



2016 Calendar of Events / Key dates

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Date	Name	Lead(s)	Status
January 11-15, 2016	Transportation Research Board 95th Annual Meeting		X
<i>February 19, 2016</i>	<i>MWITE Board Teleconference Materials Due</i>		X
February 26, 2016	MWITE Board Teleconference	John Mick	X
April 1, 2016	Spring Newsletter Publication Date (target)	Mark Rinnan	
<i>April 8, 2016</i>	<i>MWITE Board Teleconference Materials Due</i>	Board	
April 15, 2016	MWITE Board Teleconference	John Mick	
<i>May 13, 2016</i>	<i>MWITE Board Teleconference Materials Due</i>	Board	
May 20, 2016	MWITE Board Teleconference	John Mick	
June 26- June 28, 2016	Midwest District Annual Meeting in Chicago, IL		
<i>June 10, 2016</i>	<i>MWITE Annual Board Meeting Materials Due</i>		
June 26, 2016	2016 MWITE Annual Board Meeting (8am – 5pm)	John Mick	
June 28, 2016	2016 MWITE Annual Business Meeting (noon – 1:30pm)	John Mick	
<i>July 29, 2016</i>	<i>MWITE Board Meeting Materials Due</i>	Board	
August 5, 2016	MWITE Board Teleconference	John Mick	
August 14-17, 2016	ITE 2016 Annual Meeting and Exhibit: Anaheim, CA	ALL	
TBD	Midwestern District Social Event @ ITE Annual Meeting	John Davis	
TBD	Section Information Exchange: Topic TBD	Carrie Falkenrath	
October 1, 2016	Fall Newsletter Publication Date (target)	Mark Rinnan	
<i>October 7, 2016</i>	<i>MWITE Board Teleconference Materials Due</i>	Board	
October 14, 2016	MWITE Board Teleconference	John Mick	
	Nomination Committee Meeting:	Carrie Falkenrath	
<i>November 4, 2016</i>	<i>MWITE Annual Board Retreat Materials Due</i>	Board	
November, 2016	Fall Incoming MWITE Board Retreat: Milwaukee, WI	Rebecca Szymkowski	

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January:

Jan 1	Officers assume new roles on Board - review duties and ensure they have info from past officer	All	X
Jan 15	Create Event / Key Date list and forward to board	Carrie Falkenrath (President)	X
Jan 28	Board Teleconference Materials due to President	Board	X
Jan 31	Awards Announcements Sent Out and Request for Reviewers from each Section	Rebecca Szymkowski (Vice President)	X
	Section Rep from Past President's section solicits nominations and written consent of candidacy for 2016 MWITE Secretary/Treasurer		X

February:

Feb 1	2016 Secretary/Treasurer candidate list and bios sent to Secretary/Treasurer	Mike Bittner (Secretary/Treasurer)	
Feb 2	ITE Quarterly Conference Call	ALL	
Feb 26	Board Teleconference (noon – 2:00pm)	John Mick	

March:

Mar 1	Secretary/Treasurer notifies all <i>Section Presidents</i> of candidates for 2016 Secretary/Treasurer AND District Director	Bittner	
Mar 11	Board Teleconference Materials due to President	Board	
Mar 15	Deadline for Newsletter information submittal to Editor	ALL	
Mar 18	Board Teleconference (noon – 2:00 pm)	Mick	
Mar 31	Identify Award Review Committee (2 per Section, only 1 vote/Section/award)	Szymkowski	

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April:

April 1	Section Presidents notify Section Members of candidates for 2016 MWITE Secretary/Treasurer	Section Presidents	
April 1	Treasurer's Audit Report Submitted to President	Bittner (to Mick)	
April 1	Spring Newsletter Publication Date (target)	Rinnan	
April 15	District & Section Newsletter Award Submittals Due to ITE HQ	Section Reps	
April 15	Awards Submittals due to MWITE Vice President	Szymkowski	
April 15	Section Information Exchange: Topic TBD	Falkenrath	
April 15	Board Teleconference Materials due to President	Board	
April 20 -22	MOVITE Spring Meeting: Wichita, KS		
April 22	Board Teleconference (noon – 2:00pm)	Mick	

May:

May 1	Awards Submittals due to ITE HQ	Szymkowski	
May 1	Notify award winners and invite to District AM. Send thank you note to other applicants.	Szymkowski	
May 13	Board Teleconference Materials due to President	Board	
May 20	Board Teleconference (noon – 2:00pm)	Mick	
May 23	2015 Election Ballots Distributed	Bittner	
TBD	ITE Quarterly Conference Call	ALL	

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June:

Jun	Annual Board Meeting Materials due to President	Board	
Jun	List of Student Chapters who submitted an Annual Report due to Secretary/Treasurer for check disbursement	Szymkowski	
Jun	2015 Annual Board Meeting Joint MWITE/WISCITE Board Dinner	ALL	
Jun	2015 Annual Board Meeting (8am – 5pm) Joint MWITE/WISCITE Board Dinner (6pm - ?)	ALL	
Jun	2016 BALLOTS DUE Ballots/voting verified by District Administrator	Bittner Campbell	
Jun	2015 MWITE/WISCITE Meeting Begins	Szymkowski Tom Campbell	
Jun	MWITE District Annual Business Meeting & Traffic Bowl Finals Student Poster Competition Awards Dinner	Mick, Szymkowski, Falkenrath, Bittner	

July/Aug:

July 15	Secretary/Treasurer notifies ITE HQ of the MWITE 2016 election results.	Bittner	
TBD	Section Information Exchange: Topic TBD	Falkenrath	
July 29	Annual Board Meeting Materials due to President	Board	
Aug 5	MWITE Board Teleconference	Mick	
Aug 31	Distribute District Board Meeting and Annual Meeting minutes to Board (within 60 days of AM)	Bittner	
TBD	ITE Quarterly Conference Call	ALL	

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September:

	NO SCHEDULED EVENTS		
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October:

Oct 1	Fall Newsletter Publication Date (target)	Rinnan	
Oct 5 – 7	MOVITE Fall Meeting: Oklahoma City, OK		
Oct 7	Board Teleconference Materials due to President	Board	
Oct 14	Deadline for Newsletter information submittal to Editor	ALL	
Oct 27	ITE Nominating Committee Meeting:	Carrie Falkenrath (Past President)	
Oct 30	Distribution of all checks for award / competitions to recipients and student chapters who completed reports (includes Poster Session / Traffic Bowl) – mail to student chapters or individuals as applicable.	Bittner	

November:

Nov	Fall Board Retreat Materials due to President	ALL	
Nov	Fall Board Retreat: Milwaukee, WI	Mick/Szymkowski	
TBD	ITE Quarterly Conference Call	ALL	

December:

	NO SCHEDULED EVENTS		
TBD	NCITE Annual Meeting		

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TBD	WISCITE Annual Meeting		
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January, 2017:

TBD	ILITE Annual Meeting		
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