2020
Vice President		Ben Waldman	Devin Moore	Elected 2020	Elected 2021
Secretary-Treasurer		Devin Moore	Elected 2020	Elected 2021	Elected 2022
ID 1		Karen Aspelin			Elected 2022

\*\* The 2020 Mountain District Board is expected to be appointed by the International Board of Direction.

Because Paul Barricklow would have been the Western District President in 2020, it is recommended he be appointed Mountain District President for 2020. Because Ben Waldman and Devin Moore were the only two members from the Mountain District sections that sought nomination to be officers of the Western District in the fall of 2018, it is recommended that they be appointed as Vice President and Secretary-Treasurer for 2020. To provide continuity and institutional knowledge to the new Mountain District, it is recommended that Karen Aspelin be appointed International Director from the Mountain District for 2020-2022.

#### **4. Richard T. Romer Student Endowment Fund**

The Richard T. Romer Student Endowment Fund (SEF) was established in 2004 to provide a stable source of funding for the Western District's Student Initiatives Program. Over the years, contributions to the fund have been received from individuals, corporations, and Sections/Chapters that have helped it to grow to the level that it is today. With the creation of a new District, the principal in the fund will need to be distributed equitably between the two Districts. All assets contained within the SEF investment accounts with D.A. Davidson and savings account with Wells Fargo Bank will be allocated on a proportional basis. The proportional basis will be based on the proportion of student membership located within the respective Districts averaged over a four-year period on May 1 from 2014 to 2017 as detailed below:

- Western District Student: 73%
- Mountain District Students: 27%

It should be noted that student membership data from 2018 was excluded from the proportional basis calculation due to an anomaly in student membership numbers at one of the universities within the District (Arizona State University [ASU]). Funds will be distributed by December 31, 2019 between the Western District and Mountain District after all obligations of the Western District incurred prior to September 30, 2019 (close of fiscal year) have been paid.

Other methods of splitting the funds were considered (such as by voting members or by the geographic location of the contributor). Member distribution was not considered relevant to this fund's creation. When contributor location was used, the split was 74% of the funds would go to the Western District, and 26% of the funds would go to the Mountain District. Leadership of the two new Districts agreed to the 73%/27% split, based upon student membership located in each District.

#### **5. Other Assets of the Western District**

Aside from the SEF, the remainder of the Western District assets are comprised of checking and savings (reserves) accounts with Wells Fargo Bank. It should be noted that the various LAC accounts for the upcoming Annual Meetings are not considered part of these assets. The remaining funds will be distributed between the Western District and the Mountain District on a proportional basis. It was agreed between the leadership of the two new Districts that the proportional basis will be based on the total voting membership located within the respective Districts averaged over a five-year period on May 1 from 2014 to 2018 as detailed below:

- Western District Voting Membership: 69%
- Mountain District Voting Membership: 31%

Funds will be distributed by December 31, 2019 between the Western District and Mountain District after all obligations of the Western District incurred prior to September 30, 2019 (close of fiscal year) have been paid.

**6. Administration of Finances Between September 30, 2019 and January 1, 2020**

Between September 30, 2019, which is the end of the Western District’s fiscal year, and January 1, 2020 (the date the Mountain District would officially “exist) there will be a three-month period when the finances of the two Districts will need to be accounted for separately, and during which time the Mountain District will need to rely on assistance from the Western District for bookkeeping and check-writing. Specifically, the Western District will:

- After the splitting of the assets as described in sections above, keep in its existing accounts the assets of the Mountain District until the Mountain District’s bank accounts are established.
- Work with the Mountain District Transition Team to keep track of the Mountain District’s money and write checks and make deposits on behalf of the Mountain District when requested.

**7. Outstanding Finances between September 30, 2019 and January 1, 2020**

It is understood that some “joint” outstanding finances may arise after the September 30, 2019, date when the two Districts’ assets will be separated.

- If there are outstanding debits or credits associated with the Monterey annual meeting that arise after September 30, 2019, they will be paid for or credited to both Districts in the ratio of 69% Western/31% Mountain as specified in Section 5 above.
- The Western District’s senior International Director will need to attend the November 2019 meeting of the IBOD. Because this International Director is still representing the Western District, the funds for this travel expense will be part of the Western District’s 2019-2020 budget.
- Dues payments received from International ITE between September 30, 2019 and January 1, 2020 will be credited to the District in which the dues-paying member resides as of January 1, 2020.

**8. Upcoming District Annual Meetings**

The Mountain District will hold its annual meeting in conjunction with the Western District for the years 2020 (in Honolulu, Hawaii) and 2021 (which is also a joint meeting with International ITE, in Portland, Oregon). A Memorandum of Understanding (MOU) will be prepared and agreed upon in advance for each of these meetings. The MOUs will outline the operational and financial responsibilities of each District.

The Mountain District will hold its first stand-alone annual meeting in 2022 in Boise, Idaho. The Western District has planned for its annual meeting that year in Palm Springs, California. The locations and formats for District annual meetings in the years 2023 and beyond are to be determined. Future joint meetings between the Districts will be subject to joint Board approvals and MOUs.

**9. Additional Transitional Issues for the Districts**

Prior to January 1, 2020, each District will appoint a Transition Task Force to address administrative issues.

The Mountain District Transition Task Force and Intermountain Section will coordinate on the creation of state Sections in Idaho, Montana, Nevada, and Utah. Included in the Intermountain Transition Plan will be discussions regarding the future format of the traditional Intermountain Section Annual Meeting after 2020. No changes are anticipated for the Intermountain Section Annual Meetings for 2019 and 2020.