



**Executive Committee Meeting
Minutes**

**March 13, 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, Greg MacKinnon, Karen Aspelin, Lisa Truong, Lou Davenport, Freddy He, Chris Sheffer, John La Sala, Chris Hopkins.

A. Call to Order 12:10PM

B. Approval of minutes from last meeting: John moved to approve the minutes, Chris Sheffer seconded, and the minutes were approved unanimously.

C. Officers' Reports

- a. President's ReportAaron Heumann
 - i. New Position at SEH
 - ii. March Electronic Survey
 - There were 30 Attendees in the March Section Meeting in Colorado Springs, substantially lower than the average turnout for Section meetings
 - The EC considers sending out another survey to all members asking for reasons of not attending the Section Meeting held in Colorado Springs (distance, weather, location, etc.)
 - iii. Colorado Engineering Council
- b. Vice President's & Program Committee Report Anna Bunce
 - i. March Luncheon – Presentation will be posted on Section's website
 - ii. May (Denver Metro) Luncheon Status
 - Remaining 40th Anniversary Picture Frames will be handed out in the May Luncheon.
 - This luncheon will be held at Ace Restaurant in downtown Denver
 - Anna has initially lined up potential speakers and is contacting them on specifics. Potential topics include Denver's B-Cycle program
- c. Secretary/Treasurer & Editorial Committee Report Freddy He
 - i. Luncheon Sponsorship:
 - A representative from a major insurance company has inquired on becoming a sponsor to the Section's luncheon program, but asked for special accommodations such as a dedicated table to hand out the insurer's flyers, discounts, etc. that are not allowed by the Section's current sponsorship policy.
 - The EC decided that since the Luncheon Sponsorship program has proven to be effective and provided values to both the sponsors and members, the current policy should not be changed to accommodate special needs such as those requested by this insurance representative.
 - ii. January/February Budget Report:
- d. Past President's Report John La Sala
 - i. Seeking candidates for Secretary/Treasurer (must be public agencies employee)
 - ii. Karen informed the EC that the Western District will reimburse Section's election fees.

D. Committee Reports

- a. Activities CommitteeEmily Gloeckner
 - i. 2014 Meet and Greet (February 13, 2014)
 - 70 attendees
 - Good feedback from participants
 - Sponsors would like more highlights and an introduction to the featured agency

representatives

- b. Awards CommitteeBill Hange
 - i. Transportation Professional of the Year
- c. Continuing Education Committee Chris Sheffer
 - i. An ITE webinar “Easy Ways to Present with Poise, Power and Presence” was hosted at the City of Centennial on Feb. 26th, 2014 and attended by less than 10 Section members.
 - ii. Chris is looking into software training classes/workshops for early spring. Potential subjects include safety studies for municipalities or VISSIM
 - iii. A later training event may be held in October 2014 to avoid conflict with other Section activities.
- d. Golf Committee (June 13, 2014).....Chris Hopkins
 - i. The 2014 Golf Tournament will be held on June 13th at Red Hawk Ridge Golf Course in Castle Rock.
 - ii. The cost is \$115 per player.
 - iii. Sponsorship will be offered at four levels ranging from \$100 to \$500.
 - iv. Chris is putting together the sponsorship letter and working with Greg to send the letter out to potential sponsors.
 - v. This event will be announced on the Section’s website, Newsletter, and via several follow-up email messages to members.
- e. Vendor Show (January 24, 2014)Will Johnson
 - i. Location for 2015
- f. Website Committee Report..... Greg MacKinnon
 - i. Format Update Status: Lisa volunteered to assist Greg in website reorganization/reformatting.
 - ii. Message Coordination Management Policy Status:
 - The EC considers having an officer in charge of overall messaging, more streamlined, more efficient.
- g. Membership CommitteeRich Follmer
- h. Scholarship & Career Guidance CommitteeMelissa Rosas / Bob Kochevar
- i. Student Liaison Mike Bowline / Chris Vokurka
- j. Technical Committee Nitin Deshpande
- k. Activities Report Committee..... Dan Eybs
 - i. Report Submitted – Great Job!
 - ii. Dan will be on the panel of selecting small section winners
- l. Legislative Committee.....Steve Pouliot
- m. Social Media..... Lisa Truong
 - i. LinkedIn group is open for everyone to join.
 - ii. Members are welcome to visit and post to the group page.
- n. Section Scribe Lou Davenport
- o. Symposium (April 4, 2014)..... Kari McDowell Schroeder

E. Old Business

- a. 2018 District ConferenceAaron Heumann

F. New Business

G. Announcements

- a. Next EC on Thursday, April 10, 2014
- b. Newsletter Articles & Deadline Friday, March 7, 2014Bart Przybyl

H. Adjournment: 2:30 PM

I. Action Items:

1. Aaron will put together a list of survey questions regarding the March Section Meeting attendance to be posted to all members.
2. Greg and Lisa will meet offline to discuss formatting of the Section's website and report back in the next EC meeting
3. Freddy will send regular survey of March Section Meeting to the attendees via Survey Monkey
4. Freddy will send presentations from March Section Meeting to Greg