



Executive Committee Meeting **Minutes**
January 30, 2015 12:00PM – 2:00 PM
Aurora City Hall - Aspen Room, 2nd Floor
15151 E Alameda Pkwy
Aurora, CO 80012

In Attendance: Greg MacKinnon, Emily Gloeckner, Aaron Heumann, Anna Bunce, Alex Larson, Chris Sheffer, Freddy He, John LaSala, Ryan Germeroth, Lou Davenport, Rich Follmer

A. Call to Order 12:19PM

B. Approval of minutes from last meeting **John L. moved to approve and Aaron seconded. Approved unanimously.**

C. Officers' Reports

- a. President's Report Anna Bunce
- b. Vice President's & Program Committee Report Freddy He
 - i. **Freddy thanked Aaron for running the Dec. meeting while he was in China**
 - ii. **March 13th lunch meeting, south front range. Most likely in Colorado Springs at Olympic Center. Plan for 30 to 50 attendants. Tour of Olympic facility beforehand? Get group tour rate added on to lunch cost from venue. Freddy is working on finalizing speakers, has reached out to CDOT Region 2. Maybe topic on flash flooding incident management plan.**
- c. Secretary/Treasurer & Editorial Committee Report Ryan Germeroth
 - i. December Treasurer's Report
 - **Ryan will send Greg most current LAF list**
 - **Ryan will send out survey for vendor show. Two separate survey's, one for the vendor contacts and the other attendees. Ask vendors if they had booth last year and how this year compared to last**
 - **Proceeds of vendor show don't typically go to Scholarship. We could transfer the proceeds later in the year.**
- d. Past President's ReportAaron Heumann
 - i. Section Policies Document
 - **The group provided several comments to Aaron including:**
 - a. **Add policy for how funds are distributed from event proceeds to scholarship fund**
 - b. **Add policy about funding transfer of membership for graduating students from the existing student chapter**
 - c. **Greg provided 5 minor comments**
 - i. **Add definition of LAFs? Probably won't add definition**
 - ii. **Add having proxy on page 7**
 - iii. **Page 9, allow job postings at lunch meetings? Require posting to be paid for if private consultant is interested at leaving paper postings on tables**
 - iv. **Page 19, ITE has non-disclosure that specifies not sharing membership information**
 - v. **Should organizer of event attend event for free? Have Vendor Show and Meet & Greet organizers attend for free. How about organizer of Continuing Ed sessions as well? Yes**
 - **Past President will maintain the document**
 - **We will post this to the website so the membership can have access to it.**
 - **Ryan will give Will a refund for Vendor show**
 - **Add student scholarships to honorees portion**

- After changes, Aaron will send one more copy for final review and then post it to the website
- ii. EC Handbook/Bylaws Update status report
 - Aaron has reviewed and has questions about certain things.
 - Aaron will be sending an e-mail to each officer / committee chair with an attachment containing a section pertaining to their office.
 - Goal is to have updates done by end of FY 15 and have it signed by District President at the September 2015 lunch.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. 2015 Meet and Greet—set for Thursday 2/19 from 5:30pm to 7:30 or 8pm: Hotel Monaco for location
 - Emily looked at Denver Union Station but they aren't ready to host an event like ours
 - We will not have a VIP reception prior to the event this year.
 - Open registration at 5PM
 - Denver staff will be giving a presentation
 - Encouraging Denver to invite up to 20 staff to attend
 - Make sure good wayfinding is in place to help people find the place
 - Can we put direction info in with paypal receipt? Probably not since PayPal limits what can be included with a receipt.
 - Two drink tickets will be included with registration
 - \$35 pre-registration and \$40 at the door. Registration opens Monday February 2nd. Registration closes on Monday February 16.
 - Will need name tags. Ryan will coordinate with Emily to get name tags to her since he will not be attending the event.
 - Currently \$1700 in sponsorship money
 - ii. WTS inquiry regarding co-hosting a March reception for the new CDOT Director
 - Good idea, but what are the concept and details with regard to financial component?
 - Need to check on the date and plan accordingly. It may be difficult to schedule due to limited dates in March.
 - One other option might be to have the reception either before or after the Symposium. Maybe on Thursday night before the Symposium. Emily will check with WTS on this.
- b. Awards Committee John La Sala
 - i. Will be posting request for nominations in the February newsletter for Transportation Professional of the Year.
 - ii. Please let John know of any potential nominees.
- c. Continuing Education Committee Chris Sheffer
 - i. January webinar was hosted at Jacobs.
 - ii. It is open for other firms who may want to host future webinars. Fehr and Peers is interested in hosting in the future. They can accommodate about 20 people.
 - iii. Next webinar February 10. Announcement will go out on Tuesday February 3. Lagging left turns is topic. Freddy will check if Stantec can host. Can accommodate about 40 people if they are able to host.
- d. Golf Committee Chris Hopkins\
 - i. No update yet but anticipate email to EC with update in February prior to signing contract (would have been at EC meeting but no Feb EC)
- e. Vendor Show..... Will Johnson

- i. Recap of Vendor Show and technical sessions
- f. Website Committee Report..... Greg MacKinnon
 - i. Constant Contact expires Saturday—okay to go month to month for shortish duration while other avenues of membership outreach are explored?
 - Anna moved to go month to month on Constant Contact and Aaron 2nd. Group approved unanimously Go for a 3 month period as month to month.
- g. Membership CommitteeRich Follmer
 - i. WES Event Attendance—suggestions for information to be communicated to attendees regarding ITE?
 - Thursday February 5 at 4PM, Rich will be attending event
 - Rich will give update of upcoming schedule for events. He will give summary of scholarship application. Charity causes Wyoming might be interested in. Vendor show summary. Paying for transfer of graduating student memberships.
 - Rich will try to get feedback from attendees on what Section can do to better serve them.
- h. Scholarship & Career Guidance Committee Alex Larson / VACANT
 - i. New mentoring chair needed!
- i. Student Liaison Lisa Truong / Chris Vokurka
 - i. UCD student chapter first semester meeting 2/24 featuring BikeDenver speakers to talk about Ride on Auraria
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
 - i. Needed information for annual report? Deadline upcoming.....
- l. Legislative Committee.....Scott Thomas
- m. Social Media..... Lisa Truong
- n. Section Scribe Lou Davenport
- o. Spring Transportation Symposium..... Kari McDowell Schroeder
 - i. CHANGE OF DATE to April 10—need to reschedule April EC meeting accordingly
 - Will have EC meeting on the 17th instead of the 10th as originally planned
 - Looking for suggestions on technical tours at the Symposium
 - Call for speakers will be going out shortly
 - What organization is “hosting” next year. Probably ITE
 - ii. Change of venue
 - Venue is not changing. Lou got 25% discount since the Convention Center had booked another group for the date needed.

E. Old Business

- a. Update on 2018 Western District Conference?
 - i. The location has been changed to Keystone instead of Breckenridge for the main site.

F. New Business

G. Announcements

- a. Next EC Meeting **March 19** Anna Bunce
- b. Newsletter Articles Next Deadline **February 6**Bart Przybyl

H. Adjournment 2:30PM

I. Action Items

- a. Will be finalizing the details for the March 13th luncheon.
- b. Ryan will send Greg the LAF member list for 2015
- c. Ryan will send out survey to vendor show attendees

- d. Aaron will finalize the Section policy document and send it out to the EC via email for final review
- e. Aaron will be sending an e-mail to each officer / committee chair with an attachment containing a section of the EC handbook / bylaws pertaining to their office.
- f. Ryan will coordinate with Emily to get name tags to her for the Meet & Greet since he will not be attending the event.
- g. Emily will check with WTS and try to obtain more details with regard to their proposal to jointly host a reception with ITE for the new CDOT Executive Director.
- h. John will be posting request for nominations in the February newsletter for Transportation Professional of the Year.
- i. Rich will be attending the WES event in Cheyenne on February 5th. He will try to get feedback from attendees on what Section can do to better serve them.
- j. Golf Committee, an update on the location will likely be provided in February or March.