



Executive Committee Meeting Minutes
January 25, 2018 12:00 – 2:00 PM
Maroon Bells Conference Room, FHU
6300 S. Syracuse Way, Suite 600
Centennial, CO 80111

A. Call to Order *The meeting was called to order at 12:08 PM. Those in attendance included:*

<i>Lou Davenport</i>	<i>Duane Cleere</i>	<i>Susi Marlina</i>	<i>Ryan Germeroth</i>
<i>John Hansen</i>	<i>Lisa Truong Nguyen</i>	<i>Alex Larson</i>	<i>Chris Hopkins</i>
<i>Alvin Stamp</i>	<i>Evan Brigham</i>	<i>Devin Joslin</i>	<i>Rich Follmer</i>

B. Approval of minutes from last meeting *A motion was made by Lou to approve the minutes, with a second by John and Evan, the motion was unanimously approved.*

C. Officers' Reports

a. President's Report Lou Davenport

i. ITE Leadership Webinars (Susi, Alvin)

• *Susi and Alvin attended the webinar. The Webinar included the following content:*

- *ITE Structure (ITE Staff, Councils and Committees). They encouraged all ITE members to get involved with the ITE Councils and Committees.*

- *International Board Goals (understanding the needs of our communities, meeting the need of our profession, striving for diversity and inclusion, collaborating with other organizations and improving member services).*

- *Shaping the Future (2018 Focus Areas): vision zero, connected and automated vehicles, smart communities, transportation and health, and expanding global reach. ITE can help you tie your programming to ITE's technical initiatives.(ITE learning hub, Professional Development webinars and presentations and PDH credits).*

- *New for 2018: strategic plan, implementing the constitutional amendments, redesign of ITE's website, and National Rural ITS conference on Oct 21st – 24th in Arizona*

- *2018 Awards Program. This year the award deadlines have changed. District awards will need to be submitted to ITE by April 1, 2018, which means submittal to the districts will need to be by March 1, 2018.*

- *How ITE can help you: dues, regular webinars, updated elected leadership guide, taxes, tax-exempt status, insurance, incorporation and scholarship. Questions to Colleen Agan (cagan@ite.org).*

• *Lou mentioned that if anyone has follow-up questions about ITE leadership webinar, please contact Susi and Alvin.*

• *Randy McCourt who has really involved with ITE Western District) called Lou specifically about 2018 International ITE Vice President candidate and asking for feedback what our section looking for from the Vice President. Lou provided the following feedback:*

- *Membership – ITE international wanted the ITE Section to push membership harder, so people become international members, as someone who has been an International Member for many years and plan continue to be, it's still difficult to articulate to someone's not especially for local agency that the agency not pay the international membership, the benefit of being a full ITE international member and help the Section to sell the membership*

- *Tax – there are multiple items that ITE international could have done for Districts, Sections, more as a parent organization, first the ITE international said hold off, we are going to take care of tax, and last year, ITE international dropped the bomb that the Sections need to take care of the taxes by themselves. Randy understood that, since he has been involved with ITE for a long time. He said they are not necessarily done the best.*

Lou mentioned that if anyone has any comments very important for ITE specifically to the International Vice President, you can either email him directly or email Lou. Randy wanted to let you know the members regarding the vote schedule because it's different time this year from the usual time. It's going to be in March. The ITE will send an email, we might need to send an email notification/reminder through our website as well, since the election time has changed. It might be a duplication, but we will see how it will pan out.

ii. Logo Contest

- Announcement via email in early February
 - *Lou mentioned that the logo contest didn't get into the previous newsletter. He is unsure about the whole page, it can be an email blast in early February.*
 - *Evan said he plans to send an email on February 12th about the Meet 'n Greet and Ski Bus registration.*
 - *Lou told Evan to include logo contest with the color guidelines and criteria file as a reference. Lou will send the language to Andrew and Evan.*
- \$250 credit toward section sponsorship
 - *Lou asked EC about the prize, is it going to be free luncheon or cash prize. Last time we thought we are not going to do cash prize.*
 - *The logo contest is among our membership.*
 - *Lou thought the prize is one year sponsorship or (a bronze level of \$250 Section sponsorship/credit toward the bigger sponsorship) or attendance to ten luncheons.*
 - *John Hansen asked how about if the winner works for agency, will s/he be allowed to receive the prize? Duane mentioned that if it is a gift and no money exchange, then it should be okay.*
 - *Rich agreed with the value of \$250, the description should be cleared, the \$250 credit can be redeemed towards any ITE events/activities (can be luncheon). Section sponsor is not an individual.*
 - *Alternatively, the prize is \$100 gift card.*
 - *EC agreed about prize: the choice of receiving either a \$250 credit toward a Section Sponsorship or other section activities, or a \$100 gift card.*
- Deadline for submission 3/9/2018 – is a month long enough?
 - *Rich mentioned at least announce the logo contest twice on the Section's newsletter. Susi agreed it needs a couple months.*
 - *EC agreed that the deadline submission is in April 2018.*
- Full EC will have an opportunity to vote
 - *EC will have an opportunity to vote, it is not during the EC Meeting, but likely via Email.*

iii. EC Meeting Date

- Currently 3/15
 - *EC meeting date will change, because some people will have conflicts.*
- Consider Happy Hour 3/14
 - *EC agreed to have the next meeting on March 14, 2018 at 3:14 PM.*

b. Vice President's & Program Committee ReportDuane Cleere

i. March 9th (Southern Colorado) Meeting

- *Duane mentioned that Karen has the speaker line up. The Southern Colorado meeting will be at the same place as last year, at Warehouse, in Colorado Springs.*

- *By Mid-February, the info about the ITE March 9th should be included in the email blast. Once the registration link ready, it will follow.*
- c. Secretary/Treasurer & Editorial Committee Report Susi Marlina
- i. December Treasurer's Reports
 - *Susi gave treasurer's budget overview for December 2017 to the group.*
 - *Sponsorship – we have 2 Platinum, 5 Gold, and 5 Silver, total of \$11,500. We expected to have \$10,000 for 2018 Sponsor (about \$1,500 surplus)*
 - *Scholarship – all recipients cashed in the checks, about \$9,000.*
 - *Activities – Reserved Ski Bus, many sponsors for Meet 'n Greet.*
 - *EC verified that the scholarship is funded from the Golf Tournament and Spring Transportation Symposium. We haven't received scholarship fund from last year's Spring Transportation Symposium. John Hansen mentioned they are going to send the fund soon to the Section ITE.*
 - ii. December Luncheon Survey Results
 - *Appears to be a good mix of attendees, 50% were from a public agency and 50% were from a consultant/vendor/education.*
 - *Most of people came because of presentation topic and location.*
 - *Overall meeting rate, Presenter and presentation had the highest rate with 80%, followed by the Facility and Food.*
 - *Suggestions: more desert choices, not all people can eat chocolate.*
 - *All in all, very good December meeting, great luncheon!*
- d. Past President's Report Ryan Germeroth
- i. CDOT Agency Membership
 - *Lou asked Ryan any updates about CDOT Membership. Ryan mentioned he has not done anything since last time he sent them emails to all program engineers and a few others. He may contact the program engineers for feedback later. He is not sure what is going on at CDOT, he will give more time and ask their responses. Ryan might contact one layer down of CDOT folks.*
 - *Alvin asked about the main idea for CDOT. Ryan mentioned that for CDOT, if we can get approximately \$5200 per year of if we have 21 or more people signed on being a full member statewide, so all CDOT employee automatically can be ITE member. On ITE website, you can look at the benefits being ITE member: you can get ITE Journals, you can get ITE webinars, district meetings, etc. Ryan will keep following up. Alvin suggested contacting CDOT person who manages the Professional Development. Alvin will send the info to Ryan. Lou also sent Jackie McDougal info, the chief admin at CDOT. Alvin asked how many people have full membership from CDOT, Ryan mentioned Rich provided the info; it was only about 10 people. Rich mentioned even if you add national membership and local affiliates, it's not a lot of people as well. Lou mentioned but in any ITE events, there is always decent amount of CDOT people in attendance.*
 - ii. Document Updates
 - Student of the year
 - *Victoria has the information put together for the student of the year: timeline, reviewers, etc. She can give it to you for updates.*
 - Officer attendance at events
 - *The officer, we just had emailed back and forth who is going to attend the events for free. Ryan said it captured somewhere, Lou said it is partially captured, but the hard part like Meet 'n Greet and Vendor Show events, whether the event coordinator and chair should be covered or not, needs to be clarified in the document.*

- Job ad policy clarification
 - *Job ad, is it based on a number ad (if one ad contains multiple positions, that will count as a one ad) or per position? We need to clarify in the document.*
- Document location
 - *Greg created super secure dongles for ITE documents, but nobody is able to access it. EC thoughts that it is important to have document save that Officers/EC are able to access it such as drop box, etc.*
 - *Since we run out of space, do we need to pay \$100 to increase the space or not pay by keeping only the current period data and move the rest somewhere else? EC agreed to open google drive. Evan will open the Google Account for ITE.*

D. Committee Reports

- a. Website Committee Report.....Andrew McFadden / Evan Brigham
 - i. Update Calendar
 - *For email blast, upcoming events: (1) Meet 'n Greet (02/22), (2) ITE Southern Colorado (03/09), (3) Ski Trip (03/24), (4) Logo Contest and Student of the Year announcements.*
 - ii. Website Update
 - *Susi is going to send Andrew: two previous meeting minutes and past event info.*
- b. Western Slope Luncheon Meeting.....(Not Present) Kari McDowell Schroeder
- c. 2018 Western District Meeting(Neither Present) Ben Waldman / Aaron Heumann
 - i. \$4500 loan was repaid
 - *A check of \$4,500 deposited on January 18, 2018.*
 - ii. Call for abstracts – extended to Feb 26th
 - *Abstracts extended for one month*
 - iii. Registration – early until Feb 1st
 - *A registration is open, the early bird until February 1st, 2018.*
 - *Ben and Aaron will add western district meeting in the February newsletter.*
 - iv. Sponsors and vendors – first come first serve
 - *Ryan is the Sponsorship Chair. Please contact Ryan for Sponsorship opportunities. Ryan used contact list to reach out, John Hansen will send local companies contact list to Ryan.*
- d. Activities CommitteeLisa Truong Nguyen
 - i. February Meet 'n Greet
 - *We have a total of 24 Sponsors so far (13 Gold, 4 Silver, 1 bronze and 6 DBE) with over \$8,000.*
 - *There is going to be a lot of folks coming from the City and County of Denver; it plans to have door prizes at the end of the event.*
 - *Susi paid down payments to the caterer, bar, cookie and venue.*
 - ii. WTS/ITE Ski Train/Ski Bus
 - *Susi reserved two buses.*
 - *So far, All Traffic Data and WSP will be the Sponsors (\$200 each).*
 - *Lisa hopes we can provide hats or similar kind.*
 - iii. Summer Activity
 - *No info about summer activity yet. Lisa has a couple ideas about that. Rich mentioned about curling idea as a group.*

- e. Activities Report Committee.....Devin Joslin
- *The report is typically due mid-April, Devin plans to start to compile the report early March*
 - *Depending on the time of logo competition, Devin might be able to get in the report.*
 - *Lisa will send photos to Devin.*
 - *Susi needs to send Devin a 2017 budget spreadsheet for Devin annual report.*
- f. Awards Committee (Not Present) John La Sala
- i. Transportation Professional of the Year (May Meeting)
- *John is out of town. He will probably start asking for Transportation Professional of Year submittals next month .*
- g. Continuing Education Committee (Not Present) Vivek Goswami
- i. Any other suggestions?
- *Lou didn't hear any feedback from Vivek, but if anyone has suggestions.*
 - *Devin mentioned ITE is doing a series of soft skills such how people can read the email, how to make presentations stand out, etc. A little more expensive to register for that. Lou asked Devin to send the info to Vivek.*
- h. Golf CommitteeChris Hopkins
- *Golf Tournament date has not been set, ideally on June 8th.*
 - *Chris mentioned that they are looking at some courses: Common Ground, Raccoon Creek, Meadows, etc.*
 - *John Hansen mentioned that we will have a lot of people coming because of the Western ITE and AASHTO Meeting, mainly ITE member (National Committee). He is sure we can pick up extra golfers and time that weekend. He told us to consider the golf schedule. Chris said we looked at the possibility. Lou suggested John Hansen to talk to Chris separately and give the info to him, so he can consider it.*
- i. Legislative Committee.....(Not Present) Rachel Ackermann
- *Rachel sent Lou two following updates about Legislative committee:*
 1. *The 71st Colorado General Assembly convened on January 10th, and is scheduled to adjourn on May 9th*
 2. *ACEC Legislative Day is February 22nd*
 - *Lisa mentioned that she will give her friend info to Rachel, since she will be a good fit for this committee.*
- j. Membership CommitteeRich Follmer
- i. Wyoming Engineering Society Meeting – Update?
- *John and Rich are going to the Wyoming Engineering Society Meeting on February 8-9, 2018. John is going to go on Thursday (02/08) and Rich is going to go on Friday (02/09). John plans to make a presentation on Thursday.*
 - *Susi sent a check of \$375 for the conference fee.*
- ii. Drop Box Items
- *Rich told everybody what happened was he was trying to update the membership in the drop box and it kept kicking his out*
- ii. Local Affiliate Memberships – Notifications?
- *Rich send a notification email for renewing LAF*
 - *Up to today, 46 people paid and renewed their LAF*

- k. Mentoring Program Committee **(Not Present)** Jon Larson
 - i. No updates from WTS
- l. Newsletter Committee **(Not Present)** Brian Staley
 - *The article due by Feb 9th, 2018*
 - *Susi needs to send Brian final Section Sponsor and December spreadsheet*
- m. Scholarship & Career Guidance Committee Alvin Stamp
 - *No updates*
- n. Section Scribe Devin Joslin
 - i. Section Camera?
- o. Social Media **(Not Present)** Greg Baker
 - *No updates*
- p. Spring Transportation Symposium **(Not Present)** Kari McDowell Schroeder
 - i. Looking for new committee chair
 - *2018 is Kari's last year and still looking for new committee chair.*
 - ii. 2017 Scholarship Distribution Update
 - *The check should be coming soon.*
 - iii. Updates
 - Website is live
 - Save the Date Distribution
 - Student Volunteers
 - *Sponsorship is available.*
- q. Student Liaison **(Not Present)** Victoria Edington / Chris Vokurka
 - i. Student of the Year Award Discussion
 - Email flyer out in early February
 - *Victoria wanted the email go out early Feb. Email blast plans to be sent by February 12, 2018.*
- r. Technical Committee John Hansen
 - *John Hansen mentioned he met an ITE representative in Washington, DC and spoke about ITE support: ITE wanted to expand their assistance such as from Technical committee, they are going to distribute the technical issues that national seeing to the Chapter*
 - *Rectangle Rapid Flashing Beacon is a major discussion nationally and impacted the community. John thoughts that will be good topic, Lou said John can write the article about that.*
 - *John wanted to reach out to the universities, but he's unsure of who to contact. He would like to propose to have a presentation to the university about these issues. Lou mentioned to contact Victoria and Chris. Rich suggested Lisa is going to have a presentation at Colorado School of Mines through ASCE since they don't have ITE student chapter, and may contact CSU and UC Boulder to find the champions on these three universities.*
 - *Lou asked John whether he is interested to write an article including pictures. John said yes, obviously about major issues and new ideas nationally. Lisa mentioned about the blog that advocating about multimodal, etc.*
- s. Vendor Show Alex Larson / Brian Staley
 - i. 2018 Vendor Show Update
 - *Total of 269 attendees, including 40 vendor tables and 45 organizations (18 public agencies and 27 private companies)*

- *Alex asked about feedback survey. Susi and Duane mentioned that they didn't send surveys in the last couple years. Lou said it was decided to pause sending the survey, since it always the same comments every year.*
- *Alex would like have Vendor Feedback Survey this year since this is the first year he is a chair for the Vendor Show.*
- *Susi will send previous survey and Alex will modify it.*
- *Lou asked the Vendor about the Fee, the answers were reasonable.*
- *Ideas: two registrations (vendor and attendees) open at the same time, it was confused with two different times, perhaps late registration fee, pick their own table/booth during the registrations, more clarity the technical sessions, find alternate location, increase the fee since venue and caterer increases, lanyard and badge branding, dedicated vendor equipment demo outside, door prize/raffle ticket, silent auction items, etc.*

E. Old Business

- i. Update Past Meeting Section of Website
- ii. Section Taxes

F. New Business

G. Announcements

- a. Newsletter Articles Next Deadline **February 9th**Brian Staley
- b. Next EC Meeting **March 14th** Lou Davenport

H. Adjournment *The meeting was adjourned at 2:10 PM*