



Executive Committee Meeting Minutes
January 27, 2012 12:00 – 2:00 PM
City of Centennial
12503 East Euclid Dr
Suite 280
Centennial, CO 80111

A. Attendance (10): Chris Sheffer, Greg MacKinnon, John La Sala, Nitin Deshpande, Dan Eybs, Emily Gloeckner, Rich Follmer, Will Johnson, Trishul Palekar, Aaron Heumann

B. Approval of minutes from last meeting – Chris moved and John seconded approval of the meeting minutes. Unanimous approval with no changes identified.

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. There are two new members of the EC--Dan Eybs, who is the new Activities Report Coordinator, and Trishul Palekar, who is now the Legislative Committee chair.
 - ii. Rescate Ecuador received contribution via Western Union. A thank you note was shared and translated. Photos are expected to be made available on Facebook of how the donation is used. There was a discussion regarding creating a link on our ITE website or through Facebook.
 - iii. The survey results from the Vendor Show were distributed on a summary sheet. Only 6 surveys were returned.
- b. Vice President's & Program Committee Report John La Sala
 - i. The Vendor Show was a great success. There were 235 registrations and 28 vendors with 30 booths.
 - ii. The March 2nd meeting will be at the Doubletree Hotel in Colorado Springs. A brochure was distributed on the venue. There will be 5 people on the panel to provide discussion on adaptive signal timing. There was discussion about adding a facilitator and having some set questions.
 - iii. Friday, April 13th is the planned date for the expert witness panel discussion. Two have committed (Ron Henson and Gene Puttman) and trying to verify with at least one other. There was a discussion of potential locations to keep costs down since this is an extra, unplanned meeting date. Later during this meeting, it was decided to eliminate the April 13 luncheon, therefore moving the expert witness presentation to May 18.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
 - i. December treasurer's report highlights included: money was transferred from PayPal, a Netbook was purchased, the December luncheon venue was paid and speaker gifts provided, a plaque was purchased for Fred Lantz, and an undergraduate award check was provided.
 - ii. Dan will need a year end statement for the calendar year (Jan – Dec 2011) to include in the Activities Report.
- d. Past President's and Website Committee Report Greg MacKinnon
 - i. Looking for District 6 candidates.
 - ii. Also need to start considering candidates for the local election.
 - iii. Need updated calendar of events in April and May.
 - iv. Tru-Traffic training will be on March 8-9. The deadline for registration is Feb. 25th. We may want to send out a reminder for registration closer to the date. Greg to add Aaron to the notices as people sign up for training. Need to clarify with Scott and Joe how Greg Bolluck is handling lunches for people who sign up though him and not ITE.
 - v. CCD is no longer an agency member of ITE.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. Thursday, February 23rd Happy Hour, 4:30 – 6:30 PM at the Denver Beer Company. Greg moved and Chris seconded that a budget of \$300 be established for the event, which passed unanimously.

- ii. For the April meet and greet activity, a request has been made to the mayor to speak at the event, but no real commitment can be provided until closer to date. Interest was expressed to have the CCD Manager of Public Works attend and speak at the event. Emily will talk with George Delaney, the interim manager. There was a suggestion to invite Leslie Thomas and Brian Mitchell also. Performing Arts Center Studio Loft as a venue requires \$2,500 food and drink minimum. There is also a \$1,500 venue fee if the affair is not identified as city sponsored event.
 - iii. Chris moved and John seconded to move April luncheon to May and replace with the April evening event, which passed unanimously.
 - b. Awards Committee Dave Hattan
 - i. Chris presented for Dave. Feb. 10th is the deadline for Transportation Professional of the Year. One potential candidate has been identified to date. The packet of information required to submit someone was distributed.
 - c. Continuing Education Committee Joe Henderson
 - i. No report.
 - d. Golf Committee Jeff Ream
 - i. No report.
 - e. Vendor Show Will Johnson
 - i. No report.
 - f. Membership Committee Rich Follmer
 - i. There was a discussion regarding section affiliates. Moving forward Rich will inquire with new applicants as to the reason for being a section affiliate rather than a full member.
 - ii. Greg will be sending out a notice to people on the non-member list, which includes those members that have not paid their 2011 dues as well as other non-members currently in our database. The purpose of the message will be to notify the recipients that they are non-members and what the benefits of membership are.
 - g. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. Four mentors have been identified through UCD.
 - h. Student Liaison Freddy He / Chris Vokurka
 - i. No report.
 - i. Technical Committee Nitin Deshpande
 - i. The deadline to submit papers has been extended to April 15th, so awards will need to be moved to the September meeting.
 - ii. Flashing yellow operation research help requested from Ben Waldman at City of Lakewood. Potentially send out on-line survey and conduct literature search. Greg to confirm cost of utilizing Survey Monkey. Possibly suggest ITE student chapters to assist with research.
 - j. Activities Report Committee Dan Eybs
 - i. Requested information from the various committees. Persons were identified/assigned for each category.
 - ii. Vision for the report to be more than simply bare minimum.
 - iii. The activities reports from previous years are located on the ITE website for reference.
 - iv. Information is needed by the beginning of March for an April submittal.
 - k. Legislative Committee Trishul Palekar
 - i. Looking for input on types of information to convey to the membership.
 - ii. Potential topics identified are the MUTCD updates and information relative to this year's election.

E. Old Business

- a. Committee Positions Chris Sheffer
 - i. Two new members of EC: Dan Eybs as Activities Report Committee Chair and Trishul Palekar as the Legislative Committee Chair.
- b. April Luncheon Program John La Sala
 - i. Move to May date and replace with April evening activity.

F. New Business

- a. May Luncheon Dates John La Sala
 - i. Friday, May 11th was the previously planned date, but this coincides with the WTS Convention. Talked about moving to May 18th, but that could conflict with the Intermountain Meeting in Jackson, WY. This would push voting to after the Memorial Day weekend from May 21st through June 1st. John moved and Chris seconded that the date be moved to May 18th, passing with a unanimous vote.
- b. Activities for January and April..... Chris Sheffer
 - i. See previous discussions.
- c. Paper Competition Nitin Deshpande
 - i. See previous discussion under Technical Committee.

G. Announcements

- a. Newsletter Articles and DeadlineBart Pryzbyl
 - i. No report.

H. Adjournment - Meeting adjourned at 2:30 PM.