



Executive Committee Meeting Minutes
March 9, 2012 12:00 – 2:00 PM
City of Centennial
12503 East Euclid Dr
Suite 280
Centennial, CO 80111

- A. Attendance (8): Chris Sheffer, Greg MacKinnon, John La Sala, Dan Eybs, Emily Gloeckner (via phone), Rich Follmer, Bob Kochevar, Aaron Heumann**
- B. Approval of minutes from last meeting – Chris moved and John seconded approval of the meeting minutes. Unanimous approval with the changes indicated below incorporated.**

- a. John La Sala previously provided comments via email on March 5, 2012 indicating modifications to the attendees and Vice President's report.
- b. Greg MacKinnon previously provided a comment via email on March 8, 2012 indicating revisions to the Membership Committee discussion.
- c. Chris Sheffer comments incorporated.

C. Officers' Reports

- a. President's Report Chris Sheffer
 - i. Survey results from March luncheon. More public sector members than usual. Attendees expressed presentation was less than desired for the interest level in the topic. Possibly need more guidelines for facilitating panel discussion in the future.
 - ii. April Meet and Greet. Getting good feedback on event. New CCD Manager will attend along with previous manager and city engineer. Bob indicated that CCD is preparing some poster presentation stations including bike info, DIA info, parking meter info, etc.
 - iii. CDOT economic hardship may be improving to allow employees to become more involved in professional societies again. Officers to meet with Charles Meyer to help promote ITE to CDOT.
- b. Vice President's & Program Committee Report John La Sala
 - i. There were 45 attendees at the March luncheon. The DoubleTree venue and food were well received. Potentially look into Orleans Hotel for next year's meeting as a potential alternative.
 - ii. Programming committee notes were distributed. Political legislative theme, maybe someone from the Transportation Commission, specifically for the Denver Region. Hawk signal and roundabout tour with a meeting for October. Soft skills presentation for December. Red Light Running System panel discussion for March, maybe invite an attorney, sheriff and municipalities to talk. May meeting on the West LRT line with potential tour on a train.
- c. Secretary/Treasurer & Editorial Committee Report Aaron Heumann
 - i. Meeting no shows identified.
 - ii. Norton Antivirus software purchased for laptop.
- d. Past President's and Website Committee Report Greg MacKinnon
 - i. One interest in secretary/treasurer position thus far.
 - ii. Non-member list update.
 - iii. International removing some e-mail addresses.
 - iv. Set up for golf committee on-going for the website.
 - v. FHWA no longer an agency member with ITE.

D. Committee Reports

- a. Activities Committee Emily Gloeckner
 - i. April 19th Meet the City of Denver Leadership Event Sponsorship and Agenda discussion. Need to determine what sponsorship provides and identify sponsors soon enough to establish cost for attendees. Different level of sponsorship would give you varying logo display or introduction of speakers. Such as bronze would be logo in a PowerPoint, silver is poster display also, and gold would be introduction of a speaker also. Fees that we are trying to cover are \$2,500 minimum for food and drinks and \$700 for the venue. Thinking charging \$35 for attending that would include snacks and one drink.
- b. Awards Committee Dave Hattan

- i. No report.
- c. Continuing Education CommitteeJoe Henderson
 - i. TruTraffic training on-going. 24 people attended.
- d. Golf CommitteeJeff Ream
 - i. No report.
- e. Vendor Show.....Will Johnson
 - i. No report.
- f. Membership CommitteeRich Follmer
 - i. Discussion of local affiliate bylaws. Four officers should be voting members to determine if a membership application is approved based on recommendation from the Membership Chair, rather than have as a discussion at the EC meetings.
- g. Scholarship & Career Guidance Committee Melissa / Bob K
 - i. No report.
- h. Student Liaison Freddy He / Chris Vokurka
 - i. No report.
- i. Technical Committee Nitin Deshpande
 - i. No report.
- j. Activities Report Committee..... Dan Eybs
 - i. Status of information requests and report. Need membership information from Greg, technical activities from Nitin, legislative from Scott, photos from Bart and Kari, UCD activities from Mike Bowline and financials from Aaron.
 - ii. Draft by March 26th for review and delivery by first week in April.
- k. Legislative Committee..... Trishul Palekar
 - i. No report.

E. Old Business

- a. Local Affiliate Approval process..... Chris Sheffer
 - i. Discussed previously.
- b. Tax StatusAaron Heumann
 - i. Need to meet with a professional to gain advice on tax implications of the 1099-K received from PayPal that would also be forwarded to the IRS. Chris to arrange a meeting with a tax consultant.
- c. Paper Competition Nitin Deshpande
 - i. No report.

F. New Business

- a. GoTo Meeting adjustments Chris Sheffer
 - i. No report.
- b. May luncheon agenda..... John La Sala
 - i. No report.

G. Announcements

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

H. Adjournment - Meeting adjourned at 2:00 PM.