ITS Officers’ Meeting Minutes  
*The University of Texas at Austin*

**Date:** Wednesday, July 19, 2006  
**Time:** 1:00-2:00pm  
**Present:** Nick Lownes, Alison Conway, Jeff Lamondia, Jason West, Aarti Kapur

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**ITS Activities**

- ‘Habitat for Humanity’ completed successfully - good job Jason!
- New Student Orientation Committee:
  1. New schedule of events for orientation to be finalized and handed over to Lisa by August 1, 06. (Jason and Aarti to take care of it with other ITE officers).
  2. Approximate budget for all the ‘getting acquainted’ activities is $700, with additional $250 for welcome lunch and birthday party.
- Elections:
  1. Elections to be scheduled sometime in the month of Oct-Nov.
  2. Election process to be finalized.

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**Speaker series**

- Speakers from different areas of transportation (e.g. networks) or from different fields (e.g. CEOs of companies) should be contacted for this series. Must use faculty’s suggestions and contacts.
- Jason to talk to Rob Harrison for a speaker – A. Sanz – to come for a talk.

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**Other administrative activities**

- New Transportation program website to be put up soon. Jeff is working on the formatting of the website.
- ITS website coming soon!!
- Nick putting together the ‘constitution by-laws and officer duties’ document.
- ITS and ITE Activity lists to be given to faculty before each session to improve faculty communication – top 5 items to be listed.