



Executive Committee Meeting Minutes
January 28, 2011 12:00 – 2:00 PM
DRCOG
1290 Broadway
Wolf Creek Pass Conference Room

A. Attendees: Greg MacKinnon, Chris Sheffer, John La Sala, Joe Henderson, Jeff Ream, Chris Vokurka, Dave Hattan, Sarah Karjala, Ben Waldman, Karl Packer, Will Johnson, Bart Przybyl, Scott Thomas, Melissa Rosas

B. Approval of minutes from last meeting - unanimous

C. Officers' Reports

- a. President's Report Greg MacKinnon
 - i. Bylaws are on Western District Board agenda for Action February 4th. Minor administrative revisions made to version adopted by membership.
 - ii. Have selected Survey Monkey to issue survey. Will be issuing membership survey in February. Chris Vokurka will help to beta the survey.
 - iii. Reminder to update the EC handbook.
 - iv. Recommendation that EC consider including a budget item in future years to compensate Executive Officers for WES breakfast
 - v. The EC needs to better inform students regarding the discount pricing policy for luncheons and training, if applicable.
 - vi. Is anyone using Google Docs? The answer was generally, no.
 - vii. Greg thanked Dave and Joe for working on Teller committee. Greg thanked Joe for arranging the WES breakfast.
- b. Vice President's & Program Committee Report Chris Sheffer
 - i. March luncheon –
 - 1. Safety panel (Krauth, Kononov, Millar)
 - 2. Location – Guiseppes's in Colorado Springs
 - ii. Program Committee – planning to meet on Feb. 8
- c. Secretary/Treasurer & Communications Committee Report John La Sala
 - i. Budget report
- d. Past President's Report Ben Waldman
 - i. Seeking candidates for Secretary-Treasurer

D. Committee Reports

- a. Activities Committee Eric Boivin
 - i. Not present
- b. Awards Committee Dave Hattan
 - i. Seeking nominations for transportation professional of the year
- c. Continuing Education Committee Joe Henderson
 - i. See "New Business" section
- d. Golf Committee Jeff Ream
 - i. June 10 – Common Ground Golf Course
- e. Legislative Committee Scott Thomas
 - i. Tracking three bills being proposed to eliminate FASTER funding
- f. Membership Committee Trung Vo
 - i. Not present
- g. Scholarship & Career Guidance Committee Melissa Rosas
 - i. Will distribute call for scholarship opportunities
- h. Technical Committee Nitin Deshpande

- i. Not present
- i. Website Committee.....Duane Cleere
 - i. Resigning but will continue duties until replacement found
- j. Annual Report Update..... Sarah Karjala
 - i. Seeking input –asking us to verify information and will distribute an e-mail asking for new information by March 1st.
- k. Vendor Show Update Will Johnson
 - i. 33 vendors at 29 booths; total of 183 attendees (120 non-vendors)
 - ii. See more under “New Business”
- l. Annual Symposium Update Karl Packer
 - i. Definitely at Pepsi Center
 - ii. Registration begins in 2 weeks – same rates as last year
 - iii. Poster session for students – new this year
 - 1. Could offer prize for best poster
 - 2. Perhaps, refine posters to a specific topic

E. Old Business

- a. Proposed Scholarship Policies Melissa Rosas
 - i. Removed scholarship names – changed to Undergraduate and Graduate
 - ii. Scholarships will be awarded as committee sees fit within the \$4,000/yr budget
 - iii. Motion to approve scholarship information and application packet – approved with slight modifications
- b. Confirm purpose and management of accounts/funds John La Sala
 - i. Prop 1 – approved
 - Formerly consider the regular checking account as the working account
 - ii. Prop 2 – failed
 - Specify a cap of \$7,500 for checking account. Periodically, the Sec/Treas will transfer funds in excess of the cap into the regular savings account.
 - iii. Prop 3 – approved
 - Allow the scholarship fund to be used as the source for paper competition awards
 - iv. Prop 4 – approved
 - Together with the Scholarship & Career Guidance Chair, the Sec/Treas will propose policies to the ExComm that ensure that the Scholarship fund is solvent at the end of the fiscal year given the annual goals of the scholarship.
 - v. Prop 5 – approved for student paper competitions only
 - Formally consider the regular savings account and the CD as the Section’s General Fund.
 - vi. Prop 6 – approved
 - The Executive Officers will propose policies to the ExComm that will establish the eligibility and processes by which applications for contingency or special funding can be made.
- c. Trial for Section event registration serviceDuane Cleere
 - i. Not present, trial conducted for December 2010 EC
- d. Girls of Pi donation.....John La Sala
 - i. Girls with Pi will not be incorporated as non-profit this year, and Ruth Rollins (their founder) suggested that we instead donate to Las Chicas de Matematicas
 - ii. Donation of \$500 to Chicas de Matematicas - approved

F. New Business

- a. Web cam proposalChris Sheffer
 - i. approx. \$1,500 for webcam software alone
 - ii. Skype
 - iii. Gotowebinars.com - \$100/mo.

- b. Recognition for Edward Stafford..... Greg MacKinnon
 - i. Approved. Greg will coordinate with Dave Hattan and Edward Stafford.
- c. Vendor Show Wrap-up..... Will Johnson
 - i. Most vendors liked the new format
 - ii. In order to provide opportunity for vendors to talk in front of group, announce that vendors will be allowed an open mike session. The open mike session seemed to work at the recent event, but the addition of an announcement will allow more vendors to plan their participation.
 - iii. Food
 - 1. Some vendors didn't eat
 - 2. Need more notice of location of food
 - iv. Should we lower the price for individuals?
- d. Table Survey Results..... Greg MacKinnon
 - i. 19% response rate, responses generally positive
 - ii. New Vendor Show format preferred by both vendors and non-vendors
- e. Discussion regarding webinars..... Joe Henderson
 - i. ASCE webinar of interest – would need to raise fee or subsidize
 - ii. General discussion on financing of continuing ed – agree to provide subsidy in future budgets
 - iii. CSS training – Joe suggests \$2,000 subsidy for a training next fall, partnering w/ ASCE who will match the \$2,000
 - 1. Email membership to estimate interest
 - iv. TSPPD (TruTraffic) – consider in future since trainer currently occupied with other matters
- f. Strategies to improve luncheon attendance Greg MacKinnon
 - i. Much discussion on this topic – attendance by Public Sector, especially CDOT, has been lacking
 - ii. Scott Thomas will lead a workshop at next EC
- g. Special questions for March 4th table survey..... Greg MacKinnon
 - i. Greg will prepare something relevant to Colorado Springs members.

G. Announcements

- a. Newsletter articles and contributions due February 4th Bart Przybyl
- b. Check Google Docs for presentation Greg MacKinnon

H. Adjournment