

## MEETING MINUTES

### COLORADO/WYOMING EXECUTIVE COMMITTEE SEH, Inc. (I-25 and Colorado) January 30, 2009

**Meeting Chair:** Craig Faessler

**Minutes By:** Greg MacKinnon

**Present:** Craig Faessler, Duane Cleere, Dave Hattan, Will Johnson, Greg MacKinnon, Kari McDowell, Karl Packer, Bart Przybyl, Melissa Rosas, Chris Sheffer, Ben Waldman

#### **I. Introduction.**

A. Craig Faessler opened the meeting at 12:12 p.m.

#### **II. Meeting Minutes.**

A. Minutes from the last executive committee meeting were approved with no changes.

#### **III. President's Report: Craig Faessler**

A. Jack Tone is the last of Life Member certificates to present this year. This may happen at the February luncheon if he is willing to travel to Colorado Springs; otherwise, it will be at the May Luncheon.

B. Craig introduced the idea of using scholarship funds to pay for a site registration fee for the Fundamentals of Traffic Engineering for the University of Wyoming Chapter.

It was moved that the Executive Committee may use the Scholarship Fund and consider requests to fund webinars as long as the following conditions can be met:

- at least five ITE student members must attend; and,
- the group requesting the funds must supply a suitable site to hold the webinar and must handle reservations of additional members

Furthermore, Section members may be able to attend the webinar free of charge, on a first-come, first-served basis, if the group requesting the funds can accommodate additional members.

(Motion: Hattan; Second: Sheffer; Passed unanimously)

C. Craig noted that Will and Nate will be at the District 6 Board meeting to be held February 6, 2009 in Denver.

D. Craig will call Rhonda Young to determine the results of the Silent Auction at the Vendor Show.

E. Joe Henderson has ITE shirts for sale that benefit the Student Endowment Fund. Kari mentioned that District 6 will be doing something similar. Craig and Ben will contact Joe to assist with the sale of shirts.

#### **IV. Vendor Show: Will Johnson**

A. There were 28 booths and around 250 participants. Will expects that this year's Vendor Show could make close to \$10K after costs.

B. The committee had heard generally good comments about the event. There was one comment to increase the length of the event, which was seen as a simple revision for future shows.

- C. Will suggested that it would be possible to reduce the individual price. It was agreed that this was not necessary. It was also suggested that we could consider including drink tickets in the price of the event.
- D. Will noted that we should expect that District 6 to encourage our Section to contribute to the Student Endowment Fund. Will will check with Portland to see what they did last year with regard to the Student Endowment Fund. Greg will review the budget with regard to the pending request. The Executive Committee will make a decision at the March 6<sup>th</sup> meeting.

**V. Vice President's Report: Ben Waldman**

- A. **February 27<sup>th</sup> Luncheon Meeting:** The Hampden Inn in Colorado Springs has been selected. The lunch will be buffet-style. Robin Kidder of Colorado Springs Public Works will be presenting.
- B. Ben and Greg will get together to confirm that the slide show will properly display all the business card ads.

**VI. Secretary/Treasurer Report. Greg MacKinnon**

- A. **Status of Accounts:** Greg handed out the Treasurer's Report. The balance of each account is as follows:

<b>Checking Balance:</b>	<b>\$9,370.94</b>
<b>Savings Balance:</b>	<b>\$4,448.83</b>
<b>Scholarship Fund:</b>	<b>\$7,828.94</b>
<b>Certificate of Deposit:</b>	<b>\$10,685.35</b>
<b>Cash</b>	<b>\$160.00</b>

- B. **Budget Status:** FY09 budget is on track. \$100 was transferred from contingency to Website Committee to fund annual web hosting service.

**C. Newsletter:**

- **Articles Due:** Articles due January 30<sup>th</sup>.
- Will will prepare something for the Vendor Show.
- Greg to take pictures of the Ski Train trip.
- Greg will send comments from previous Newsletter Award submissions.
- Greg noted that he had a call from a vendor that is interested in posting their press release in Conveyances. It was agreed that we would allow the vendor to purchase a business card ad, but we will not post the press release.

**VII. Website Update: Duane Cleere**

- A. Transition of duties is on-going. Next items are mass mailing and PayPal.
- B. Still researching for website upgrade.

**VIII. Committee Reports**

**A. Activities:**

- Ski Train is full. February 7th.
- Kari will meet the train at the base of the hill to hand out District 6 sun block.

**B. Awards Committee: Dave Hattan**

- Dave has received no nominations for Transportation Professional of the Year. He needs to make his recommendation at the April Executive Committee meeting.
- Dave asked for help from the Executive Committee. The deadline is February 13th.

**C. Legislative:**

- Need an update on legislative activities. Craig will contact Gene for a status update.
- Ken Conyers may be someone interested in providing some information on the FASTER bill in the Colorado legislature.
- The Executive Committee will think about other members that may want to help with the legislative committee.

**D. Membership: Melissa Rosas**

- Melissa requested information for *On the Move*. Some suggestions included: Bob Kochevar, Jane Donovan (if she is a member), Mike Kibbee, and Bob Ball. There may also be some address change announcements.
- The committee discussed comments that came in from a member located in a more rural area. Members in smaller, remote communities feel left out of the Section activities. Some options discussed are:
  - A Wyoming vendor show
  - Smaller meetings specifically for remote locations (i.e. western slope and Wyoming)
  - A Facebook-type website [It was mentioned that LinkedIn is a similar site that already has an ITE site]
  - Video meetings for streaming or posting
- Melissa will speak with the member about these ideas to get feedback.
- Ben will bring a video camera to the next luncheon meeting.

**E. Continuing Education Committee: Karl Packer**

- PTOE registration and class in Loveland is going OK.
- Symposium site has been selected: Pepsi Center.
- There was discussion as to whether the Symposium committee could get the list of submitters to the District 6 meeting that were not selected. The issue is unresolved.

**F. Golf: Craig Faessler**

- Committee is trying to coordinate with golf dates of other organizations.

**G. Section Report: Chris Sheffer**

- Chris distributed a summary of the requirements for the Section Report.
- The data is due to Chris by March 1<sup>st</sup>.

**IX. District 6 Meeting Update: Nate Larson**

- A.** The abstract review committee will finish January 30<sup>th</sup>
- B.** Board meeting is February 6<sup>th</sup>.
- C.** Price is being set between \$295 and \$395.
- D.** They will be introducing changes to the Traffic Bowl.
- E.** Boogie Machine is the band.

**X. Adjournment**

- A.** Meeting adjourned at 1:15 PM.

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**Action Item Summary**

1. Ben will bring a video camera to the next luncheon meeting.
2. Ben and Greg will get together to confirm that the slide show will properly display all the business card ads.

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3. Craig will call Rhonda Young to confirm silent auction results.
4. Craig and Ben will contact Joe Henderson regarding the ITE shirts.
5. Craig will contact Gene regarding the legislative committee.
6. Eric to look into joint Happy Hour with ITE, WTS, ASCE.
7. Greg will review budget to determine possibility of donating to the Student Endowment Fund.
8. Greg to take pictures of the Ski Train trip.
9. Greg will send comments from previous Newsletter Award submissions.
10. Melissa will continue to contact International regarding membership information.
11. Melissa will speak with the Wyoming member to get feedback on committee's ideas to reach rural members.
12. Scott will talk with CDOT Research.
13. Scott will ask technical article authors to submit abstracts for the District 6 meeting.
14. Will will call Portland Section regarding the Student Endowment Fund.
15. Data for Section Report is due to Chris by March 1<sup>st</sup>.

## Section Activities Report

Please email information to Chris Sheffer at: [csheffer@fehrrandpeers.com](mailto:csheffer@fehrrandpeers.com) by March 1.

Information needed for the application (please see application handout for details):

1. Membership (**Melissa**)
  - Number of Honorary, Fellow, Affiliates (retired, life, regular)
  - Section Affiliates
2. Financial (**Greg**)
  - Federal Employer ID
  - Dues, Income expenditures etc
  - Changes in Bylaws
3. Technical Activities (**Scott Thomas**)
  - List of projects underway and completed
  - Sponsored technical seminars (**Karl**)
4. Legislative Activities (**Gene**)
  - List and descriptions of activities
5. Chapter meeting (**Ben**)
  - Dates, purpose, attendance
  - Photos of events and meetings
6. Student Chapter Activities (**Scott Lewis**)
  - Activities held during 2008 period
7. Awards (**Dave Hattan**)
  - Recipients and name and purpose of award, form of award

Many thanks for your help!