



Executive Committee Meeting Agenda
January 30, 2014 12:00 – 2:00 PM
Greenwood Village City Hall
Community Room
6060 S Quebec Street
Greenwood Village, CO 80111

In Attendance: Aaron Heumann, Anna Bunce, Bill Hange, Will Johnson, Greg MacKinnon, Rich Follmer, Mike Bowline, Melissa Rosas, Karen Aspelin, Emily Gloeckner, Lou Davenport, Freddy He.

A. Call to Order: 12:05 pm

B. Approval of minutes from last meeting

Anna moved to approve the minutes. Emily seconded. Minutes were approved unanimously.

C. Officers' Reports

- a. President's ReportAaron Heumann
 - i. November Table Survey – a winner was selected who opted to donate the \$25 award to the scholarship fund.
 - ii. December 40th Anniversary Meeting Table Survey (**Electronic**) – Select Winner
 - 1. Aaron needs a list of the survey respondents to select winner. Freddy will check if the list can be obtained from Survey Monkey (the electronic survey provider) and provide it to Aaron if applicable.
 - 2. Bill suggested to add an event reminder to the survey
 - 3. Greg reminded that the Section's Survey Monkey account, which is free of charge, limits the number of survey recipients to 100. Fees will be charged in excess of 100 recipients.
 - iii. Inaugural ITE Western District Student Leadership Summit Sponsorship
 - iv. Extra 40th Anniversary Picture Frames
 - 1. Will Johnson will send one to each vender
 - 2. Greg will research for a website where Section's event photos can be stored and are relatively easy to download.
 - v. Departure of April Wire and Addition of Lou Davenport as Section Scribe
 - vi. Western District 2018 Conference – Presentation June 29, 2014 in Rapid City, SD
 - 1. The Section has submitted a proposal to the Western District.
 - 2. Karen mentioned that the District has requested that all proposing Sections/Chapters make a presentation during this year's District Annual meeting. The presenter can be any member of the Section, although preferably the proposed LAC chair(s) and/or Section's president.
- b. Vice President's & Program Committee Report Anna Bunce
 - i. March (Colorado Springs) Luncheon Status
 - 1. The initial agenda includes a presentation on last year's wild fire in Colorado Springs area.
 - ii. May (Denver Metro) Luncheon Status – Hand Out 40th Anniversary Picture Frames
- c. Secretary/Treasurer & Editorial Committee Report Freddy He
 - i. December Budget Report: In summary, by Dec. 31, 2013 the checking account has \$19,645.72 (-\$1,072.48 difference compared to Nov. 29, 2013), the savings account has \$4,480.93 (+\$0.19 difference compared to Nov. 29, 2013), the Scholarship Fund account has \$7,386.97 (-\$4,499.56 difference compared to Nov. 29, 2013), and the PayPal account has \$1,905.39 (-\$2,095.78 difference compared to Nov. 29, 2013).
- d. Past President's Report John La Sala
 - i. Seeking candidates for Secretary/Treasurer (must be public agencies employee) – Contact if interested

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. 2014 Meet and Greet (February 13, 2014) – Sponsorship & Registration
 - 1. The event will be held at Hotel Monaco in downtown Denver. VIP Section is 4:30 – 5:30 pm. General Meet-N-Greet is 5:30 – 7:30 pm. Phil Washington, RTD General Manger, will present at approximately 5:45 pm.
 - 2. Registration will open tomorrow (Jan. 31, 2014).
 - 3. Registration fee is set at \$35 to pay online and \$40 to pay at the door.
 - 4. The venue has a requirement of \$3,500 minimum spending.
- b. Awards Committee Bill Hange
 - i. Bill is seeking candidates of Transportation Professional of the Year. A group award may be considered in recognition of those who made significant contributions to last year's emergency responses including wild fire and flood.
- c. Continuing Education Committee Aaron Heumann for Chris Sheffer
 - i. Looking into software classes for early spring – safety studies for municipalities or VISSIM
- d. Golf Committee (June 13, 2014)..... Aaron Heumann for Chris Hopkins
 - i. Looking into potential locations
 - ii. EC discussed and agreed to allow flexibility with considering June 6th or June 20th as alternate dates
- e. Vendor Show (January 24, 2014) Will Johnson
 - i. Summary of Attendance. In total approximately 260 people attended. 37 vendors rented a total of 35 booths (some vendors shared a booth).
 - ii. EC will evaluate alternate venues for future vendor shows in order to reduce costs.
 - iii. Will Johnson will send the list of vendors for Greg to post on the Section's website.
- f. Website Committee Report Greg MacKinnon
 - i. Posting 40th Anniversary Party Pictures on a website for EC review
 - ii. Format Update Status
 - 1. Greg distributed handouts to EC members and asked for feedback
 - 2. Considering 3rd party web design proposal & pricing
 - iii. Message Coordination Management Policy Status
 - 1. Greg distributed handouts to EC members and asked for feedback
 - iv. EC Member Information Updates continue to be completed as necessary
- g. Membership Committee Rich Follmer
- h. Scholarship & Career Guidance Committee Melissa Rosas / Bob Kochevar
 - i. Donate \$450 of Scholarship Awards Budget to the Western District Student Endowment Fund
 - ii. Donate \$50 of Scholarship Awards Budget to the upcoming Student Leadership Summit (Tier 1 Sponsorship)
 - iii. Mentoring Program Responses
- i. Student Liaison Mike Bowline / Chris Vokurka
 - i. ITE RFP Opportunity
 - ii. Student Conference in San Luis Obispo, CA on February 15-17, 2014
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee Dan Eybs
 - i. Report Due March 1, 2014 – Draft by February 17, 2014 to EC for Review

- l. Legislative Committee.....Steve Pouliot
- m. Social MediaLisa Truong
 - i. 40th Anniversary Party photos on Facebook
 - ii. 2014 Goals – create LinkedIn group/page; collaboration with Western District’s Facebook page
- n. Section Scribe..... Lou Davenport
 - i. District Newsletter – Lou will contact the district newsletter editor regarding when and how to submit section activities information
- o. Symposium (April 4, 2014) Kari McDowell Schroeder
 - i. Registration is open.
 - ii. The Section announced Call for Speakers and registration link.

E. Old Business

- a. 2013 Donations – Toys for Tots & Red Cross Freddy He
 - i. In January 2014, Freddy delivered 98 pounds of nonperishable food, donated by the 2014 Vendor Show attendees via a food drive, to Food Bank of Rockies.
 - ii. The Section donated \$1000 to the Local American Red Cross
 - iii. The Section donated \$1000 to the Aurora location of the Marine Toys for Tots Foundation
- b. Goals for Section Funds..... Officers
- c. Continued Strategic Goals Discussion for 2013 – 2014Aaron Heumann
- d. 2018 District Conference.....Aaron Heumann

F. New Business

- a. Western District Communication Workshop & Board Meeting Report..... Karen Aspelin
- b. Western District election will start soon.
- c. The District is reviewing proposals from the Colorado-Wyoming Section and Washington Section to host the 2018 Western District Annual Meeting. Members who plan to attend this year’s annual meeting are encouraged to show up and support the Section’s presentation.
- d. Karen mentioned that plenty of District professional and student awards are not being fully utilized.

G. Announcements

- a. Next EC on Thursday, March 13, 2014
- b. Newsletter Articles & Deadline Friday, February 7, 2014 Bart Przybyl

H. Adjournment: 2:10 pm.

I. Action Items:

- i.** Freddy to donate \$25 to Section’s Scholarship Fund on behalf of the November Table Survey winner.
- ii.** Freddy will check if a list of the 40th Anniversary Survey respondents can be obtained from Survey Monkey (the electronic survey provider) and provide it to Aaron if applicable.
- iii.** Will Johnson will send each vender one of the remaining 40th Anniversary picture frames.
- iv.** Greg will research for a website where Section’s event photos can be stored and are relatively easy to download.
- v.** Lou will contact the District newsletter editor regarding when and how to submit section activities information.
- vi.** Will Johnson will send the list of vendors for Greg to post on the Section’s website.
- vii.** All EC members need to review Greg’s website and messaging handouts and provide feedback to Greg before the next EC meeting.